

University of Colorado, Boulder

Division of Continuing Education

Summer 1985



Schedule of Courses, Seminars and Workshops

University of Colorado, Boulder

Division of Continuing Education *Adult Learning Opportunities*

Boulder Evening Credit Courses

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

Special Noncredit Programs

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

Certificate in Commercial Design

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

Certificate in Computer Applications

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

Certificate in Multi-Image/ Multi-Media Communications

In today's increasingly media-conscious business and arts environment, using only one medium to tell a story, create an impression, or sell a product for yourself or a client is commonly not enough. Multi-Image Multi-Media productions are currently being developed and used by many companies and industries in training, motivating and educating employees, and selling products and services. This certificate program merges artistic concepts and technology to create a curriculum that introduces you to the rapidly expanding field of multi-image multi-media. Whether your goals are to create a successful production career or develop dynamic artistic works or chronologies, this course of study has unique value to you. This program continues Fall, 1985. Call 492-5148 for information.

Independent Study Program

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

Management Development Certificate Program

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

Personal Enrichment Adult Courses (PEAC)

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

Cooperative Real Estate Certificate Program

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

Space Available Voluntary Education (SAVE)

Fall and spring semesters, the University's Division of Continuing Education offers the opportunity for non-degree students to enroll in regular daytime Boulder campus courses, provided space is available as determined by the academic departments. Fall 1985 SAVE registration will be conducted Thursday, September 5 and Friday, September 6, in the ballroom of the University Memorial Center (UMC). Please call 492-5148 for additional information on eligibility, tuition, fees, etc.



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BOULDER EVENING CREDIT CLASSES

The Division of Continuing Education will continue the evening credit program designed specifically for you the working person (home, office, other) or adult who cannot attend classes during daytime hours.

Since many of you have suggested that credit courses be scheduled in a more concentrated format, we are offering you an opportunity to earn credit in a shortened time period. We will be offering an eight-week session during the summer semester and you will be required to attend classes twice a week for 2-1/2 hours each evening. Several courses will be offered in a more intensive format, i.e., 2-5 weeks. Classes carry full undergraduate University credit, are transferable, and are taught by qualified and approved instructors. Credit earned in these classes is automatically shown on an official transcript. You will be registering as a special student unless you have previously been admitted to campus as a degree student.

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

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

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

HOW TO ENROLL: Preregistration is necessary and can be accomplished in person at 1221 University Avenue, Boulder, Monday through Friday, 8:30 to 5:00 p.m., beginning May 6. **NO REGISTRATIONS WILL BE ACCEPTED AFTER JUNE 21 FOR EIGHT-WEEK CLASSES.** Call 492-5148 for information.

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

NON-ATTENDANCE AT CLASS DOES NOT CONSTITUTE WITHDRAWAL.

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

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

TUITION: Resident tuition is \$54 per credit hour. Some courses are slightly higher because of equipment or materials fees. Nonresidents may take one three-hour course during the summer for resident tuition. However, for more than one three-hour course, nonresidents must pay the out-of-state tuition rate. Summer 1985 Boulder campus nonresident tuition rates will apply. Tuition is due and payable at time of registration. Cash, check, MasterCard or VISA may be used. **NO DEFERRED PAYMENT PLAN IS AVAILABLE.**

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

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

PRIVILEGES: Boulder Evening credit students may join the Recreation Center as affiliated students by paying a fee to the Recreation Center cashier. Students are additionally eligible for Wardenburg Student Health Services and an optional hospitalization plan. Both health program fees are payable to the Wardenburg cashier. Total library services are available at no additional charge. Photographic ID's for Division of Continuing Education students are available for \$6 beginning June 10, 11:00 a.m. to 4:00 p.m. at Stadium 129 between Gates 4 and 5.

Students must present Boulder Evening registration receipts to qualify for any of the above privileges.

SPECIAL REGISTRATION FOR FACULTY AND STAFF: Faculty and staff of the University of Colorado, Boulder can enroll in Boulder Evening credit courses on a space available basis for one-half the regular tuition fee. Registration will begin June 10. Please bring a copy of PAF indicating at least a half-time appointment.

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

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

Credit Calendar Dates You Should Know

May 6	First day of registration at the Division of Continuing Education, 1221 University Avenue, 8:30-5, Monday through Friday.
June 10	Classes begin. 100% refund before second class meeting. All drops after second class meeting require Instructor's signature on drop voucher.* FACULTY/STAFF registration on space available basis. 50% discount, PAF required.
June 21	Last day to register.
June 28	Last day to receive 60% refund.
July 4	Holiday — No classes.
July 12	Last day to receive 40% refund. No refund after this date.
July 22	Last day to drop without petitioning. You must present valid documentation supporting your drop petition. Call 492-5148 for petition information.
August 1	Classes end.

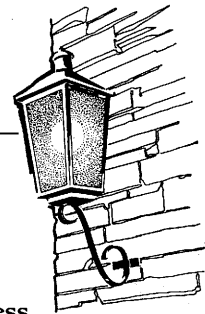
Intensive credit classes that do not meet the full eight weeks will have different deadlines. Please call 492-5148 for specific information.

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

Boulder Evening Credit Classes By Starting Date, Summer 1985

Monday and Wednesday Evening Classes, Begin June 10

A&S	100-3	ECCR 1-01	6:30-9 p.m.	General Expository Writing
Comm.	203-3	Ketchum 118	6:30-9 p.m.	Interpersonal Communication
Econ.	201-3	ECCR 1-40	6-8:30 p.m.	Principles of Economics I
Math.	101-3	ECCR 1-03	6:30-9 p.m.	College Algebra
Math.	107-3	ECCR 1-05	6-8:30 p.m.	Algebra for Social Sciences & Business
P.E.	225-2	ECCR 1-46	6:00-10 p.m.	Advanced First Aid & Emergency Care
P.E.	401-3	ECCR 1-42	6:30-9 p.m.	Nutrition & Physical Performance
Psy.	100-3	Muenzinger E113	6:30-9 p.m.	General Psychology



Tuesday and Thursday Evening Classes, Begin June 11

Comm.	102-3	ECCR 1-42	6:30-9 p.m.	Intro to Interpersonal & Small Group Communication
Comm.	426-3	Ketchum 118	6:30-9 p.m.	Communication & Conflict
Econ.	202-3	ECCR 1-40	6-8:30 p.m.	Principles of Economics II
Engl.	119-3	ECCR 1-01	6:30-9 p.m.	Intro to Creative Writing
Engl.	120-3	Ketchum 119	6:30-9 p.m.	Intro to Fiction
Engl.	290-3	Ketchum 206	6:30-9 p.m.	Studies in Literature: The Espionage Novel
Engl.	305-3	Ketchum 120	6:30-9 p.m.	Intermediate Fiction Workshop
Hist.	151-3	ECCR 1-28	6-8:30 p.m.	U.S. History to 1865
Phil.	100-3	Ketchum 207	6:30-9 p.m.	Intro to Philosophy
Psy.	430-3	Muenzinger E113	6-8:30 p.m.	Abnormal Psychology

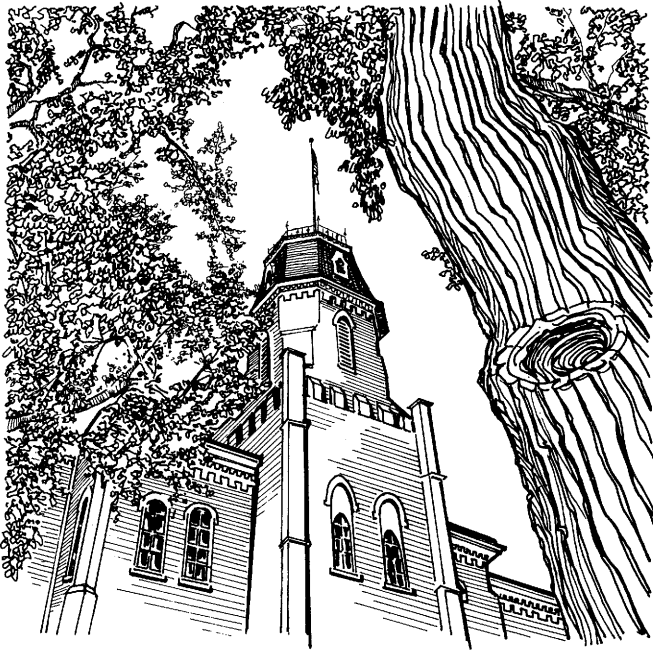
Monday, Tuesday and Thursday Evening Class, Begins June 10

F.S.	355-3	Stadium 350	5-8 p.m.	Producing the Feature Film
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Important Information About Arts and Sciences Degree Requirements and How Boulder Evening Credit Courses Can Be Utilized to the Best Advantage

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

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



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

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

June 10-July 31, Mondays and Wednesdays, 6:30-9 p.m., ECCR 1-01. \$162.

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

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

June 11-August 1, Tuesdays and Thursdays, 6:30-9 p.m., ECCR 1-42. \$162.

**Communication 203-3
Interpersonal Communication**

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

June 10-July 31, Mondays and Wednesdays, 6:30-9 p.m., Ketchum 118. \$162.

**Communication 426-3
Communication and Conflict**

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

June 11-August 1, Tuesdays and Thursdays, 6:30-9 p.m., Ketchum 118. \$162.

**Economics 201-3
Principles of Economics I**

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

June 10-July 31, Mondays and Wednesdays, 6-8:30 p.m., ECCR 1-40. \$162.

**Economics 202-3
Principles of Economics II**

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

June 11-August 1, Tuesdays and Thursdays, 6-8:30 p.m., ECCR 1-40. \$162.

English 119-3
Introduction to Creative Writing

This course is designed for students who want to learn the basic techniques of writing short fiction and poetry. It is valuable for students with serious writing goals, for those who seek greater skill in self expression, and for those who want to better appreciate literature by learning to write it. Students will write stories and poems, and discuss them in a supportive, workshop atmosphere. We will also read and discuss the works of established writers, in order to develop our awareness of the elements of fiction and poetry.

June 11-August 1, Tuesdays and Thursdays, 6:30-9 p.m., ECCR 1-01. \$162.

English 120-3
Introduction to Fiction

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

June 11-August 1, Tuesdays and Thursdays, 6:30-9 p.m., Ketchum 119. \$162.

English 290-3
Studies in Literature: The Espionage Novel

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

June 11-August 1, Tuesdays and Thursdays, 6:30-9 p.m., Ketchum 206. \$162.

English 305-3
Intermediate Fiction Workshop

This course, designed as a workshop, concentrates on the development of each student's particular writing style, as well as opening new avenues by means of various writing assignments. Students critique each other's work and submit material on a regular basis. Work load varies according to length of assignments and the amount of discussion generated. Various contemporary authors are also examined. Prior writing experience desirable.

June 11-August 1, Tuesdays and Thursdays, 6:30-9 p.m., Ketchum 120. \$162.



Film Studies 355-3
Producing the Feature Film

Designed to give the student a behind-the-scenes look at the way production in the entertainment industry is structured and how it works. The class will: (1) survey the production process from development to distribution; (2) focus on the crucial role which script plays in the production process; (3) "pitch a story" to studio executives. The class will also focus on: (1) various contract negotiations and the budget process; (2) job functions, qualifications, and opportunities in the entertainment industry; (3) relationships between producer, director, the writer, actor, agents, and studio executives, as well as analysis of selected films for production values, story structure, and budget considerations. Screenings include *Stunt Man*, *Risky Business*, *Terms of Endearment*, and *Beverly Hills Cop*.

June 10-July 11, Mondays, Tuesdays and Thursdays, 5-8 p.m., Stadium 350. \$162.

History 151-3
U.S. History to 1865

This is a survey of early American history, including the social, economic, and political factors that formed the nation. The concentration of study will be on topics concerning the ideas, values, and actions of people, and how these areas fit into an understanding of the past and its relationship to the present. When combined with History 152, satisfies first year social sciences requirement.

June 11-August 1, Tuesdays and Thursdays, 6-8:30 p.m., ECCR 1-28. \$162.

Mathematics 101-3
College Algebra

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

June 10-July 31, Mondays and Wednesdays, 6:30-9 p.m., ECCR 1-03. \$162.

Mathematics 107-3
Algebra for Social Sciences and Business

A review of beginning algebra; systems of linear equations; an introduction to matrices, linear programming, counting problems, and probability. Does not prepare students for Math. 110 or Math. 130. No class July 1 and July 3.

June 10-August 7, Mondays and Wednesdays, 6-8:30 p.m., ECCR 1-05. \$162.

Philosophy 100-3
Introduction to Philosophy

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

June 11-August 1, Tuesdays and Thursdays, 6:30-9 p.m., Ketchum 207. \$162.

**Physical Education 225-2
Advanced First Aid and Emergency Care**

A 64-hour training program in emergency procedures for those injured or suddenly taken ill, emphasizing both theory and skill application, taught from a beginning level through a lecture-discussion-practice system, extensively utilizing audio-visual materials to convey the realities of trauma and acute illnesses. This course provides essential information for developing functional first aid capabilities required by outdoor recreation enthusiasts, wilderness trip leaders, ski patrollers, volunteer firefighters, and others whose special interests place them in situations where medical assistance may be delayed. Training in cardiopulmonary resuscitation (CPR) is included.

June 10-July 31, Mondays and Wednesdays, 6-10 p.m., ECCR 1-46. \$108.

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

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

June 10-July 31, Mondays and Wednesdays, 6:30-9 p.m., ECCR 1-42. \$162.

**Psychology 100-3
General Psychology**

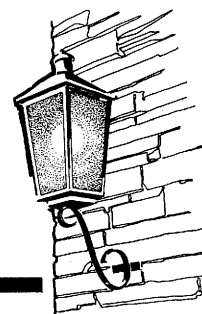
Survey of major topics in psychology, including sensory and perceptual processes, human development, personality, frustration and conflict, learning and memory, and the biological basis of behavior. When combined with Psy. 230, 245 or 264, satisfies first year social sciences requirement. When combined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

June 10-July 31, Mondays and Wednesdays, 6:30-9 p.m., Muenzinger E113. \$162.

**Psychology 430-3
Abnormal Psychology**

An examination of psychopathology: theoretical orientations, diagnostic methods, diagnostic categories, treatment, and research in psychopathology.

June 11-August 1, Tuesdays and Thursdays, 6-8:30 p.m., Muenzinger E113. \$162.



SPECIAL CREDIT CLASSES

Dance Division/Colorado Dance Festival

In conjunction with the University of Colorado Dance Division, the Colorado Dance Festival presents nationally and internationally acclaimed artists in an intensive program of classes, films, workshops, exhibitions, and performances from June 12 to July 12. The Festival will offer technique classes in modern, ballet, jazz, and tap dance as well as special workshops in composition and improvisation. Master classes will be held June 13 and 14; regular daily classes will begin June 17. Enrollment for all Festival events will be handled by the Festival registrars. In addition, any student wishing to receive credit will register with Continuing Education. Two hours credit is the maximum a student may receive for work during the Festival. For further information, call the Festival office at 442-7666.

**Kodály: Methods and Principles of
Music Education, Levels I and II
Music 511 and 512**

The certification program in the Kodály Method of music education will be offered again this summer, June 24 to July 5. The Kodály Method, widely accepted as a means of music education in America and internationally, is taught in a series of three levels. Levels I and II will be offered this summer, and I, II and III thereafter. Level I includes Pedagogy, curriculum structure, musical experiences for choirs in elementary school, high school, and for older beginners; Solfege and Musicianship, Training in relative solfege, hand signs, rhythm

syllables, conducting and choral ensembles experience; also Special Topics. Level II will include these topics at an advanced level, with additional Special Topics added. Two hours credit is optional. Classes from 8:30 to 11:30 and 2 to 4 Monday through Friday. Instructors will be Mary Goetze and Jean Sinor from Indiana University and Doreen Rao from the Glen Ellyn, Illinois Children's Choir. Call for a free informational brochure 492-5148 or 1-800-332-5839 toll-free in Colorado outside the Denver metro calling area.

Western Consortium for Oriental Languages

The Western Consortium for Oriental Languages is a cooperative program sponsored by the University of Colorado, Boulder, the University of Arizona, and Arizona State University. It provides intensive training in Chinese and Japanese language, during the summer session. Courses offered are Intermediate and Advanced Chinese (CHIN 211-212 and CHIN 301-302) and Beginning, Intermediate, and Advanced Japanese (JPN 101-102, JPN 211-212, and JPN 301-302). Classes meet 3-1/2 hours per day (plus one hour of language laboratory work) during the 10-week summer session. Students will receive 10 credit hours for completing the course. These courses are accelerated versions of the comparable academic-year offerings; they are for serious students who wish to immerse themselves in the language and progress at the fastest pace possible. Tuition is \$675 for students of the consortium schools, \$750 for others. For further information and application, write to the Department of Oriental Languages and Literatures, University of Colorado, Boulder, Campus Box 279, Boulder, Colorado 80309.

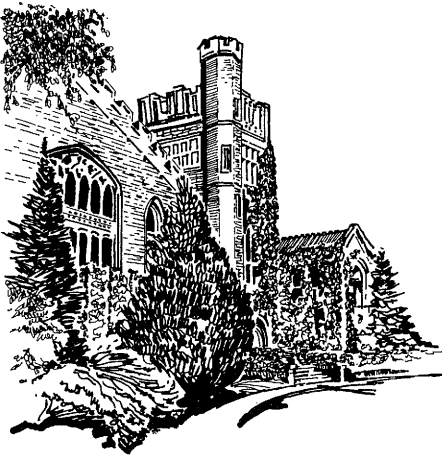
MOUNTAIN RESEARCH STATION

The Mountain Research Station offers students the opportunity to spend an exciting summer studying field biology and environmental science in the mountains of Colorado and Wyoming. The Station is located just 25 miles west of Boulder at an altitude of 9,500 feet and only a short distance from the Continental Divide. The Station is surrounded by Roosevelt National Forest and provides easy access to the Niwot Ridge Biosphere Reserve and the Indian Peaks Wilderness Area. The area is also an Experimental Ecological Reserve and a site of the National Science Foundation's Long-term Ecological Research program. The Station leases the nearby Bunker Hill Preserve from The Nature Conservancy.

The facility is managed by the Institute of Arctic and Alpine Research and has a resident scientific and maintenance staff. The John Marr Alpine Laboratory has classrooms, laboratories, library, herbarium, darkroom, and microcomputers. Students may arrange to live in a cabin at the Station, if they apply early enough, or may commute with the opportunity to stay overnight before class days. A cafeteria operates for the convenience of both summer residents and commuters. A shuttle service is planned for Monday through Friday between the Station and several locations in Boulder and with a stop in Nederland enroute.

The cost for each course is listed at the end of the course description; a \$25 deposit is required for each course and should be sent to the Mountain Research Station; and the remainder, less tuition, is paid to the Station on the first day. Tuition is to be paid at time of registration to the Division of Continuing Education (\$28 for 1 credit hour, \$45 for 2 credit hours, and \$62 for 3 credit hours). Checks should be made payable to the University of Colorado.

The following courses provide opportunities to gain intensive field experience and develop rewarding research projects. Students interested in learning more about these unique courses can obtain course descriptions and information concerning enrollment procedures and housing (if needed) from Mark Noble, Mountain Research Station, University of Colorado, Nederland, Colorado 80466. The telephone number is (303) 492-8841.



Geography 440-3 Land Management Systems (American Wildland Management) Geography 541-3 Natural Resource Management (American Wildland Management)

This course is an intensive survey of the ecologic, economic, and recreation principles relating to the management of wildlands. Discussions will focus on major wilderness management issues, including reconciling natural ecosystem change with preservation policies, setting the carrying capacity for on-site recreation, and evaluating the impacts of development activities near wildlands. The first week will be spent at the Mountain Research Station and will include trips to nearby wilderness areas. For the second week the class will be flown to the Yellowstone and Grand Teton National Parks area. Each day (except a free day on Sunday) will include a field trip within the Greater Yellowstone Ecosystem to become familiar with a different wilderness management problem. There will be one night of camping in the Washakie wilderness, but this is not a wilderness survival course. Dr. Kenneth A. Barrick, University of Alaska.

Full time (except Sunday) June 10-June 22. \$895 includes nearly all costs, including tuition, housing, land transportation, and round-trip airfare between Denver and Jackson; does not include meals while on the Yellowstone trip.

Geography 433/533-3 Mountain Climatology

This is a field course concerning instrumentation and observational techniques in the study of mountain weather and climate. Weekly field problems are designed to demonstrate the procedures involved in the collection and subsequent analysis of micrometeorological data; emphasis is given to the controls of snowmelt, soil moisture, and evapotranspiration. Informal lectures focus on the application of climatological studies to various aspects of mountain geocology. The course gives students the opportunity to obtain direct experience with modern climatological instrumentation and learn how to apply the energy budget approach to problems in hydroclimatology and biophysical ecology. Dr. Greg Olyphant, Indiana University.

All day on Mondays and Tuesdays from June 10-July 9. \$350 includes tuition and supplemental fees.

Geography 437/537-3 Forest Geography: Principles and Dynamics

Students will learn the principles of forest geography and ecology including both individual tree responses to environmental factors and forest community ecology. Methods of sampling and analyzing forest composition and structure will be emphasized. Extensive field work will take place in the subalpine spruce/fir forests and in the montane lodgepole pine forests of Colorado's Front Range. Dr. Thomas Veblen, University of Colorado.

All day on Wednesdays and Thursdays from June 12-July 11. \$350 includes tuition and supplemental fees. University of Colorado students who have already completed GEOG 437/537 may take this course as GEOG 524 with the title Physical Geography: Methods of Forest Analysis.

Mountain Research Station Classes *(continued)*

EPOB 436/536-3

Field Research in Ecological Theory

Students will work in small teams as they initiate and carry out a field research problem pertinent to modern ecological theories. The course will begin with an introduction to the environments and organisms available for investigation in the Front Range of the Rockies, field discussions of how to identify a suitable field problem and the problems peculiar to field-based ecological research, and suggestions for the team investigation. The researchers will, with supervision, devise hypotheses that are testable by experimentation and observation, carry out intensive field work, analyze the information gathered, and prepare a manuscript of publication quality. The team will have access to the necessary resources, including laboratory space, vehicles, equipment, supplies, herbarium, and computers. Applicants must be enthusiastic about conducting research without restrictions as to topic, environment, or organism. This course is best suited to beginning graduate students and advanced undergraduates with strong interests in field biology. Dr. Mark Noble, University of Colorado.

All day on Mondays and Tuesdays from July 15-August 13. \$350 includes tuition and supplemental fees.

EPOB 410/510-3

Alpine and Subalpine Field Ecology

This is a course in quantitative field ecology applied in the alpine and subalpine environments of the Rocky Mountain Front Range. Topics of study include Front Range ecosystems and dominant plant species, the nature and dynamics of treeline, productivity of high-altitude plant communities, the characteristics of alpine vegetation around the world, reproductive and developmental strategies of plants in extreme environments, and vegetation dynamics. Students should expect to spend long days in the alpine environment. Dr. John Ogden, University of Auckland, New Zealand.

All day on Wednesdays and Thursdays from July 17-August 15. \$350 includes tuition and supplemental fees.

EPOB 464/564-2

Rocky Mountain Flora

This course provides an introduction to the flora of the Rocky Mountains, with intensive field work in the upper montane, subalpine, and alpine zones. Emphasis will be given to field recognition of gymnosperms, flowering plants, lichens, and mosses. Instruction will include basic botanical principles, the use of dichotomous keys, and methods of collecting and preserving plant specimens. Students will participate in field excursions, field discussions, and laboratory sessions and will assemble a properly prepared collection of plants. This is an ideal course for anyone wanting to learn or improve taxonomic skills or be able to recognize the plants of the High Rockies. Dr. Jo Ann Flock, University of Colorado.

All day on Fridays from July 19-August 16 plus two additional days of work to be arranged. \$295 includes tuition and supplemental fees.

EPOB 940/960-1 to 3

Independent Research/Independent Research in Environmental Biology

This course offers students the opportunity to develop their own field research projects in consultation with faculty members. Students will need to develop a research project and prepare a well-written research report. There are no restrictions as to subject of research, but the project should be of a nature that it can be suitably supervised by the available faculty. General fields within which projects might be developed are population biology, animal behavior, community structure, herbivory, pollination biology, and many others. Dr. Mark Noble, University of Colorado, and visiting faculty.

Participation in these courses is at any time from June 10-August 16. Costs are \$100 for 1 credit hour, \$130 for 2 credit hours, and \$165 for 3 credit hours; these prices include tuition and supplemental fees.



MANAGEMENT DEVELOPMENT CERTIFICATE PROGRAM

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

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

Locations for Boulder courses are listed at the end of each course. Locations for Longmont courses (see following listing, page 14) are all at Longmont High School; specific room numbers will be given at registration.

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

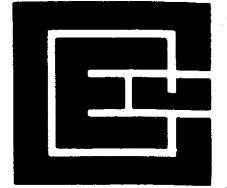
Each course cost \$75. All consist of a minimum of 10 hours of instruction. One Continuing Education Unit is awarded per course completion. Continuing Education Units are awarded for completion of a course, giving the student a permanent record of achievement. Ten hours of participation is the national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

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

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

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

The Continuing



Education Unit®

MANAGEMENT DEVELOPMENT CERTIFICATE PROGRAM

Courses by Starting Date, Summer, 1985

Date	Course	Faculty
Monday, June 10	Microcomputer Applications for Management	Charles Whyte
Tuesday, June 11	Art of Persuasion	Orvel Ray Wilson
Tuesday, June 11	Technical Writing Seminar	Mike Gannon
Wednesday, June 12	Innovation and Creative Thinking in Business	John H. Dawson
Wednesday, June 12	Communication Effectiveness: Between Supervisor and Employees	Barry T. Dawson
Thursday, June 13	Project Management	Charles A. Rice
Thursday, June 20	Working Assertively: Effective Job Skills	Toni Scott
Thursday, June 27	Building Productive Work Teams	Charles A. Rice
Monday, July 8	Practical Problem Solving for the New Supervisor or Manager	Tony Hopper
Tuesday, July 9	Personnel Psychology	Ken Miller
Tuesday, July 9	Time Management	Orvel Ray Wilson
Wednesday, July 10	Dynamic Role of Sales in the '80s	Barry T. Dawson
Thursday, July 11	Marketing Overview	Tony Hopper
Thursday, July 18	Solving Job Performance Problems	Charles A. Rice

Personnel Management

BMDP-93

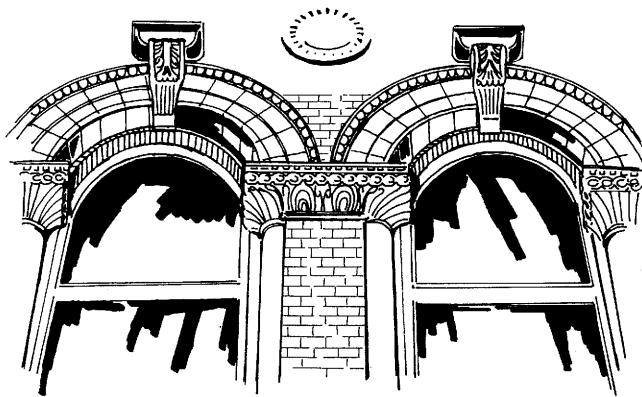
Communication Effectiveness: Between Supervisor and Employee

Productive employees are goal-oriented individuals who enjoy work and satisfy their personal needs in working. This course is directed to owners and managers who wish to retain existing personnel and their loyalty rather than withstand costly turnover and training. Focus is on self-improvement and individual goals and strengths for increasing productivity. The course involves all participants and their professional environments, emphasizing communication skills and goal-setting techniques. Barry T. Dawson. Wednesdays, June 12, 7-10 p.m. and Wednesdays, June 19 and 26, 6:30-10 p.m. University Club.

BMDP-98

Building Productive Work Teams

This intensive workshop is aimed at making functional work teams more effective, productive, and creative. Specific concepts, procedures, and strategies will be presented in real time with real issues, problems, and concerns that the participants share in a workshop/seminar setting. Proven principles and concepts from business management, the behavior sciences, and disciplined problem solving will form the foundation for this program. The dominant thrust of this team-building workshop is to increase the flow of useful information throughout the organization. Charles A. Rice, M.B.A. Thursday, June 27, 7-10 p.m. and Saturday, June 29, 8:30 a.m.-4:30 p.m. University Club.



BMDP-90

Time Management

Getting the most out of an 8-hour day, a 40-hour week, or a life span depends on proper time management. This course will help you analyze how your time is actually spent, assist you in determining priorities, and then in translating your goals into reality. Basic approaches to time management will be discussed as well as tips for overcoming procrastination and organizational time problems, time management in relation to effectiveness in an organization, and participative strategies. Orvel Ray Wilson. Tuesday, July 9, 7-10 p.m., and Tuesdays, July 16 and 23, 6:30-9 p.m. Business 354.

BMDP-73

Personnel Psychology

Directed at first-line to mid-level managers or human resources professionals interested in applying behavioral science principles and techniques to their work setting. Topics include: job analysis and criteria development, motivation and satisfaction, group dynamics and leadership, performance coaching and assessment, and career development. Ken Miller, M.S. Tuesdays, July 9-July 30, 6:30-9 p.m. Business 248.

BMDP-77

Solving Job Performance Problems

Designed for those who manage the work of others. The focus is on supervisor behavior in specific work situations. Specific situations to be covered include motivating the poor performer, handling a complaining employee, discussing personal work habits, and discussing potential disciplinary action, plus other situations of interest to participants. Requires active involvement of participants, with role playing and discussion an integral part of the process. Charles A. Rice, M.B.A. Thursday, July 18, 7-10 p.m., and Saturday, July 20, 8:30 a.m.-4:30 p.m. University Club.

Questions or concerns about a course?

Please call us.

492-5148

Or use this number to conveniently call in any noncredit registration using your VISA or MasterCard. Make our registration office as close as your telephone.

Management: An Overview

BMDM-72

Technical Writing Seminar

With information becoming the major product of our economy, there is a continuous need to upgrade skills for presenting technical data in concise, easily understood language for those who need to know. Applications for this seminar include reports, proposals, manuals, trade journal articles, audio-visual and instructional material, catalogs and much more. Step-by-step learning modules supplied with the seminar begin with the basics, and proceed into advanced techniques. Topics include top-down organizing, research, logic, interviewing, writing/editing, as well as manuscript production and electronic-assisted writing. Mike Gannon, B.A. Tuesday, June 11-July 2, 6:30-9 p.m. Business 248.

BMDM-74

Innovation and Creative Thinking in Business

Success, power, and profit will come to people with good creative ideas. Everyone has untapped creative potential, and those who have cultivated their ability to think creatively — to generate, manage, and apply ideas — will be the successful innovators of tomorrow. Creative thinking is a skill, and like other skills it can be improved with proper attention and practice. This course provides a way to do this by demonstrating proven methods and techniques to strengthen creative thinking and idea managing abilities. Participants will learn skills to strengthen creative thinking, generate and manipulate ideas, open mental locks and eliminate idea killers, and apply methods to turn creative ideas into effective action. John H. Dawson, J.D. Wednesdays, June 12-July 10, 6:30-9 p.m. (No class session July 3). Business 248.

BMDM-96

Project Management

This intensive seminar will focus on the planning, organizing, leading, and controlling of major projects of any variety. Also included with these classical management skills will be a module on mid-course corrections to projects that have deviated from planned schedule and/or budget. Charles A. Rice, M.B.A. Thursday, June 13, 7-10 p.m. and Saturday, June 15, 8:30 a.m.-4:30 p.m. University Club.



Financial And Marketing Management

BMDF-96

Microcomputer Applications for Management

Primarily for actual or prospective owners of microcomputers who have relatively little knowledge of hardware and software and are interested in expanded computer use. The essential elements of integrating end user computing into your organization and practical, productive business microcomputing solutions to business problems will be topics. Familiarity with popular business software packages will be emphasized with extensive hands-on microcomputer use. Charles Whyte. Mondays, June 10-July 1, 7-9:30 p.m. Norlin Library S419 (directions given at registration).

BMDF-91

Art of Persuasion

Whether you sell a product, a service, or idea, this seminar will increase your effectiveness and income. You will gain a broader range of skills to increase and maintain a higher level of motivation, ask for what you want and get it, handle objections with ease, deal with difficult clients and co-workers, sell effectively without being pushy, and create more rewarding relationships at work and at home. Orvel Ray Wilson. Tuesdays, June 11-July 2, 7-9:30 p.m. Business 354.

BMDF-89

Dynamic Role of Sales in the '80s

Be introduced to the variety of ways in which interpersonal relating can lead to positive/successful communication. You will learn about a new dynamic sales style, very financially rewarding and very personally satisfying. Recognize new abilities through personal involvement in this participative, management-oriented workshop. Benefits will include the ability to increase sales, production, motivation, communication, recognition of "Buying Signals," personal growth, and general awareness of people's behavior in the dynamics of sales. Barry T. Dawson. Wednesday, July 10, 7-10 p.m. and Wednesday, July 17 and 24, 6:30-10 p.m. University Club.

BMDF-92

Marketing Overview

Includes analyzing the product or service offered, pinpointing the target market, developing a customer profile, analyzing the competition, advertising and professional sales planning, distribution, and marketing management. Theoretical concepts will be briefly reviewed, with emphasis on applying them to the manager's unique business or institution. Tony Hopper, M.B.A., Ph.D. Thursday, July 11, 7-10 p.m., and Saturday, July 13, 8:30 a.m.-4:30 p.m. University Club.

Supervision In Management

BMDS-93

Working Assertively: Effective Job Skills

Immediately useful and practical everyday skills, strategies, and techniques to enable you to stand up for your rights without violating the rights of others; to get your ideas heard — up and down the management ladder — to handle difficult situations, unfair demands, discipline, criticism, angry confrontations, etc.; to turn self-defeating behavior into positive and caring assertion. Workshop format will assist you in developing your own personally effective style of assertion. In order to achieve this goal, you should be ready to incorporate new behaviors into your life and be comfortable with planned changes. Toni Scott, M.A. Thursday, June 20, 7-10 p.m. and Saturday, June 22, 8:30 a.m.-4:30 p.m. University Club.

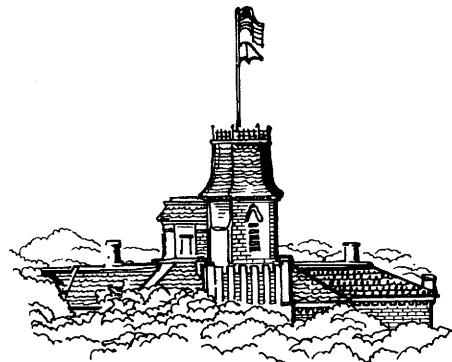
BMDS-97

Practical Problem Solving for the New Supervisor or Manager

Topics include analyzing and testing ideas, preparing people activities, time and cost shortcuts, developing a decision-making profile and strategy, presenting ideas professionally, and handling questions. Emphasis is on a winning professional manner and effectively conceptualizing, presenting, and implementing ideas. As a result of this program you will be able to:

- Learn how to identify the real problems faster.
- Learn how to prove that there is a problem in terms of dollars, costs, or time.
- Learn how to develop and evaluate a number of solutions using practical techniques.
- Learn how to present a thoroughly investigated problem and your recommended solution on one piece of paper.
- Learn how to emphasize quickly and concisely the benefits of your plan.
- Learn how to develop problem-solving profiles of both individual people and of departments and organizations.

Tony Hopper, M.B.A., Ph.D. Monday, July 8, 7-10 p.m. and Monday, July 15 and 22, 6:30-10 p.m. Business 248.



LONGMONT MANAGEMENT DEVELOPMENT CERTIFICATE PROGRAM

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

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

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



LONGMONT MANAGEMENT DEVELOPMENT CERTIFICATE PROGRAM

Courses by Starting Date, Summer, 1985

Date	Course	Faculty
Monday, June 10	Time Management	Charles A. Rice
Thursday, June 13	Art of Persuasion	Orvel Ray Wilson
Monday, July 1	Managing Individuals Effectively	Charles A. Rice

LMDP-90 **Time Management**

Getting the most out of an 8-hour day, a 40-hour week, or a 72-year life span depends on proper time management. This course will help you analyze how your time is actually spent, assist you in determining priorities, and then in translating your goals into reality. Three basic approaches to time management will be discussed as well as tips for overcoming procrastination and organizational time problems, time management in relation to effectiveness in an organization, and participative strategies. Charles A. Rice, M.B.A. Mondays, June 10, 17, and 24. 6:30-10:00 p.m. Longmont High School, room 208.

LMDP-91 **Art of Persuasion**

Whether you sell a product, a service, or idea, this seminar will increase your effectiveness and income. You will gain a broader range of skills to increase and maintain a higher level of motivation, ask for what you want and get it, handle objections with ease, deal with difficult clients and co-workers, sell effectively without being pushy, and create more rewarding relationships at work and at home. Orvel Ray Wilson. Thursdays, June 13, 20, 27, and July 11. 7:00-9:30 p.m. Longmont High School, room 208.

LMDP-95 **Managing Individuals Effectively**

Today's highly diverse workforce requires a very selective approach to managing individuals. The new breed of young professionals requires a different approach toward workers. This seminar will present the six psychological levels of existence developed by Dr. Clare Graves and provides specific guidance on how best to communicate, evaluate, and "motivate" each level. Also, guidance will be provided on which levels mix productively on the same team and which levels do not mix well together. Participants will leave this seminar with a much deeper insight into how to develop more effective working relationships with each type. Charles A. Rice, M.B.A. Mondays, July 1, 8, and 15. 6:30-10 p.m. Longmont High School, room 208.

Questions or concerns about a course?

Please call us.

492-5148 or 1-800-332-5839

Or use this number to conveniently call in any noncredit registration using your VISA or MasterCard. Make our registration office as close as your telephone.

CERTIFICATE IN COMPUTER APPLICATIONS

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

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

Performance Certificates are awarded for completion of any given course.

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

The certificate requirements are the following three:

1. Completion of four required courses:
 - Computer Literacy*
 - Concepts of Data Processing
 - Introduction to Computer Application Systems
 - Operating and Maintaining Software Systems

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

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

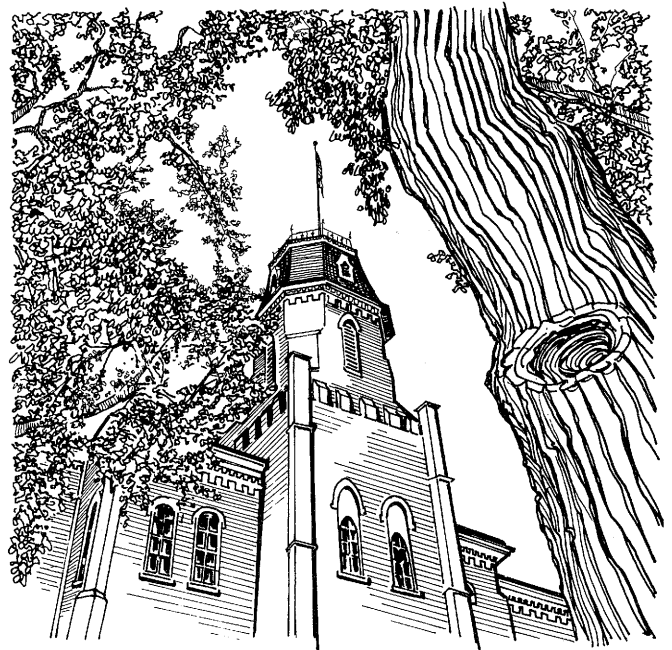
3. Completion of at least two different programming language courses. Plans are to offer courses in BASIC, PASCAL, COBOL, and other languages over the next year. Languages are added as industry demand dictates.

The course of study is structured so that participants may be able to complete the Certificate Program in about four semesters, but there is no requirement that it be completed in any given length of time. This Summer 1985 semester features more elective courses. Fall 1985 semester will continue most required Certificate courses. In all cases, successful course completion is determined by the instructor(s). There is now specially expanded access to out-of-class computer use, on a first-come basis, with software check-out. Details are given at class. Course tuitions are listed at the end of each course.

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

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

Course locations are listed with the course description where possible. If "Norlin S419" is listed with your course, you will receive a detailed letter on class location and out-of-class computer use. Most class locations are in an air-conditioned and upgraded facility.



CERTIFICATE IN COMPUTER APPLICATIONS

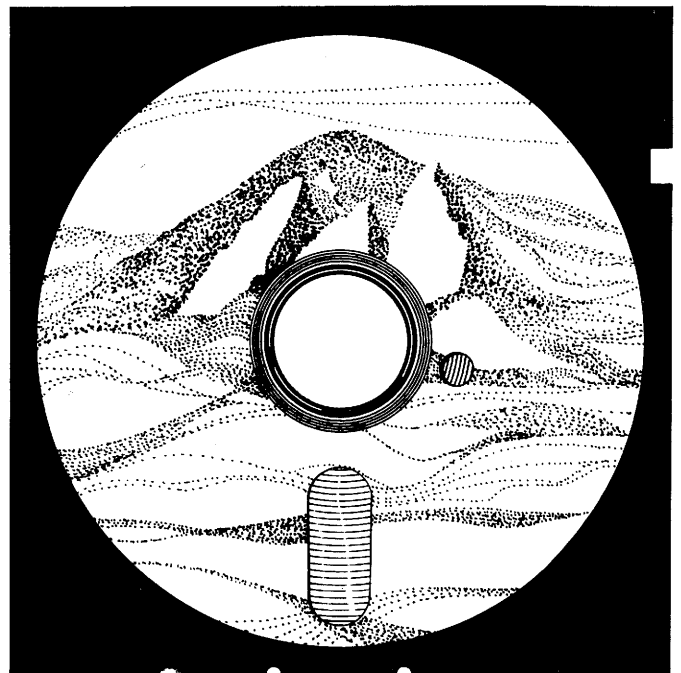
Courses by Starting Date, Summer, 1985

Date	Course	Faculty
Monday, June 3	Introduction to UNIX	Carol J. Meier
Thursday, June 6	Introduction to the IBM Personal Computer	Janet Goodrich-Spear
Friday, June 7	C Programming	Carol J. Meier
Saturday, June 8	The Electronic Spreadsheet	Randall S. Bloomfield
Monday, June 10	Computer Literacy	Scott Dixon, Bob Carlisle
Monday, June 10	COBOL Structured Programming	Wayne Trzyna
Tuesday, June 11	Introduction to the IBM Personal Computer	Janet Goodrich-Spear
Wednesday, June 12	Database Management: Applying DBase II/III	Clyde Getty
Thursday, June 13	Beginning Word Processing: WordStar	Bruce Pollock
Saturday, June 15	Using Lotus 1-2-3	Doug Serillo
Saturday, June 15	Introduction to Personal Telecommunications	Valerie Parker
Wednesday, June 19	Technical Documentation	Pat Felz
Tuesday, June 25	Introduction to the IBM Personal Computer	Janet Goodrich-Spear
Saturday, June 29	Framework: An Introduction to Interactive Software	Valerie Parker
Saturday, July 6	Using Lotus 1-2-3	Doug Serillo
Monday, July 15	Introduction to UNIX	Carol J. Meier
Friday, July 19	Engineering Computing on the IBM PC	David E. Clough
Friday, July 19	C Programming	Carol J. Meier
Thursday, July 25	Intermediate WordStar	Bruce Pollock
Saturday, July 27	Advanced Lotus 1-2-3	Doug Serillo
Wednesday, July 31	DBase III/II for Programming	Clyde Getty
Friday, August 2	Engineering Computing on the IBM PC	David E. Clough
Monday, August 5	Using MS-DOS: Level II	Charles F. Whyte
Saturday, August 10	Advanced WordStar	Bruce Pollock

A Guide to Computer Applications Courses' Skill Levels Recommended

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

- Beginner** = no previous computer experience necessary — course assumes little or no computer knowledge.
- Novice** = elementary computer knowledge; taken **Computer Literacy** or some introductory courses.
- Intermediate** = Computer Literacy background plus recent involvement in programming/software applications.
- Specialized** = Intermediate skills but seeking specific applications procedures as in systems documentation, or management.
- Advanced** = current MIS involvement, comfortable with most popular software applications, basic programming skills.



BCAC-90
Computer Literacy

Beginner

This course focuses on exactly what computers are and how they work, as well as their various uses and limitations. Sessions include a description of software available for today's computers, how computers influence our changing society, and what lies ahead. Time will be made available for hands-on experience, learning some simple programming skills using different computer systems, and popular computer applications. Scott Dixon, B.A., Bob Carlisle, B.A. Mondays, June 10-24, 6:30-8:30 p.m. Lab sections (choose one -please specify at registration):

Lab Section I: Mondays, July 1-29, 6:30-8:30 p.m.

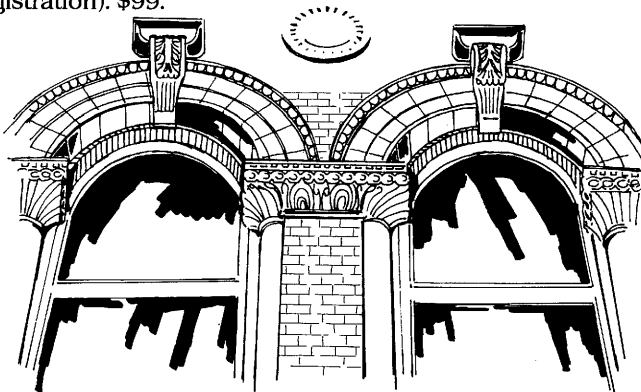
Lab Section II: Tuesdays, July 2-30, 6:30-8:30 p.m.

8 sessions, 1.6 CEUs. University Computing Center 123. \$80.

BCAC-78
**Beginning Word Processing:
WordStar**

Novice

Word processing is a powerful tool for students, faculty, authors — anyone who writes. It is a required skill for secretaries. WordStar is the most widely used word processing program — the program to which other word processors are compared. The IBM Personal Computer and its clones are the most popular microcomputers sold. This course will provide the beginner with enough hands-on experience with WordStar and the IBM operating system to prepare standard letters, term papers, and manuscripts. No previous word-processing experience required. Please bring to class two double-sided/double-density 5¼-inch diskettes, available at the University Book Center, UMC 10, or at most computer stores. Bruce Pollock, Ph.D. Thursdays, June 13-July 18, 6:30-9:30 p.m. 5 sessions, 1.5 CEUs. Norlin Library S419 (directions given at registration). \$99.



BCAC-65
Intermediate WordStar

Intermediate

We have found people using WordStar require some time to become comfortable with their basic word processing skills. Then they want to perform more complicated operations — preparation of tables, complex print formats, columns in newsletters, and repetitive computer operations. They also discover they need ways to use the program more effectively. This is the course for people who already know how to copy files and disks using DOS, and open and edit simple WordStar files. Please bring to class two double-sided/double-density 5¼-inch diskettes, available at the University Book Center, UMC 10, or at most computer supply stores. Bruce Pollock, Ph.D. Thursdays, July 25-August 8, 6:30-9:30 p.m. 3 sessions, .9 CEUs. Norlin Library S419 (directions given at registration). \$70.

BCAC-73
Advanced WordStar

Intermediate

WordStar integrates with other programs to prepare form letters (MailMerge), check spelling (SpellStar), and compile indexes of books and other documents (StarIndex). This course is for people who are comfortable with the contents of the WordStar manual, but who want to move on to more complex word processing operations, and to customize their copy of WordStar to save time and improve efficiency. Please bring to class two double-sided/double-density 5¼-inch diskettes, available at the University Book Center, UMC 10, or at most computer supply stores. Enrollment is limited. Bruce Pollock, Ph.D. Saturday, August 10, 10:15 a.m.-5 p.m. One all-day session, .7 CEU's. Norlin Library S419 (directions given at registration). \$70.

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

Beginner

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

Section I: Thursday and Friday, June 6 and 7, 1:30-4:30 p.m.

Section II: Tuesdays, June 11 and 18, 6:30-9:30 p.m.

Section III: Tuesdays, June 25 and July 2, 6:30-9:30 p.m.

All sections: 2 sessions, .6 CEUs. Norlin Library S419 (directions given at registration). \$50.

BCAC-47
Using MS-DOS: Level II

Intermediate

MS-DOS, or PC-DOS as it is called by IBM, is today the most widely used operating system for personal computer business applications. This course reviews the basic commands needed to use popular PC packages, and covers many of the advanced capabilities and commands available under MS-DOS. Topics include linking, debug, autoexec files, command files, and controlling printer functions. Most helpful for those who have taken BCAC-77 Introduction to the IBM-PC or those who are somewhat familiar but not expert with this operating system. Charles F. Whyte, B.A. Monday and Tuesday, August 5 and 6, 6:30-9:30 p.m. 2 sessions, .6 CEUs. Norlin Library S419 (directions given at registration). \$50.



BCAC-49
Introduction to UNIX

Intermediate

UNIX is more than just an operating system. That is why its use has increased dramatically in the past few years. Experts are forecasting that the tremendous divergence in hardware and proprietary software will be reversed by the use of UNIX. The goal of the course is to gain familiarity with the UNIX philosophy and environment, as well as a comfortable working knowledge of its capabilities. The content includes philosophy, commercial history, terminology, facilities, file system structure, basic commands, editor tutorial, common and useful tools, conventions, shell features, utilities, and shell programming. The format combines lecture, demonstration, hands-on exercises, workshops, and discussion. Prerequisites: elementary computer knowledge, some background in an operating system (MS-DOS, CP/M, etc.). Carol J. Meier, M.S. Section I: Monday-Thursday, June 3-6, 6-9:30 p.m. Section II: Monday-Thursday, July 15-18, 6-9:30 p.m. Both Sections: 4 sessions, 1.4 CEUs. Location given at registration. \$325.

BCAC-46
Technical Documentation

Specialized

The course will emphasize good writing techniques for computer documentation, including reference material, tutorials, and procedural manuals. Students will have the opportunity to submit writing samples for class evaluation and a lab session to practice results. Pat Felz, M.A. Wednesdays, June 19-July 24, 6:30-9:00 p.m. (No class session July 3.) 5 sessions. Engineering Center CR1-30. \$65.

BCAC-75
**Database Management:
Applying dBase II/III**

Intermediate

With today's wealth of available information, there is an overwhelming need to organize and retrieve data for decision making. dBase II is a powerful and productive data management system specifically intended for this use. Participants in this class learn the concept of a database, the many different ways of organizing, accessing, and reporting information, and the way to develop applications for specific needs. Topics include applications of dBase III. dBase II text is available at the University Book Center, UMC 10, and is required. Bring to class two double-sided/double-density 5¼-inch diskettes, also available at the University Book Center. Clyde Getty, B.S. Wednesdays, June 12-July 17, 6:30-9:30 p.m. (No class session July 3.) 5 sessions, 1.5 CEUs. Norlin Library S419 (directions given at registration). \$99.

BCAC-70
dBase III/II for Programming

Specialized

This course gives the opportunity to use the powerful dBase III (and dBase II) software for special custom applications. Emphasis is on dBase III, but dBase II users will be accommodated. Course is recommended for the experienced dBase user or those who have completed BCAC-75 Database Management course. Some programming experience is recommended, as well as familiarity with dBase commands. Bring to class a double-sided/double-density 5¼-inch diskette. Clyde Getty, B.S. Wednesdays, July 31-August 14, 6:30-9:30 p.m. 3 sessions, .9 CEUs. Norlin Library S419 (directions given at registration). \$75.

BCAC-79
The Electronic Spreadsheet

Novice

This class is oriented around the use of today's modern microcomputer as an aid in practical accounting. Designed for the complete novice, the class serves as an introduction to the world of computer spreadsheet programs. Topics of discussion and demonstrations will include the Visicalc series, Multiplan, and Lotus 1-2-3. Most of the course is hands-on lab time. Lab time will emphasize the spreadsheet aspect of Lotus 1-2-3, with demonstrations of other software packages, on the IBM Personal Computer and will take users from their first keystroke through entry of a number of sophisticated models. Randall S. Bloomfield, M.E. Saturday, June 8, 10:15 a.m.-5 p.m. One all-day session, .7 CEUs. Norlin Library S419 (directions given at registration). \$50.

BCAC-66
**Framework: An Introduction
to Interactive Software**

Intermediate

What is interactive software? By using Framework, a new interactive software package by Ashton-Tate, this class will explore the new realms of this emerging technology in the world of microcomputers. The use of "framing" technology gives Framework a powerful new way of creating and manipulating ideas, words, numbers, and graphics. Framing allows you to nest, resize, and relocate information anywhere on the screen. With Framework, you no longer need to stop word processing to work on a database file, you can use as many frames as you are capable of tracking. This course will explore and teach the fundamentals of interactive software. Get a start on the next generation of software. Participants should have a good working knowledge of the IBM PC or compatibles. Valerie Parker, M.Ed. Saturday, June 29, 10:15 a.m.-5 p.m. One all-day session, .7 CEUs. Norlin Library S419 (directions given at registration). \$50.

**Questions or concerns about a course?
Please call us.
492-5148**

Or use this number to conveniently call in any noncredit registration using your VISA or MasterCard. Make our registration office as close as your telephone.

BCAC-71
**Introduction to Personal
Telecommunications**

Novice

This class is designed for microcomputer users who are interested in learning how to use a personal computer to expand their horizons. The class covers the basics of how the computer may be used to send and receive information over the telephone lines. The presentation is as nontechnical as possible, but covers the relevant aspects of computer hardware and software. In addition, special attention will be given to potential uses of modern-based telecommunications by providing on-line demonstrations of a number of systems, from "The Source" to "underground" bulletin boards. Valerie Parker, M.Ed. Saturday, June 15, 9 a.m.-4 p.m. One all-day session, .6 CEUs. University Computing Center 123. \$30.

BCAC-76 Using Lotus 1-2-3

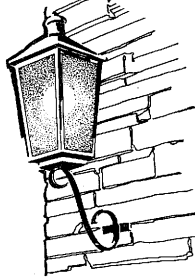
Intermediate

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

Section I: Saturdays, June 15 and 22, 10:15 a.m.-5 p.m.

Section II: Saturdays, July 6 and 13, 10:15 a.m.-5 p.m.

Both Sections: 2 all-day sessions, 1.4 CEUs. Norlin S419 (directions given at registration), \$99.



BCAC-74 Advanced Lotus 1-2-3

Intermediate

In a single integrated package, Lotus 1-2-3 combines graphics, a sophisticated electronic spreadsheet, and a database management program. This course is intended for those who are familiar with parts of the package or who have previously completed Using Lotus 1-2-3 (BCAC-76) and want to master the more advanced applications involved. This hands-on, one-day course features database applications, shortcuts, graphics display, and macros. Bring to class a 5¼-inch double-sided/double-density diskette. Class size is strictly limited. Doug Serillo, B.A. Saturday, July 27, 10:15 a.m.-5 p.m. One all-day session, .7 CEUs. Norlin Library S419 (directions given at registration), \$70.

BCAC-48 C Programming

Intermediate

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

Section I: Friday and Saturday, June 7 and 8, 9 a.m.-4 p.m.

Section II: Friday and Saturday, July 19 and 20, 9 a.m.-4 p.m.

Both Sections: 2 all-day sessions, 1.2 CEUs. Location given at registration. \$325.

BCAC-88 COBOL Structured Programming

Intermediate

COBOL, Common Business Oriented Language, is a very widely used programming language in business. This course is a comprehensive, hands-on approach to help students become familiar with the COBOL language; it can also aid in the mastery of other higher level computer languages. At the conclusion of this course, participants should be able to write simple COBOL programs that include table handling and basic I/O operations. Wayne Trzyna, B.S. Mondays, June 10-August 12, 7-9:30 p.m. 10 sessions, 2.5 CEUs. Ketchum 33. \$130.

BCAC-68 Engineering Computing on the IBM PC

Advanced

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

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

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

Section I: Friday and Saturday, July 19 and 20, 10 a.m.-4 p.m.

Section II: Friday and Saturday, August 2 and 3, 10 a.m.-4 p.m.

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

Special In-House Microcomputer Courses

Businesses and organizations that have specific computer training needs may arrange private courses for their groups. If you have 10 to 16 people needing similar training, a course tailored to your needs may be scheduled weekdays, August 19-31. Please call Leigh Anne Youngren at 492-8666 for scheduling, pricing, and instructional information. This is an opportunity for cost-effective, efficient training at University facilities or at your training site.

Personal Enrichment Adult Courses

The University of Colorado, Boulder, Division of Continuing Education has offered a wide range of personal enrichment adult courses each semester since 1912. They are designed to give adult learners the opportunity to explore vocational or avocational interests in an informal class, seminar, or workshop environment that meets their needs directly. The courses are offered without University credit, formal examinations, or a rigid structure. Instructors are selected on the basis of their strong updated knowledge of the subject and their commitment to meet today's adult learning demands.

Course length is adjusted to suit the subject matter, so times and dates are listed with each individual course. Whether to satisfy curiosity, help meet some career or life-style goals, or expand your artistic skills, some of these courses will be of keen interest to you, and you may be sure of a learning experience consistent with university standards.

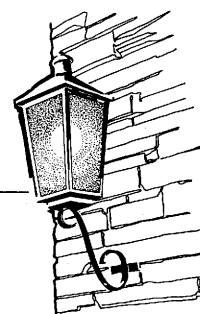
Preregistration is required at least **five days** before the starting date of any course, regardless of its starting early or late in the semester. If you must register late, please notify the Continuing Education Office by calling 492-5148. Your cooperation in early registration is greatly appreciated by our faculty and staff. Complete registration information is on page 35.

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

Full refunds for PEAC are given up to the second class session only, none after.

Please note that no classes are conducted July 4, Independence Day. Also, for make-up sessions on religious holidays, please consult your instructor.

The University welcomes you to the PEAC experience!



PEAC

Courses by Starting Date

Starts/Course	Location-Time	Faculty
Tuesday, June 4 Conversational Spanish for Beginners and Travelers	Hellems 137 - 7 pm	Elizabeth Medina
Friday, June 7 Preparing for the Law School Admissions Test (LSAT)	Guggenheim 3 - 6 pm	Scott Hatch
Saturday, June 8 Residential Landscaping for Beauty, Conservation and Low Maintenance	Guggenheim 2 - 9 am	Jim Knopf
Monday, June 10 Starting and Succeeding in Your Own Business Beginning Painting	Hellems 137 - 6:30 pm Geology 114 - 7 pm	Tony Hopper A. Lynn Grimes
Tuesday, June 11 Wild Plants of Colorado	Hellems 211 - 6 pm	Tina Jones
Saturday, June 15 Biofeedback Without Machines	Hellems 141 - 9 am	Peggy Lichter & David DiDominico

Avoid the Registration Crunch
Phone-In Noncredit — Certificate Registration
MasterCard — VISA Only
and other course information:

492-5148

Outside Denver Metro area

1-800-332-5839

Make our registration office as close as your
telephone. Complete registration information,
page 35.

**Summer Semester
Office Hours**

**8:30 am - 5 pm
Monday - Friday**

A University of Colorado, Boulder B Division of Continuing Education C Campus Map D E F G H I J



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

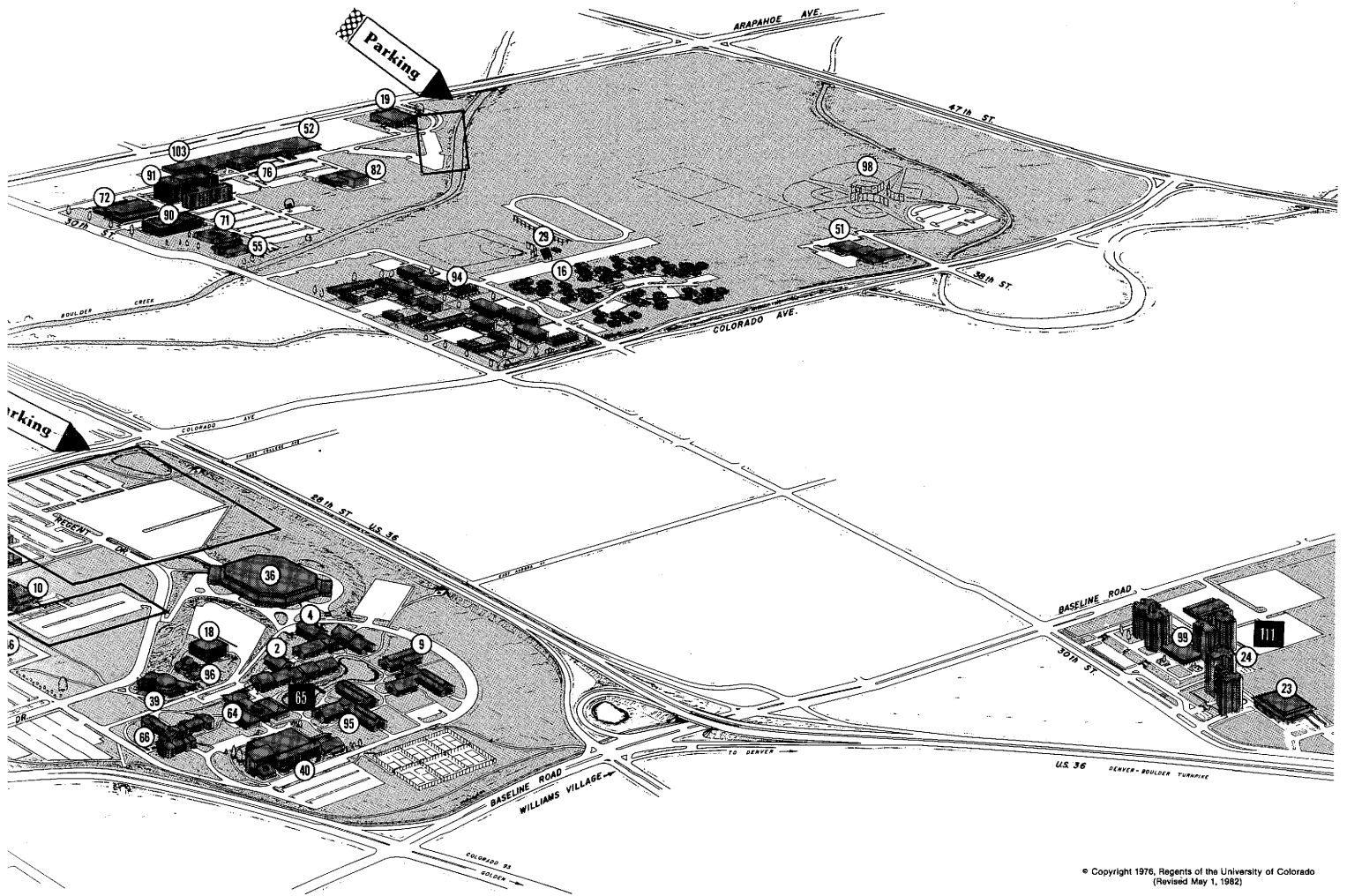
⊠ = indicates parking where 50 cents is charged for parking after 5:00 p.m. and on weekends. Bring 2 quarters. Only attended lot is next to University Club (#106) for change.

⊞ = Indicates areas for free parking after 5:00 p.m.

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

Academy Center and Conservatory (970 Aurora)..... not shown	18. Communication Disorders and Speech Science G-20	30. Economics I-7	47. Health Physics Laboratory F
1. Aden Hall G-15	19. Computing Center A-23	31. Education I-9	48. Heating Plant..... H
2. Andrews Hall (Kittredge Complex) H-21	20. Continuing Education (1221 University) H-3	32. Ekeley Chemical Laboratories Complex (Includes Ekeley Chemistry and Pharmacy) H-9	49. Hellems Arts and Sciences I
3. Armory (1511 University) H-5	21. Cottage No. 1 I-7	33. Ekeley Chemistry H-9	50. Henderson Museum I
4. Arnett Hall (Kittredge Complex) H-22	22. Crosman Hall G-17	34. Engineering Center F-17	51. Housing System Maintenance Center (1255 38th) B
5. Athens Court (1951 Grandview) F-8	23. Darley Commons (Williams Village Complex) H-34	35. Environmental Design H-12	52. Housing System Support Center (3381 Marine) B
6. Baker Hall H-14	24. Darley Towers (Williams Village Complex) H-33	36. Events/Conference Center G-21	53. Hunter Science H
7. Balch Fieldhouse F-11	25. Day Care Center (2202 Arapahoe) D-9	37. Faculty-Staff Court (18th and Athens) F-8	54. Imig Music I
8. Brackett Hall G-16	26. Denison Laboratory Distribution Center (2000 Central Ave.) not shown	38. Farrand Hall H-16	55. Institute for Behavioral Genetics C
9. Buckingham Hall (Kittredge Complex) H-23	27. Duane Physical Laboratories Complex (Includes Duane Physics and Astrophysics, Gamow Tower, Laboratory for Atmospheric and Space Physics, and Joint Institute for Laboratory Astrophysics Laboratory and Tower) G-13	39. Fiske Planetarium I-20	56. Institute of Behavioral Science No. 1 (1416 Broadway) I
10. Business G-18	28. Duane Physics and Astrophysics G-13	40. Fleming Law I-21	57. Institute of Behavioral Science No. 2 (1546 Broadway) I
11. Carlson Gymnasium G-11	29. East Campus Ski Building D-25	41. Folsom Stadium F-12	58. Institute of Behavioral Science No. 3 (1424 Broadway) I
12. Chemistry H-10		42. Gamow Tower (Duane Physical Laboratories Complex) G-13	59. Institute of Behavioral Science No. 4 (1220 Grandview) I
13. Clare Small Gymnasium G-9		43. Geology I-8	60. Institute of Behavioral Science No. 5 (1201 17th) C
14. Cockrell Hall G-16		44. Guggenheim Geography I-7	
15. College Inn Conference Center (1728 Athens) F-5		45. Hale Science I-6	
16. Colorado Court (3333 Colorado Avenue) ... C-25		46. Hallett Hall H-17	
17. Communication (1165 Broadway) J-6			

This map may be removed for future reference.



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(Revised May 1, 1982)

18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34

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

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Office Hours**

**8:30 am - 5 pm
Monday - Friday**

Monday, June 17

Beginning Conversational Italian
 General Ballroom Dancing
 Country Western Swing
 Rock 'n Roll Jitterbug (50's Style)
 Black and White Darkroom Photography for Beginners
 Woodcarving Sculpture
 Sailing Seamanship: Cruising Under Sail
 German for Beginners and Travelers
 Stock Market Investment
 Breaking In: The First Step in a Professional Writing Career
 Fiction Writing: Characterization
 Women Writers in World Literature
 Self Defense for Women

Ketchum 35 - 7 pm
 Hale 303 - 6:30 pm
 Hale 303 - 9 pm
 Hale 303 - 7:45 pm
 Ketchum 119 - 7 pm
 Fine Arts C125 - 7 pm
 Ketchum 120 - 7 pm
 Ketchum 206 - 7 pm
 Ketchum 234 - 6:30 pm
 Ketchum 235 - 7 pm
 Ketchum 301 - 7 pm
 Ketchum 303 - 6:30 pm
 Hale 6 - 5:30 pm

Steven Hughes
 Van Pool
 Van Pool
 Van Pool
 Marga Querin
 Barbara Cox
 Bill Plywaski
 Deidre Pichon
 Arnold Hart
 Martha Gorman
 David H. Morgan
 Linda Lee Talbert
 Melanie Murphy

Tuesday, June 18

Intermediate German
 How to Write and Sell Nonfiction Articles and Books
 Magic Realism
 Aesthetics of Photography
 Watercolor
 Drawing the Landscape
 Fundamentals of Meditation
 Solar Water Heater Workshop
 Beginners Conversational French

Ketchum 35 - 7 pm
 Ketchum 234 - 7 pm
 Engineering Cntr CR1-03 - 6:30 pm
 Engineering Cntr CR1-24 - 7:30 pm
 Geology 108 - 7 pm
 Geology 114 - 6 pm
 Hale 6 - 7 pm
 Engineering Cntr CE-01 - 7 pm
 Ketchum 33 - 6:30 pm

Eva Ohmer
 Glen Evans
 Karl Hermann Gauggel
 Mark Herlinger
 John W. Flanigan
 A. Lynn Grimes
 Ralph McFall
 Jim Butler
 Nadia Turk

Wednesday, June 19

Plan for Your Success
 Nature Writing: Indoors and Out
 Handwriting Analysis/Understanding Behavior and Personality
 Beginning Photography
 Islamic Civilization
 Direct Mail Marketing: A Practical Approach
 Forest Crossen's Colorado
 Reducing Your 1985 Tax Burden With and Without Shelter
 English Writing Made Simple

Engineering Cntr CR1-28 - 6:30 pm
 Engineering Cntr CR1-07 - 7:30 pm
 Ketchum 33 - 7 pm
 Ketchum 120 - 7 pm
 Engineering Cntr CR1-24 - 6:30 pm
 Ketchum 207 - 7 pm
 Ketchum 234 - 7 pm
 Biopsychology E130 - 6:30 pm
 Ketchum 235 - 7 pm

Aura Liesveld
 Diedre Elliot Duncan
 Jessica Hoppe
 Gary Huibregtse
 Côme Carpentier
 Patricia L. Jensen
 Forest Crossen
 Dana Alford
 Jean E. Thyfault

Thursday, June 20

Advanced Photography
 Scuba Diving
 Algebra Review
 Advanced Watercolor
 Life Drawing
 Investment Strategies
 Presenting Ideas Effectively
 Advanced Beginners Conversational French

Ketchum 33 - 7 pm
 Carlson Pool - 7 pm
 Ketchum 235 - 7 pm
 Geology 108 - 7 pm
 Fine Arts C-125 - 7 pm
 Business 301 - 6:30 pm
 Engineering Cntr 1-07 - 6:30 pm
 Ketchum 234 - 6:30 pm

Gary Huibregtse
 Rocky Mountain Diving Center Staff
 Keith Bailey
 John W. Flanigan
 Susan Licini
 Peter J. Poletti
 Paulette C. Robles
 Nadia Turk

Starts/Course	Location/Time	Faculty
Saturday, June 22		
Psychology of Intimacy	UMC 422 - 10 am	Neil Rosenthal
Acting Out: - I	Hale 6 - 9:30 am	Garey Waters
Creative Photography Workshop	Guggenheim 3 - 9 am	Harry Boyd
No Load Mutual Fund Investing	Business 301 - 9 am	Corrin E. Campbell
Sunday, June 23		
The Romance and Adventure of Hot Air Ballooning	Business 301 - 1 pm	Joyce Vande Hoef
Wednesday, June 26		
Intelligent Buildings and Information Systems (IBIS) Seminar	University Club - 9 am	Tom Cross
Thursday, June 27		
Bird Courtship and Nesting and Feeding of the Young	Guggenheim 205 - 6 pm	Tina Jones
Reducing Your 1985 Tax Burden: With and Without Shelter	Biopsychology E130 - 6:30 pm	Dana Alford
Thursday, July 11		
Alpine Ecology Excursions	Business 354 - 1 pm	Tina Jones
Saturday, July 13		
The Music Business	Business 354 - 1 pm	Dick Weissman
Monday, July 22		
Advanced Beginners Italian Discussion Group	Ketchum 35 - 7 pm	Steven Hughes
Thursday, August 1		
Stock Market Profits	Business 301 - 6:30 pm	Peter J. Polletti

Academe

BCEM-15

Algebra Review

Designed for students who want to learn or relearn algebraic concepts. This course covers the substitution of symbols for numbers and the concept of functions. Topics include signed numbers, variables, algebraic expressions, equations, word problems, exponents and radicals, graphing, and other topics appropriate to the level of students in the class. Problems and techniques relevant to practical application are emphasized. A sensitivity to those with math anxieties will be maintained. Although sessions are set up in a lecture format, questions of an individual nature are given attention. Keith Bailey, M.S. Thursdays, June 20-August 8, 7-9 p.m. 7 sessions. Ketchum 235. \$49.

BCEE-25

Breaking In: The First Step in a Professional Writing Career

A thoroughly practical, hands-on guide to gaining a toe-hold in the challenging field of professional freelance magazine article writing. This course will not teach you how to write. It will teach you the ins-and-outs of the business of independent writing: Market evaluation, querying, getting a first article published, use of clips, structuring fees, meeting deadlines, invoicing, following-up, making a profit, and more. Martha Gorman, M.I.S. Mondays, June 17-July 29, 7-9 p.m. 7 sessions. Ketchum 235. \$52.

BCEE-61

English Writing Made Simple

Writing business letters, reports, articles, speeches, and the like can be made much more simple and easy. Course applies an approach to teaching English that is unique and proven very successful. Writing can be easy and painless if these simple methods are followed. Topics include proper sentence structure and grammar review. Jean E. Thyfault, B.A. Wednesdays, June 19-August 7, 7-9 p.m. (No class session July 3.) 7 sessions. Ketchum 235. \$49.

BCEE-53

Fiction Writing: Characterization

Without people in it, searching for meaning, life would simply be a never-ending series of facts and events. Good story writing, therefore, begins by understanding individuals—their needs, hopes, fears, etc. We will work on shaping character, character opposites, forging the unbreakable bond between characters, conflict, and resolution. Examples will be given and students' work will be critiqued. David H. Morgan, B.A. Mondays, June 17-July 29, 7-9 p.m. 7 sessions. Ketchum 301. \$55.

BCEE-73

How to Write and Sell Nonfiction Articles and Books

Through lecture and workshop, both beginning and published writers will learn how to write, research, interview for, organize, market, and sell nonfiction articles and books. Students will learn to evaluate their own writing and improve its marketability. Course covers best approaches for making articles and books more readable and more saleable. Glen Evans, freelance writer and editor. Tuesdays, June 18-July 30, 7-9 p.m. 7 sessions. Ketchum 234. \$52.

**BCEE-65
Magic Realism**

Borges' *Labyrinths* shall open "Magic Realism," Asturias will dissect a *President* and a witch. Carpentier shall narrate a dictator's fall, Euentes, a revolutionary's corruption. With Garcia Marquez we shall spend *A Hundred Years of Solitude*, and with Vargas Llosa visit Peruvian jungles, deserts, and highschools. If you have ever been interested in this fascinating realm of literature, this course is for you. There is recommended out-of-class reading and books to be purchased. Karl Hermann Gauggel, B.A. Tuesdays, June 18-August 6, 6:30-8:30 p.m. 8 sessions. Engineering Center CR1-03. \$56.

**BCEE-24
Nature Writing: Indoors and Out**

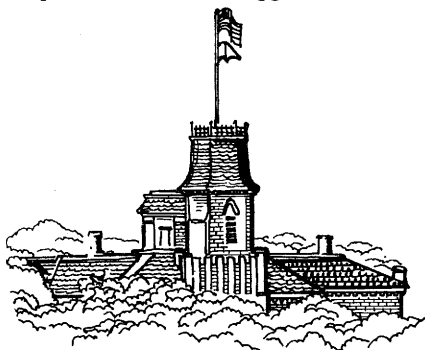
Survey of literature from Abbey to Zwinger including prose, poetry and environmental advocacy. Field observations and on-site writing experiences. Instruction on specific techniques including characterization, voice, metaphor, sensory details, etc. Basic manuscript preparation, marketing information, in-class sharing of student work. Class includes one evening campfire and a sunset dinner on Trail Ridge Road, Rocky Mountain National Park. Carpool arrangements made in class. Deidre Elliott Duncan, professional writer. Wednesdays, June 19-July 31, 7:30-9 p.m., and Saturday, July 13, 6-10 p.m. (No class session July 3.) 7 sessions. Engineering Center CR1-07. \$52.

**Questions or concerns about a course?
Please call us.
492-5148**

Or use this number to conveniently call in any noncredit registration using your VISA or MasterCard. Make our registration office as close as your telephone.

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

For persons planning to take the Law School Admissions Test (LSAT), this course offers intensive review, preparation, and sample testing in all areas of the new LSAT format, including application of issues and facts, reading comprehension, writing sample, logical diagrams, logical reasoning, and analytical reasoning. Emphasis is on taking verisimilar exams with full explanations and interpretations provided by highly skilled testing and legal faculty. The course fee includes extensive materials covering all aspects of the exam. The next LSAT is conducted Monday, June 17. Scott Hatch, M.A., J.D. Friday, June 7, 6-10 p.m., and Saturday and Sunday, June 8 and 9, 9 a.m.-5 p.m. 3 sessions. Guggenheim 3. \$140.



**BCEE-23
Women Writers in World Literature**

Just as the nations of the Third World are "emerging" in the sense that the Euro-American world has "discovered" them, so is the Third World woman revealing herself. But most Third World writers remain virtually unknown to students of literature. Their works are isolated in small-press publications or regional journals; all too frequently, their books go out of print and become inaccessible; and most are neglected by anthologists. All of this results in a common assumption that there is no literature by Third World women. The purpose of this course is to demonstrate that there is a rich body of literature by Third World women that has developed within a historical and cultural framework. We will explore the unique nature of sexual and ethnic conflicts of identity, and the student will be encouraged to develop a cross-cultural perspective by examining the works of women from diverse Third World countries. Texts will be discussed at the first class session. Linda Lee Talbert, Ph.D. Mondays, June 17-July 29, 6:30-8:30 p.m. 7 sessions. Ketchum 303. \$49.

Business

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

This course provides a thorough and practical introduction to direct mail marketing. Learn how to start and manage a direct mail program, and how to avoid common problems. Topics include design and format of mailing pieces; obtaining lists; testing and tracking; working with printers, typesetters, and lettershops; and the use of micro-computers in direct mail marketing. Patricia L. Jensen, B.A. Wednesdays, June 19-July 24, 7-9 p.m. (No class session July 3.) 5 sessions. Ketchum 207. \$39.

**BCEB-66
Intelligent Buildings and Information Systems (IBIS) Seminar**

The concept of "intelligent buildings" has given developers, builders, office automation suppliers, and planning management personnel a powerful tool for energy conservation as well as efficient information transfer. IBIS is now a strong component of facility planning and management information systems. This seminar includes topics on:

- information technology
- office design and space management
- building economics
- global information networks.

While this seminar is valuable to business people in general, it also is of great value to anyone considering future business expansion. Tuition includes coffee breaks and lunch. Tom Cross, M.S. Wednesday, June 26, 9 a.m.-4 p.m. One all-day session. University Club. \$95.

BCEB-28 **Investment Strategies**

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

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

Peter J. Poletti, M.B.A. Thursdays, June 20-July 25, 6:30-8:30 p.m. 5 sessions. Business 301. \$39.

BCEM-10 **The Music Business**

The music that reflects our life and times is the product of a creative and dynamic (and sometimes devastating) industry. If you're involved in music, this course is essential; if you enjoy music, this course is enlightening. Topics include how the music business operates, contracts, copyrights, unions, the value of the agent, personal managers, commercials, careers and opportunities, music in the video age. Individual questions will be solicited and answered in detail. Tuition includes a copy of the industry book, *The Music Business: Career Opportunities and Self-Defense*. Dick Weissman. Saturday, July 13, 1 p.m.-5 p.m. One all-day session. Business 354. \$32.

BCEB-24 **No Load Mutual Fund Investing**

Learn what your broker will never tell you about no load mutual funds. Why invest in mutual funds? The average Mutual Fund has earned around 14% per year. In addition you save on commissions, have a professionally managed, diversified portfolio and simplified record keeping. This seminar will show you how to enhance the advantages in no load mutual funds. You will learn Mutual Fund selection, Dollar cost averaging and stock market timing. Corrin E. Campbell, M.S. Saturday, June 22, 9 a.m.-12:30 p.m. One session. Business 301. \$22.

BCEB-43 **Presenting Ideas Effectively**

Participants will be introduced to principles of organizing and presenting their thoughts and/or findings in a business setting. There will be a video taped presentation given by each participant followed by constructive, non-threatening, yet thought-provoking critiques. Basically designed for management and business personnel who give formal or business presentations, but useful for anybody. Paulette C. Robles, B.A. Thursdays, June 20-July 25, 6:30-9:30 p.m. 5 sessions. Engineering Center CR1-07. \$53.

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

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

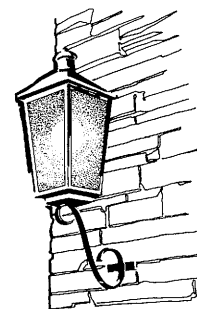
Section I: Wednesday, June 19, 6:30-9 p.m.

Section II: Thursday, June 27, 6:30-9 p.m.

Both Sections: One session. Biopsychology E130. \$17.

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

If you are thinking of starting your own business, whether part-time or full-time, or if you work with independent business people, you will profit from this workshop. The workshop starts with your idea and helps you develop it through a series of practical exercises into a complete plan for success in your business. Areas covered include defining your market, advertising, sales, forecasts, profit projection, cash flow analysis, and over 60 ways to finance your business. Tony Hopper, M.B.A., Ph.D. Mondays, June 10-July 1, 6:30-9:30 p.m. 4 sessions. Hellems 137. \$45.



BCEB-22 **Stock Market Investment**

This course is aimed at the person who wants to take concrete steps toward planning his/her financial future with a special eye on today's stock market. Using checklists provided, each person can individualize specific types of investments most appropriate to the current situation and periodically revise the plan based on changed goals and needs. The course is oriented toward those concerned with stocks, technical analysis, tax shelters, and basic longer-term financial planning. Required book is *How to Buy Stocks and Bonds*, by Louis Engle, available at the University Book Center, UMC 10. Arnold Hart, M.A. Mondays, June 17-July 22, 6:30-9 p.m. 6 sessions. Ketchum 234. \$56.

BCEB-65 **Stock Market Profits**

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

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

Peter J. Poletti, M.B.A. Thursdays, August 1-15, 6:30-8:30 p.m. Three sessions. Business 301. \$22.

Culture and Society

BCEG-62

Biofeedback Without Machines

With self-observation comes self-understanding; out of awareness and understanding arises greater possibilities for self-healing and positive change. The value of self-awareness and self-regulation is just beginning to be acknowledged in this society. Learn the importance of these abilities for:

- health maintenance and wellness
- stress reduction
- prevention of disease
- breaking habits (implementing change)
- managing your life more effectively!

Biofeedback machines are not necessary to discover about the workings of one's mind and body. Discover the wisdom of your body through cognitive and experiential means. The Feldenkrais Method will be one method utilized. Peggy Lichter, M.S.W. and David DiDominico, C.M.T. Saturday, June 15, 9 a.m.-4 p.m. One all-day session. Hellems 141. \$28.

BCEH-14

Forest Crossen's Colorado

Forest Crossen, popular local historian, will deliver a series of five lectures highlighted by his unique insights and personal experiences. Lecture topics concern fascinating old time culture and people — artists, miners, and many others — in a personalized view of Colorado history. Mr. Crossen draws from a wealth of western knowledge; he has written 12 books of true western stories entitled *Western Yesterdays*. All those interested in Colorado will find these lectures rewarding. Extra time is reserved for questions. Forest Crossen. Wednesdays, June 19-July 24, 7-8:30 p.m. (No class session July 3.) 5 sessions. Ketchum 234. \$27.

BCEG-68

Fundamentals of Meditation

Sitting, breathing, visualization, and slow movement meditations adapted from the Tibetan meditative and medical traditions. Excellent for learning to relax under pressure, and increasing physical vitality, emotional balance, and mental clarity. Easily learned, and suitable for all ages and physical conditions. Discussion covers theory, questions, daily living applications. Please bring to class a firm cushion or exercise mat. Ralph McFall. Tuesdays, June 18-July 23, 7-9 p.m. 6 sessions. Hale 6. \$42.

BCEG-69

Handwriting Analysis/Understanding Behavior and Personality

This course is a basic introduction to handwriting analysis, giving the student a working knowledge of specific personality traits and how to recognize them in the handwriting. Recognize how a person thinks, feels, and behaves as seen through the reflection of their writing. Costs of necessary supplies will be discussed at the first session; these are useful and extensive — cost up to \$30. Jessica Hoppe. Wednesdays, June 19-July 31, 7-9 p.m. (No class session July 3.) 6 sessions. Ketchum 33. \$42.

BCEP-10

Islamic Civilization

The history of Islamic civilization and of Sufism: an introduction to the world of Islam; its human, political and economic geography, history and its role in global affairs, in the past and present. An overview of Islamic literatures, sciences, and fine arts. The nature and the dominant features of the religion. A historical, literary and comparative study of Sufism and its philosophy, poetry, and mystical teachings. (An important course for anyone who does or desires to travel in, do business with, or study in a Muslim nation.) Côme A. M. Carpentier, B.A.C. Wednesdays, June 19-August 7, 6:30-8:30 p.m. 7 sessions. Engineering Center CR1-24. \$52.



BCEB-54

Plan For Your Success

Teaches how to crystallize your thinking; develop a plan for achieving your goals and a deadline for its attainment; develop a sincere desire for the things you want out of life; develop confidence in yourself and your own abilities; develop a dogged determination to follow through on your plan! Aura Liesveld. Wednesdays, June 19-August 7, 6:30-8:30 p.m. 8 sessions. Engineering Center CR1-28. \$56.

BCEG-59

The Psychology of Intimacy

This seminar will explore:

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

This seminar will use a discussion format, with opportunities for interaction and self reflection. The seminar will preview the instructor's forthcoming book by the same title. Neil Rosenthal. Saturday, June 22, 10 a.m.-5 p.m. One all-day session. UMC 422. \$35.

BCEG-70**Self Defense For Women**

This course is designed specifically to teach adults the positive aspects of self-defense. It combines aerobic fitness, coordination work, basic martial arts, and fun. Besides teaching physical skills, the course emphasizes assertiveness training and positive mental attitude development. The course relies on organized progressive instruction, enthusiasm, and sensible, practical techniques. Melanie Murphy. Mondays and Wednesdays, June 17-July 8, 5:30-7 p.m. (No class session July 3.) 6 sessions. Hale 6 (class changes location after first session). \$45.

BCEG-73**Solar Water Heater Workshop**

The workshop teaches homeowners to assemble and install a solar hot water system. Participation in the workshop requires no special skills. Step-by-step instruction will enable even a first time do-it-yourselfer to confidently install his/her own system. This program has been offered to Boulder residents since 1981. Jim Butler. Tuesday and Thursday, June 18 and 20, 7-9 p.m., and Saturday, June 29, 8 a.m.-3 p.m. 3 sessions. Engineering Center CE-01. \$75.

Social Dance**BCED-20****Country Western Swing**

This course will focus on the more useful, practical, and widely performed dance steps to the tunes of new and traditional country and country-rock music. Emphasizes individual style and practical skill. Van F. Pool. Mondays, June 17-July 15, 9-10:15 p.m. 5 sessions. Hale 303. \$22.

BCED-14**General Ballroom Dancing**

A basic course in the fundamentals of ballroom dancing which should give the student a strong foundation in a variety of dances to fit any social dance situation. Dance includes swing, foxtrot, cha cha, rhumba. Van F. Pool. Mondays, June 17-July 15, 6:30-7:45 p.m. 5 sessions. Hale 303. \$22.

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

Come jitterbug to all the oldies but goodies as well as the newest hits. Basic step, pretzel, sweetheart, and guys-left-pass are some of the steps to be taught. You will surely Rock Around the Clock in this class! Van F. Pool. Mondays, June 17-July 15, 7:45-9 p.m. 5 sessions. Hale 303. \$22.

**Fine Arts****BCET-10****Acting Out! - I**

Acting — "But I can't get up in front of people!" Don't worry, this class takes the fear out of acting. For beginners and those with some experience, you will learn techniques of acting through improvisational exercises. In the class, we will work with mime, props, costumes, and scenework. You'll learn the basics of acting and have lots of fun as well. Bring a sack lunch both days. Garey Waters, B.A. Saturdays, June 22 and 29, 9:30 a.m.-5 p.m. 2 all-day sessions. Hale 6. \$49.

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

An intensive darkroom course in basic techniques of processing and printing black and white film. Students will begin with processing a roll of exposed film. Negatives will be analyzed and composition discussed. Sessions will also cover choice of contrast papers, filters, and darkroom techniques. A 35mm camera and a basic understanding of working with a camera required. Some lab time is by special arrangement. There is a lab fee (generally the maximum is \$30), which will be discussed at the first class. Marga Querin, B.F.A. Mondays and Wednesdays, June 17-July 15, 7-9 p.m. (No class session July 3.) 8 sessions. Ketchum 119. \$56.

**BCEF-18****Drawing the Landscape**

Spend your summer evenings drawing outdoors in Boulder's Chautauqua Park. In this class we will explore basic drawing techniques as a way to respond to the landscape that surrounds us. The first class will meet indoors — bring 18 x 24 white bond drawing pad and 2B, 4B pencils. Other materials will be discussed and we will meet at Chautauqua from then on. A Lynn Grimes, M.F.A. Tuesday, June 18-July 23, 6-8:30 pm, 6 sessions. Geology 114. \$53.

BCEF-15**Life Drawing**

Through a series of exercises in learning how to see and respond, drawing will become a skill that belongs to you. Life drawing is a matter of seeing and coordinating your eye with your hand. We will begin with gestural drawings, proceed to contour line drawings, and deal with surface shading and modeling techniques. Bring to first class 18"x24" newsprint pad and pencils (2H, HB, and 2B). Tuition includes fee for a model who will be present at every session. Susan Licini, M.F.A. Thursdays, June 20-August 8, 7-9 p.m. 7 sessions. Fine Arts C-125. \$55.

BCEF-17
Beginning Painting

Discover how the visual world can be transformed through the means and materials of painting. In this class we will explore a variety of still life situations in order to learn the fundamentals of painting — technique, composition, use of color. These are the tools that serve as a basis for personal expression. Materials will be discussed at first class, but expect to spend about \$40 for acrylics, \$50 if you choose oil painting. Well worth your eventual satisfaction! A. Lynn Grimes, M.F.A. Mondays, June 10-August 5, 7-9 p.m. 8 sessions. Geology 114. \$56.

BCEF-10
Beginning Photography

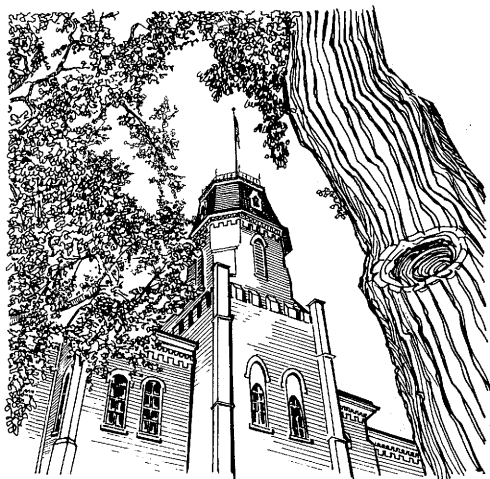
This class teaches the basic fundamentals of 35mm photography, with emphasis on exposure, compositions, and the variety of film types available. There will be a field trip and a review session to critique the exposures made during the course. Especially helpful for beginners or those who have never taken a photography course. The course will help you develop a solid technical background, as well as help you get the most from your most important images. Gary Huibregtse, M.F.A. Wednesdays, June 19-July 31 (field trip arranged in class), 7-9 p.m. (No class session July 3.) 8 sessions. Ketchum 120. \$56.

BCEF-17
Aesthetics of Photography

A thorough look at picture composition. What makes a photograph look pleasing? How to pose groups and individuals. Discussion of basic aesthetic elements: depth, texture, form, color, shape, and balance. The course is theoretical, but with lots of simple practical applications. Course valuable to those interested in film/video, also. Mark Herlinger, B.A. Tuesdays, June 18-August 6, 7:30-9:30 p.m. 8 sessions. Engineering Center CR1-24. \$58.

Questions or concerns about a course?
Please call us.
492-5148

Or use this number to conveniently call in any noncredit registration using your VISA or MasterCard. Make our registration office as close as your telephone.



BCEF-21
Advanced Photography

An advanced photography course designed to improve your camera skills, help formulate your style, and develop your "eye" for seeing. Emphasis will be given to dynamic composition, light and lighting techniques, special effects, and themes. If you have a good working knowledge of your camera, but have greater ambitions for your results, then this is the class for you. Class size is limited. Gary Huibregtse, M.F.A. Thursdays, June 20-August 1, 7-9 p.m. 6 sessions. Ketchum 33. \$44.

BCEA-42
Creative Photography Workshop

A unique photography course for the beginning and intermediate photographer. It's designed to help you make more exciting photographs by exposing you to the ideas and works of the masters; teaching over a hundred creative techniques; and continual feedback for the work you'll produce in the class. Slide presentations will be used in our discussions, and each student will receive detailed handouts on all the techniques covered in the class. There will be an opportunity for open discussion on individual questions and problem solving. Special assignments will be given to help in motivation. Instruction will be complemented by a personal evaluation of each student's work. Harry Boyd. Saturdays, June 22 and 29, 9 a.m.-4 p.m. 2 sessions. Guggenheim 3. \$42.

BCEF-16
Watercolor

A course in fundamental watercolor concepts with concentration on development of form, use of light and shade, color and composition. Techniques covered include drawing as it applies to the development of watercolor, toning paper, use of wash, and heightening with regards to value and intensity. Imagination and personal expression will be stressed along with individual technique development. Materials needed are basic and inexpensive, but bring to the first class appropriate watercolor paper and a standard watercolor paint set. John W. Flanigan, M.F.A. Tuesdays, June 18-August 6, 7-9 p.m. 8 sessions. Geology 108. \$56.

BCEF-29
Advanced Watercolor

This course is designed for continuing watercolor students and those with previous experience. Color usage, brush vocabulary, the key of one's palette, and exploring what the artists are trying to do or say with their work will be topics of discussion and critiques. Bring basic watercolor supplies and paper to the first class. John W. Flanigan, M.F.A. Thursdays, June 20-August 8, 7-9 p.m. 7 sessions. Geology 108. \$49.

BCEA-44
Woodcarving Sculpture

Create a sculpture in wood using mallet, chisels, and gouges. Basic carving techniques and instructions will focus on three-dimensional projects, becoming familiar with the beginning steps of blocking out the form. The use of a clay model will facilitate the process in learning to see a form in three dimensions. Discussion of different wood types, the use and maintenance of tools, and a slide show of wood sculptures are included. Cost of wood and tools \$10-15. Class size limited. Barbara Cox, B.F.A. Mondays, June 17-August 5, 7-9 p.m. 8 sessions. Fine Arts C-125. \$56.

Languages

BCEL-25

Beginners Conversational French

French for travelers: This course is for anyone, especially those planning a trip to France or to some other French-speaking country. We will be studying some essential verbs and vocabulary and enough grammar to comprehend and use some basic French as needed in various travel situations: arrival at the airport, the hotel, eating in a restaurant, greeting, etc. With support with other class members, you start asking questions in the first class. Tapes will be used in the language laboratory for pronunciation. Nadia Turk, M.A. Tuesdays, June 18-August 6, 6:30-8:30 p.m. 8 sessions. Ketchum 33. \$58.

BCEL-26

Advanced Beginners Conversational French

This course is designed for students who have had one or two courses in beginning French and would like to learn more about vocabulary, how to use other tenses, and practice what they already know. Students should be able to easily use the present tense before entering this class. Nadia Turk, M.A. Thursdays, June 20-August 15, 6:30-8:30 p.m. 8 sessions. Ketchum 234. \$58.

BCEL-30

German for Beginners and Travelers

Would you like to take a boat trip on the beautiful Rhine River? How about a visit to the old and exciting Hanseatic cities like Hamburg and Lubeck in northern Germany? Or a visit to Vienna, Austria? Waltzing to its original music. Many people in many countries in Europe understand German and therefore we will have lots of emphasis on conversation and how to get along in many interesting situations over there. We cannot promise you a genuine Wiener Schnitzel but we can promise you that you will be able to order one. Special text to be used is sold at the first class session, \$15. Deidre Pichon, M.A. Mondays and Wednesdays, June 17-July 22, 7-9 p.m. (No class session July 3.) 10 sessions. Ketchum 206. \$70.

BCEL-31

Intermediate German

For students who have taken an introductory course or have otherwise gained some background in spoken German. Emphasis is put on improving conversational skills, but reading and writing will also be part of the course. Course features a variety of methods to stimulate and facilitate learning, and enjoy the language in the process. Unique text to be used is sold at the first class session, \$15. Eva Ohrner, B.A. Tuesdays and Thursdays, June 18-July 23, 7-9 p.m. 10 sessions. Ketchum 35. \$70.

BCEL-12

Beginning Conversational Italian

The goal of the course is effective oral communication. An appreciation of Italian culture and history is reinforced by learning to read and write the language. Required text is *Passport to Italian* by Charles Berlitz, available at the University Book Center, UMC 10. Text will be supplemented by various individualized hand-out material. Steven Hughes, Ph.D. Mondays and Wednesdays, June 17-July 17, 7-9 p.m. 10 sessions. Ketchum 35. \$70.

BCEL-27

Advanced Beginners Italian Discussion Group

A discussion group for those who have some Italian language background or who have taken last semester's conversation course. Course utilizes extensive hand-out materials, and supplementary reading/recording exercises will be covered. Steven Hughes, Ph.D. Mondays and Wednesdays, July 22-August 14, 7-9 p.m. 8 sessions. Ketchum 35. \$58.

BCEL-15

Conversational Spanish for Beginners and Travelers

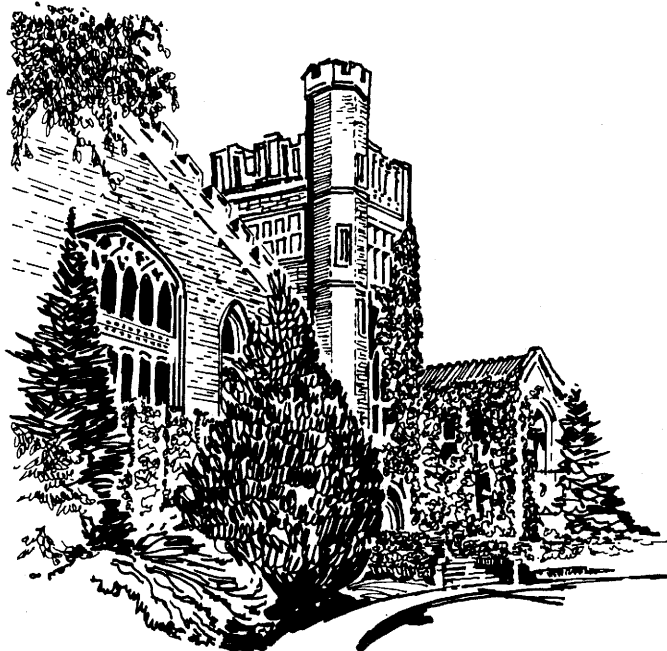
Designed to develop vocabulary and conversation ability for travelers. Cultural and social aspects are introduced. There are no prerequisites for this course. Elizabeth Medina, Ph.D. Tuesdays and Thursdays, June 4-June 27, 7-9 p.m. 8 sessions. Hellems 137. \$58.

Sports and Outdoors

BCEG-39

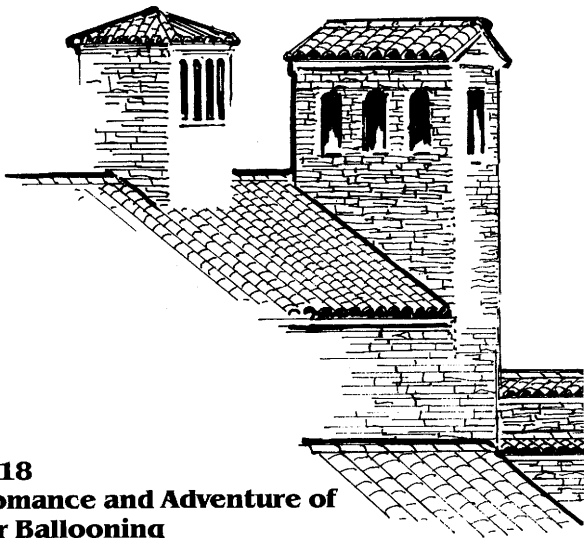
Alpine Ecology Excursions

Enjoy two fantastic days above treeline learning about alpine ecosystems. High altitude plant and animal adaptations are discussed. Colorado's recent glacial history, along with three islands, alpine geomorphology, and tundra mammal behavior are topics. We hope to see elk, pika, marmots, and ptarmigan. This is a great way to get out of the heat. Binoculars are helpful. Tina Jones, Naturalist. Thursday, July 11, 6-7:30 p.m. Sunday, July 13, 7 a.m.-5 p.m. Sunday, July 27, 8 a.m.-5 p.m. 1 classroom session, 2 field sessions. Business 354. \$47.



BCEG-38 **Bird Courtship and Nesting and Feeding of the Young**

In this class we will actually observe nesting birds and their young. Late June is the best time for Colorado's montane birds to be rearing their chicks. We will go to several different mountain habitats to hopefully see chickadees, nuthatches, mountain bluebirds, sapsuckers, swallows, pewees, tanagers, and more birds that will be caring for the newly hatched chicks. Rules of caution will be observed so that the feathered friends will not be disturbed. Cameras are suggested since viewing of the birds is fairly close. Courtship behavior, plus feeding habits will be discussed about the different avian species. Binoculars helpful. The introductory session is about nest building, plus learning about different nest shapes and forms. Carpooling. Tina Jones, Naturalist. Thursday, June 27, 6-7:30 p.m. and Saturday, June 29, 8 a.m.-5 p.m. One class session and one field trip. Guggenheim 205. \$29.



BCEG-18 **The Romance and Adventure of Hot Air Ballooning**

An introductory course in Colorado's sport of the Eighties. Did you know that this first form of human flight took place in Paris, France, 200 years ago? Topics include the history of ballooning, design, theory, and crewing procedures for launch and recovery. Students will become qualified as crew members with a hands-on opportunity in rigging and inflating a balloon. Wear comfortable clothes for this Sunday celebration of the most exotic sport afloat. Joyce VandeHoef. Sunday, June 23, 1-6 p.m. One session. Business 301. \$25.

BCEO-15 **Residential Landscaping for Beauty, Water Conservation, and Low Maintenance**

Early summer is still a good time to work the ideal landscaping you've always wanted. A private yard can provide recreation, privacy, food production, and beauty. It can also require relatively little water for maintenance if properly designed. After several slide show talks on design principles and plant materials, course participants analyze their own site and design a suitable landscape with the instructor's guidance. Well-thought-out landscaping adds beauty and value to your property. Bring to class a site plan of your yard or a reasonable scale drawing of the area you plan to landscape. Jim Knopf, M.L.A. Saturdays, June 8 and 15, 9 a.m.-4:30 p.m. Two all-day sessions. Guggenheim 2. \$45.

BCEG-72 **Sailing Seamanship: Cruising Under Sail**

Comprehensive, practical course for all beginning sailors, armchair adventurers, and barnacle-encrusted old salts. The classes stress safe sailing skills, with opportunities to learn sailing — locally (at Carter Lake, aboard 24-ft. sailboat) — in Caribbean, Bahamas, Florida Keys, Mexico, Mediterranean, Pacific Northwest, U.S. West Coast, etc. (aboard 50-ft. sailboats). The course topics include: sailing safety, design and performance of sailing craft, right of way — rules and regulations, adverse weather handling and tactics, handling emergencies at sea, and related special topics of interest to all sailors. The "hands-on" on-water portion of this course is *optional* and can be flexibly scheduled by arrangement at an additional fee, with details at the first class. The materials fee for the ground school portion of this course is \$6.85 (payable in class) which includes text and handouts. Bill Plywaski, Ph.D. Mondays, June 17-July 15, 7-9:15 p.m. 5 sessions. Ketchum 120. \$40.

BCEG-19 **Scuba Diving**

A special course offered evenings with extensive in-water time in the Carlson Gymnasium pool. Topics include basic skin diving and scuba skills, equipment handling and maintenance, first aid and rescue skills, and basic human physiology as it relates to scuba divers. Instructors are all NAUI, PADI, and SSI certified. After the course, an open-water dive will be made with Rocky Mountain Diving Center. Recommended text is *Sport Diving Manual*, available at the University Book Center. First class consists of a lecture followed by work in the water; bring a bathing suit and towel. **Note:** A \$110 materials fee is collected at the first class session, making the total cost for this course \$150. Class size is limited. Rocky Mountain Diving Center Staff. Thursdays and Tuesdays, June 20-August 1, 7-9 p.m. 12 sessions. First class location is Carlson Gymnasium Pool (bring bathing suit and towel). \$40.

BCEG-37 **Wild Plants of Colorado**

Come learn to identify wild plants from foothills to the tundra. We will emphasize North American Indian, plus folklore uses of plants. Medicinal properties will be included and students will also learn some beginning botanical identification. Plant habitat and elevation will be discussed and life zones will be mentioned. One of the sessions will include tasting some wild plants. A local Botanical field guide is helpful. Carpooling field trips may be changed if inclement weather. Come the first night prepared to go into the field. Tina Jones, Naturalist. Tuesday, June 11 and 18, 6-9 p.m. and July 28, 9 a.m.-5 p.m. 3 sessions. Hellem's 211. \$29.

CERTIFICATE IN COMMERCIAL DESIGN

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

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

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

The Certificate requirements are threefold:

1. Successful completion of the four required courses:
 - The Commercial Artist: Design, Layout, and Paste-up
 - Commercial Art II
 - Professional Illustration Techniques
 - The Artist Goes to Market

2. Successful completion of four elective courses. These optional courses consist of several that are offered on a regular basis and many others that are periodically introduced to accommodate updates and changing trends in commercial design.

3. Successful completion and professional review of your own fully developed portfolio, scheduled by appointment.

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

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

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

Course tuitions for the Summer 1985 offerings are all \$95. Tuition varies depending on materials used, length of time, and other course-related expenses. Please remember that in all certificate courses there are no refunds once the course has started; full refunds are granted if requested before that time. Course enrollments are limited and pre-registration is required. Please note that **refunds** are given only before the course starts, none later.

Bring to class a pencil, ruler, fineline pen, exacto knife, note paper, tracing paper, and bristol board (15"x20" approx.) All other materials and a workbook are provided. While portfolios need not be brought to class, it is of great benefit if during the course attendees have some access to their portfolios or work examples.

CERTIFICATE IN COMMERCIAL DESIGN

Courses by Starting Date, Summer, 1985

Starts

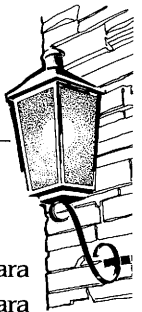
Wednesday, June 26
Saturday, June 29
Saturday, July 13
Saturday, July 20
Saturday, August 3

Course

Professional Handlettering and Calligraphy
The Commercial Artist I: Design, Layout, Paste-Up
Commercial Art II
The Mental Picture: Professional Cartooning
The Advertising Copywriter: A Writing Techniques Workshop

Faculty

Jill Thayer O'Hara
Jill Thayer O'Hara
Roy Walden
Eric Teitelbaum
Michelle Martino



BCDA-93

Professional Hand Lettering and Calligraphy

Hand lettering/calligraphy is an important tool for the commercial artist advancing in the marketplace — cards, invitations, logo, trademark, and creative lettering assignments for corporate and editorial needs. This program includes commercial lettering principles — proportion, letter and word spacing, divisions of calligraphy style — editorial and advertising signage, point of purchase display, and sign painting. Also included is developing typography design for logos and trademarks relevant to the marketplace. Program includes workshop activities, lecture, and demonstration. Jill Thayer O'Hara. Wednesday, Thursday, Friday, June 26, 27, 28, 5:30-10:00 p.m. 1.4 CEUs. Geology 134. \$95.

Questions or concerns about a course?

Please call us.

492-5148

Or use this number to conveniently call in any noncredit registration using your VISA or MasterCard. Make our registration office as close as your telephone.

BCDA-81

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

This course introduces important commercial art techniques to the beginner, stressing the "how-to's" of entering the commercial art/graphic design profession. It covers rough compositions, layout, type selection, camera-ready art production, and basic illustration processes used by the artist in advertising agencies; book, magazine, and newspaper publishing departments; and in graphic design firms. This course is also a helpful review of techniques for the professional active in the field. Jill Thayer O'Hara. Saturday and Sunday, June 29 and 30, 9 a.m.-5 p.m. Two all-day sessions. 1.4 CEUs. Geology 134. \$95.

BCDA-82

Commercial Art II

This course builds advanced skills in layout, design, paste-up, logo development, and corporate identity. Topics include development of professional techniques, including color screens, color wash, and color separations. It is recommended that Commercial Art I be completed before enrollment in this course, or that students demonstrate more advanced commercial art skills. Roy Walden. Saturday and Sunday, July 13 and 14, 9 a.m.-5 p.m. Two all-day sessions. 1.4 CEUs. Geology 134. \$95.

BCDA-94

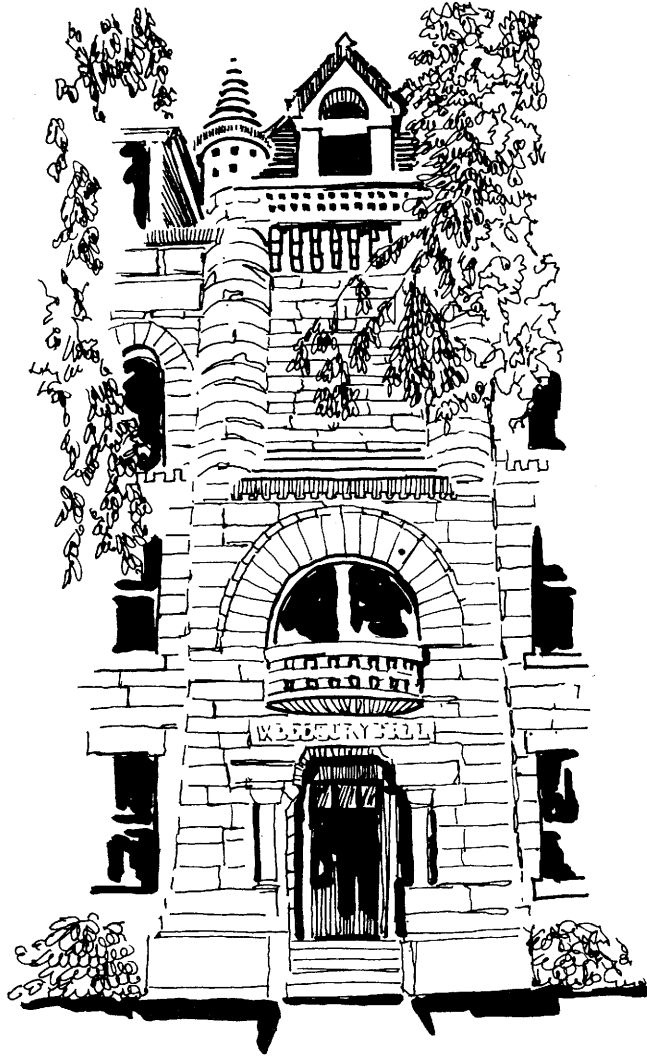
The Mental Picture: Professional Cartooning

Cartoon illustration skills can be a strong addition to any commercial artist's portfolio. This introductory course features a professional cartoonist sharing his skills and experience in the field. Topics include techniques, procedures, tools, and materials, and their application to illustrating the verbal caption in magazine, book, and advertising illustration are covered. Eric Teitelbaum. Saturday and Sunday, July 20 and 21, 9 a.m.-5 p.m. 1.4 CEUs. Geology 134. \$95.

BCDA-78

The Advertising Copywriter: A Writing Techniques Workshop

This beginning program in advertising copywriting examines the writer's relationship in an advertising agency during the creative stages of campaign development. Topics will introduce the creative techniques of producing "written messages" that motivate people to buy products and services. Intensive workshop activities will cover headline and body copy techniques, creative stimulation, marketing, and creative team problem solving within the advertising agency setting. This program is a must for anyone seeking to work in PR, advertising, sales promotion, or for small business people/firms that must generate persuasive copy for the marketplace. Michelle Martino. Saturday and Sunday, August 3 and 4, 9 a.m.-5 p.m. Two all-day sessions. 1.4 CEUs. Geology 134. \$95.



SPECIAL NONCREDIT PROGRAMS

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



By Starting Date, Summer 1985

Date	Course	Faculty
Monday, June 17	Artificial Intelligence and Expert Systems	Henry Firdman
Monday, June 24	Management of Technology: The Effective Management of Engineers and Scientists	Randy Bauer Nancy Dixon T.P. Hall Brian Hawkins Charles A. Rice
Monday, July 8	Geotechnical Centrifuge: Principles and Applications	Engineering Faculty
Friday, July 19	Engineering Computing on the IBM PC	David Clough
Friday, August 2	Engineering Computing on the IBM PC	David Clough

Artificial Intelligence and Expert Systems

This unique, senior management-oriented program will demystify Artificial Intelligence and enhance your understanding of the most significant developments. The program is structured specifically for Senior Executives and their key decision-making personnel. You will learn about the growing impact of Artificial Intelligence on marketing, manufacturing, and capital investment — in short, Artificial Intelligence's impact on the way you do business. At the end of this briefing, you will have a clearer, sharper, more sophisticated understanding of what you could do, at what cost, and how to cope with and manage Artificial Intelligence technology for maximum benefits. Henry Firdman, Ph.D. Monday, June 17, 8:30 a.m. - 5 p.m., Hilton Harvest House, Boulder. One all-day session. \$690.

Management of Technology: The Effective Management of Engineers and Scientists

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

Geotechnical Centrifuge: Principles and Applications

This short course is organized to bring to the attention of the participants the principles of centrifuge modeling, the recent advantages in this field of testing, and the availability of centrifuge facilities. Lectures by University of Colorado faculty, who have had hands-on experience with centrifuge techniques, will draw from research projects that have been handled at the University of Colorado as well as at other institutions. Finally, the development of a large 400 g-ton centrifuge at the Boulder campus will be described. University of Colorado Engineering Faculty. Monday, July 8, 8:30 a.m. - 5:00 p.m. and Tuesday, July 9, 8:00 a.m. - 2:30 p.m. Two all-day sessions. Engineering Center. \$375 (or register prior to June 21 for \$325).

Questions or concerns about a course?

Please call us.

492-5148

Or use this number to conveniently call in any noncredit registration using your VISA or MasterCard. Make our registration office as close as your telephone.

Engineering Computing on the IBM PC

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

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

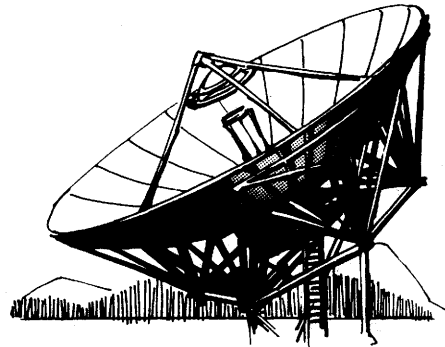
Section II: Friday, August 2, 8:30 a.m. - 5:30 p.m. and Saturday, August 3, 10 a.m. - 5:30 p.m.

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

VIDEO-TELECONFERENCING PROGRAMS

Keeping pace with current high standards, the Division of Continuing Education continues to offer popular, quality programs with its own state-of-the-art video teleconferencing system. The University of Colorado, Boulder's, new satellite receiving dish will be installed to ensure continual availability of various educational programs, received through the National University Teleconferencing Network and WE Productions. This teleconferencing venture will provide convenient and thorough coverage of broad subject areas including health, communication skills, high technology, business, and many other areas of professional development.

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



REAL ESTATE CERTIFICATE PROGRAM

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

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

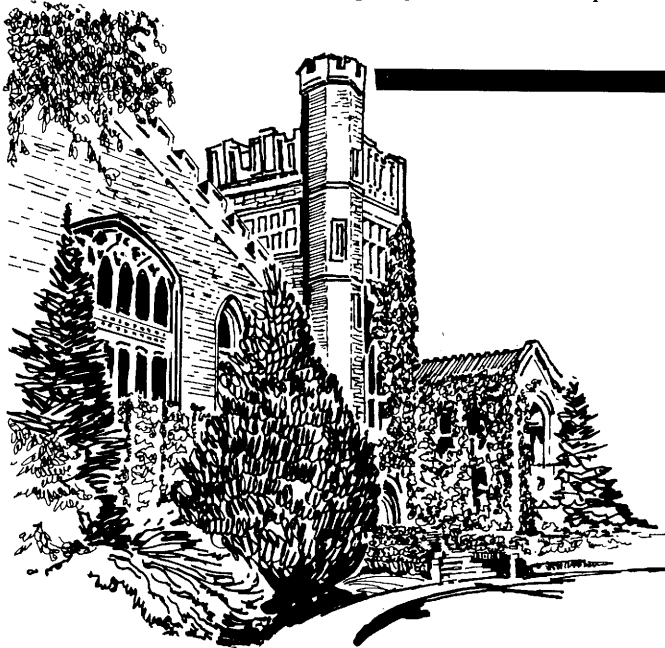
Registration information is available at the Division of Continuing Education, 492-8666.

Real Estate License Preparation Course in Boulder

RE-5

Practice and Law (48 hours)

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



INDIVIDUALIZED INSTRUCTION

What if the course you want is not available? Individualized Instruction may be the answer. Students and special students may work with a faculty member to establish a mutually agreeable instructional format to earn credit.

Special restrictions apply:

- The student may not be on academic suspension
- Pass/Fail grading may not be used
- Approval must be granted before coursework begins
- Work already completed is not eligible

Consult with the appropriate department to see if Individualized Instruction applies or request more information and approval forms from the Division's registration office.

extensively with the standard contract forms used for real estate listing agreements, sales extension agreements, and counter-offers.

Evening section: 16 sessions. Wed. and Mon. evenings, May 29 to July 24, 6:30 p.m. to 9:30 p.m. Location: University of Colorado College of Business Building, Room 125, Boulder. Instructors: Rob Natelson, Attorney at Law, Boulder; Fred Kroll, Arvada. Tuition: \$225. Textbooks available at the class.

RE-52

Real Estate Closings

This course offers an in-depth study of the closing statement, including an examination of the contract and a review of the other relevant documents. Primary emphasis will be on the gathering of data, the organization into debit and credit items, and the actual completion of the closing statements of the various types of transactions.

3 sessions. Wed., Thurs., Fri., Aug. 14, 15, 16, 8:30 a.m. to 5:00 p.m. Location: Holiday Inn, 800 28th St., Boulder. Instructor: Lorraine Roemer, C.R.S., C.R.B., Broker Associate, Title Realty, Longmont. (Bring calculator.) Tuition: \$110. Text: *Real Estate Closings*, Schreiner, \$34. For information call 492-8666.

Discover Independent Study

Declare your independence to pursue education at your own pace without interrupting your career or family activities. Guided study through correspondence is available through the Division of Continuing Education at both high school and college levels.

More than 70 college credit courses, approved by the University, are offered in 15 academic subjects ranging from Anthropology to Sociology. Courses may be taken for personal enrichment or to fulfill degree requirements.

High school courses, including 62 courses in 12 subjects, are offered to students working with a local high school. The courses may be used to satisfy high school graduation requirements or to meet college entrance requirements.

You can meet Colorado Real Estate licensing requirements with correspondence study or earn certificates in Preschool Teaching or Preschool Administration. There are even courses in Paralegal Education.

For more information, write to the Independent Study Program or call 492-8756 or 492-5148.

Declare your independence!

REGISTRATION INSTRUCTIONS FOR CREDIT, PEAC, AND CERTIFICATE COURSES

Registration begins Monday, May 6

Pre-Registration is Necessary and Can Be Accomplished:

- In person:** Monday through Friday, 8:30 a.m.-5 p.m., 1221 University Avenue, Boulder. Short-term metered parking nearby.
- By mail:** To enroll for courses, please fill out the appropriate forms (below for noncredit - on page 37 for credit) completely, and send them to:
 - Division of Continuing Education
 - Campus Box 178
 - University of Colorado
 - Boulder, Colorado 80309
- You may register for up to three credit hours by mail. No limit on PEAC or Certificate courses.
- By phone:** If you are enrolling for PEAC or Certificate courses, you may register by phone with payment made by MasterCard or VISA credit cards. Call 492-5148. Longmont or outside Denver Metro area, call 1-800-332-5839.
- Please:** Most courses have limited enrollment, so register as soon as possible to insure your place in class. Courses may be closed or cancelled, depending upon enrollment. Please register at least five days before the starting date of any PEAC/Certificate course.

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

Disabled Individuals who would like to register, please call our registration staff at 492-5148 and we will make special arrangements to assist you.

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

Refund information is listed with the specific program information. In all cases, if a course is cancelled or rescheduled at an inconvenient time, a full refund is given. Credit course cash and credit card tuition refunds are processed within two weeks of completing a Drop Voucher in the Division Registration Office, 1221 University Avenue. PEAC/Certificate course drops may be phoned in. If payment was made by check, the refund will take 4-6 weeks. That time can be cut considerably by presenting a copy of both front and back of your cancelled check when dropping.

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

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

Registration for Certificate and PEAC Courses

Mr. _____
 Ms. _____
Last First

Mailing Address _____ Home Telephone _____

City _____ State _____ Zip _____

Place of Employment _____

Business Address _____ Office Telephone _____

City _____ State _____ Zip _____

Social Security Number _____

Course # _____ **Course title** _____ **Section #** _____

Start date _____ **Location** _____ **Tuition** _____

Course # _____ **Course title** _____ **Section #** _____

Start date _____ **Location** _____ **Tuition** _____

Attach additional pages if needed **Total Tuition Enclosed** _____

MasterCard/VISA Tuition Payment by Mail

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

Charge VISA
 _____ / _____ / _____ / _____
 Expiration Date _____ / _____

Charge MasterCard
 _____ / _____ / _____ / _____
 Expiration Date _____ / _____

Cardholder's name as it appears on the charge card. Please print. Cardholder's name as it appears on the charge card. Please print.
Note that credit card Noncredit/Certificate enrollments can be made by phone (see Registration Information).

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



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Or Current Resident

