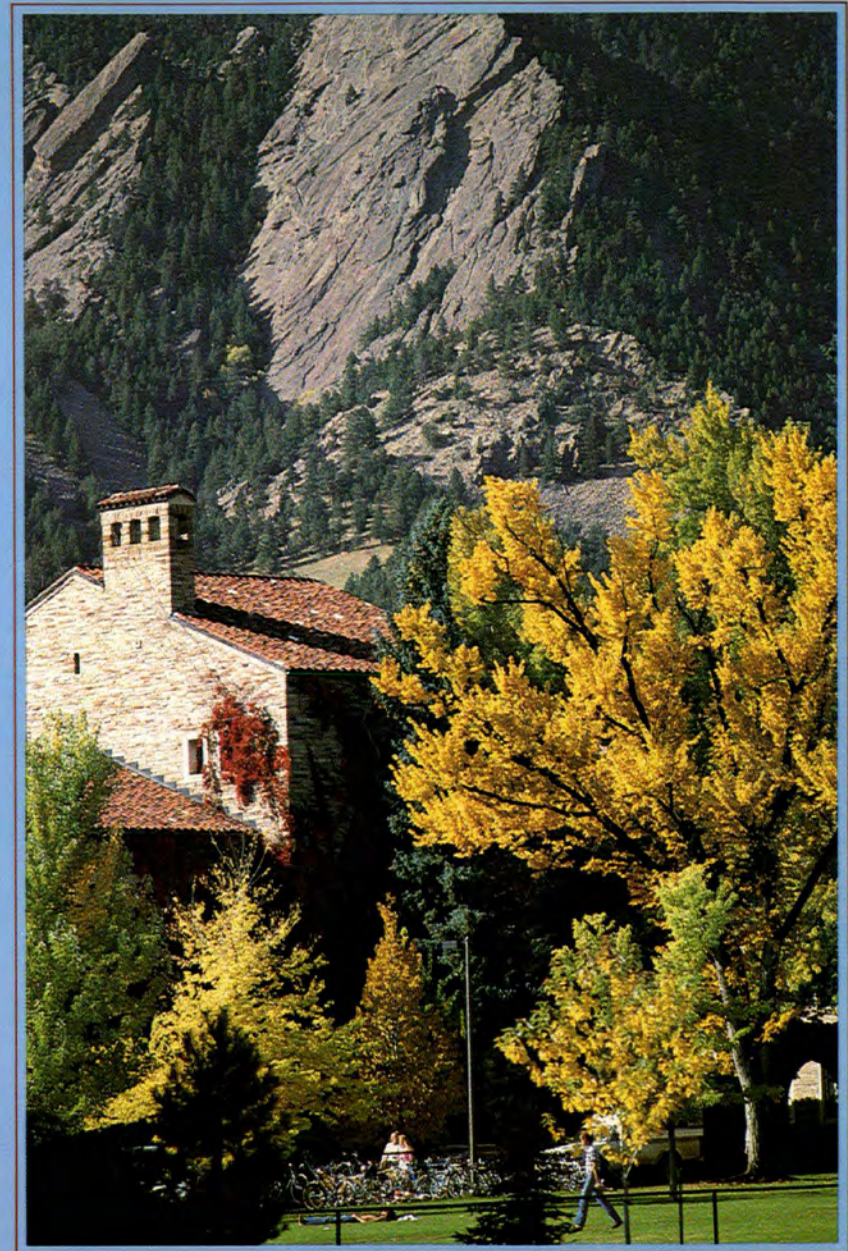


**University  
of Colorado  
Boulder  
Division  
of Continuing  
Education  
Fall 1984**

**Schedule of Courses,  
Seminars and Workshops**



# University of Colorado, Boulder

## Division of Continuing Education

## Adult Learning Opportunities

### **Boulder Evening Credit Courses**

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

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

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

### **Special Noncredit Programs**

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

sign 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. Check the following pages for information or call 492-5148 for information.

### **Independent Study Program**

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

### **Management Development Certificate Program**

This certificate program has been designed to develop management skills for persons aspiring to management positions or those seeking to increase their managerial skill. The courses consist of 10 hours of concentrated study in a topic widely considered critical in the management process. All courses are conducted evenings and weekends to conform to a busy person's schedule. There

record of your participation is maintained by the Division of Continuing Education. Courses are now offered in Longmont and Boulder. Check the following pages for course descriptions or call 492-5148.

### **Noncredit Courses**

A wide range of noncredit courses 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 1984 SAVE registration will be conducted Thursday and Friday, September 6 and 7, 9 a.m. to 4 p.m. at the University Memorial Center Ballroom (UMC). Please call 492-5148 for additional information on eligibility, tuition, fees, etc.

### **Video-Teleconference Programs**

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

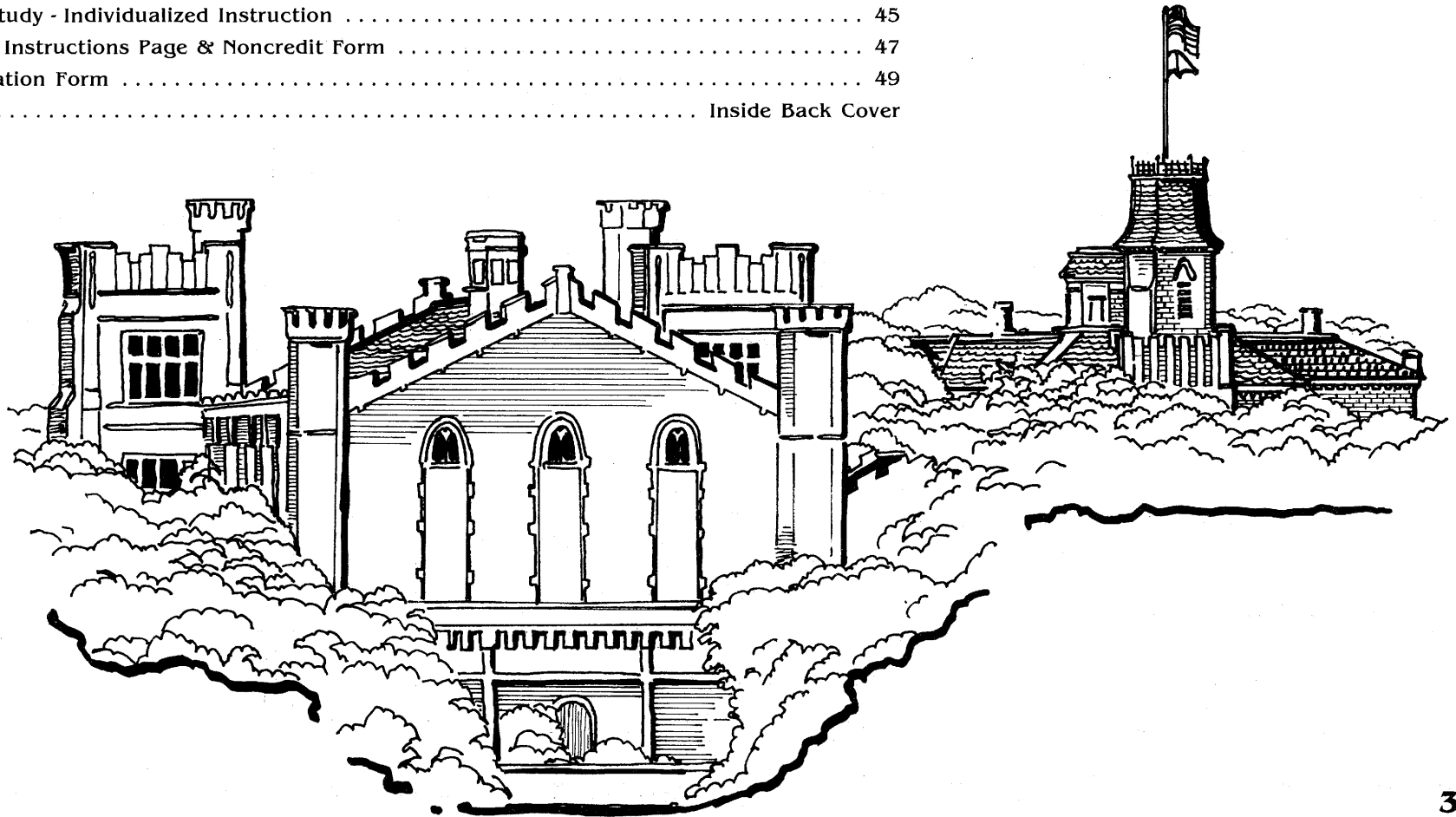
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*The cover photographs are by Gregory O. Jones, University photographer.*

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## BOULDER EVENING CREDIT CLASSES

Fall semester 1984 will witness the continuation and expansion of the popular evening credit class program designed specifically for you, the working person (home, office, other), or adult who cannot attend classes during the daytime schedule. Since many of you have suggested that credit courses should be offered in a more concentrated format, we are offering you an opportunity to earn credit in a shortened time period. We will be offering two short sessions during the semester and you will be required to attend classes twice a week for three hours each. In addition, the regular Fall semester term classes will be offered as usual.

Boulder Evening classes carry full undergraduate University credit, are fully transferable, and are taught by fully 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 enroll in these classes. Persons on suspension from the College of Engineering and Applied Science or the College of Business and Administration may not enroll.

**HOW TO ENROLL:** Preregistration is necessary and can be accomplished in person at 1221 University Avenue, Boulder, Monday through Thursday, 9 a.m. to 6 p.m., and Friday, 9 a.m. to 5 p.m., beginning August 13, or at the UMC Ballroom 9 a.m. to 4 p.m. on September 6 and 7. **NO REGISTRATIONS WILL BE ACCEPTED AFTER SEPTEMBER 21** for Full Term and Session I classes. Call 492-5148 for information.

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

**NON-ATTENDANCE AT CLASS DOES NOT CONSTITUTE WITHDRAWAL.**

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

**RESIDENCY:** In order to be classified as a resident of Colorado for tuition purposes, you (or parents/guardians if you are under 22) must have been in Colorado for the full 12 months prior to application, plus have more than one of the following, also for 12 months:

1. Colorado Driver's License
2. Colorado Motor Vehicle Registration (license plates)
3. Payment of Colorado State Income Tax

Other criteria will also be used in making residency decisions. For further information, please call 492-5148.

**TUITION:** Resident tuition is \$54 per credit hour. Some courses are slightly higher because of equipment or materials fees. Nonresidents may take one three-hour course during one time period for resident tuition. For example, a nonresident may enroll for one three-hour course for the Full Term or one three-hour course for Session I and one three-hour course for Session II. A nonresident may not enroll for a class for the full term and a class in either of the sessions for resident tuition. Therefore, for more than one three-hour course, nonresidents must pay the out-of-state fee of \$2,638. For that tuition, a nonresident student may enroll in any of the other credit courses of-

fered through the Division of Continuing Education program, i.e. Independent Study, Individualized Instruction or Applied Music. Cash, check, MasterCard or Visa may be used. Tuition is due and payable at time of registration. **NO DEFERRED PAYMENT PLAN IS AVAILABLE.**

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

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

**PRIVILEGES:** Boulder Evening credit students are eligible to join the Recreation Center as affiliated students for \$40 per semester, payable to the Recreation Center cashier. Students are eligible for Wardenburg Student Health Services for \$65 payable to the Wardenburg cashier. A hospitalization plan is available for Continuing Education students for an additional fee of \$78.42. Total library services are available at no additional charge. Photographic IDs for Division of Continuing Education students are available for \$6 between September 3 through 14. Hours are 8:30 a.m. to 4:30 p.m. at the Stadium between Gates 4 and 5.

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

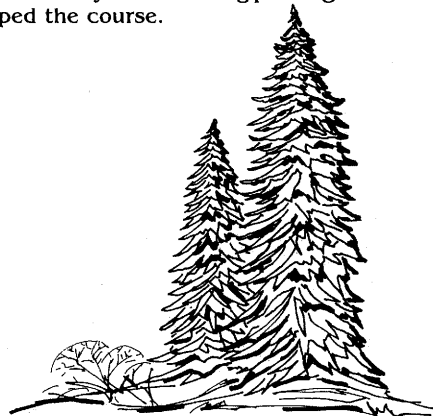
**SPECIAL REGISTRATION FOR FACULTY AND STAFF:** Faculty and staff of the University of Colorado, Boulder, may enroll in Boulder Evening credit courses on a space available basis for one-half the regular tuition fee. Registration will begin September 10. Please bring ID or employer verification.

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

## Calendar Dates You Should Know About

- Aug. 13** First day of registration at the Division of Continuing Education, 1221 University Avenue, 9-6 Monday through Thursday; 9-5 Friday.
- Sept. 6-7** Registration continues at the University Memorial Center Ballroom 9 a.m. to 4 p.m.
- Sept. 10** Full Term classes begin. Session I classes begin.  
Late registration for all sessions at the Division of Continuing Education.  
Last day for 100% refund for Full Term and Session I, if you drop a class by 5 p.m.  
Faculty/Staff **credit** registration: 50% for those showing ID or employer verification.
- Sept. 21** LAST DAY TO REGISTER FOR FULL TERM AND SESSION I CLASSES.  
Registration continues for Session II. Last day to receive 80% refund for Full Term and Session I — no signatures required.
- Sept. 28** Last day to receive 60% refund for Session I — Instructor's signature required on drop voucher.\*
- Oct. 5** Last day to receive 60% refund for Full Term — Instructor's signature required on drop voucher.\*  
Last day to receive 40% refund for Session I classes — Instructor's signature required on drop voucher.\* No refund for Session I after this date.  
Registration continues for Session II classes.
- Oct. 12** Last day to drop a Session I class without petitioning. You must present valid documentation supporting your drop petition. Call 492-5148 for petition information.
- Oct. 19** Last day to receive 40% refund for Full Term — Instructor's signature required on drop voucher.\* No refund for classes after this date.
- Oct. 25** Session I classes end.
- Oct. 29** Session II classes begin.  
Last day to receive 100% refund if you drop a Session II class by 5 p.m.
- Nov. 9** LAST DAY TO REGISTER FOR SESSION II CLASSES.  
Last day to drop and receive 80% refund for Session II — no signature required.
- Nov. 16** Last day to drop a Full Term class without petitioning. You must present valid documentation supporting your drop petition. Call 492-5148 for petition information.  
Last day to drop and receive 60% refund for Session II classes — Instructor's signature required on drop voucher.\*
- Nov. 21-23** THANKSGIVING VACATION. NO CLASSES.
- Nov. 26** Last day to drop and receive 40% refund for Session II classes — Instructor's signature required on drop voucher.\*
- Nov. 30** Last day to drop a Session II class without petitioning. You must present valid documentation supporting your drop petition. Call 492-5148 for petition information.
- Dec. 13** Session II ends.  
Full Term ends.

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



**CREDIT**

### 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.

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

# Boulder Evening Credit Classes

## Fall 1984 Schedule

# Course Descriptions

### Anthropology 103-3 Principles of Anthropology I

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

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

### Anthropology 104-3 Principles of Anthropology II

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

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

### Anthropology 201-3 Introduction to Physical Anthropology I

Detailed consideration of human biology, man's place in the animal kingdom, and fossil evidence bearing on human evolution.

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

### Anthropology 226-3 Old World Archaeology

Prehistory and protohistory of Eurasia and Africa, emphasizes growth of culture and spread of civilization.

Full Term — Section 300: Mondays, 7-10 p.m., Hellems 245. \$162.

### APAS 111-3 General Astronomy

Principles of modern astronomy for non-science majors, summarizing our present knowledge about the earth, the moon, planets, the sun, and the origin of life. APAS 111 and APAS 112 may be taken in either order.

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

<i>Sec 100</i>				<i>Sec 200</i>			
Mon. Sept. 10	Tues. Sept. 11	Wed. Oct. 24	Thurs. Oct. 25	Mon. Oct. 29	Tues. Oct. 30	Wed. Dec. 12	Thurs. Dec. 13
<b>Session I</b> Mon. & Wed. classes begin Sept. 10 and end Oct. 24				<b>Session II</b> Mon. & Wed. classes begin Oct. 29 and end Dec. 12			
<b>Session I</b> Tues. & Thurs. classes begin Sept. 11 and end Oct. 25				<b>Session II</b> Tues. & Thurs. classes begin Oct. 30 and end Dec. 13			
<b>Full Semester Terms:</b> Classes begin on Sept. 10 and end on Dec. 13 <b>FINAL EXAMS WILL BE GIVEN</b> <b>THE LAST DAY OF CLASS</b>							

### Full Term Classes by Starting Date

#### Monday Evening Courses, Begin September 10

Anth.	226-3	Hlms 245	7-10 p.m.	Old World Archaeology
C.S.	120-3	ECCR 0-30	6-7 p.m.	Intro to Programming I (Recitation)
Sect.	301			
C.S.	120-3	ECCR 0-30	9-10 p.m.	Intro to Programming I (Recitation)
Sect.	302			
Engl.	150-3	Hlms 211	7-10 p.m.	Intro to British Writers
Geog.	409-3	Gugg 3	7-10 p.m.	Remote Sensing of the Environment
Hist.	258-3	ECCR 1-07	7-10 p.m.	History of Colorado
Jour.	480-3	Macky 117	7-10 p.m.	Magazine Article Writing
Math.	102-2	ECCR 1-01	6-8 p.m.	College Trigonometry
Math.	107-3	ECCR 1-03	5:30-8:30 p.m.	Algebra for the Social Sciences and Business
Math.	313-3	ECCR 1-05	7-10 p.m.	Intro to Linear Algebra
Psy.	100-3	Muen D-124	7-10 p.m.	General Psychology
Psy.	430-3	Muen D-156	7-10 p.m.	Abnormal Psychology
Soc.	191-3	Hlms 181	7-10 p.m.	Contemporary Social Issues

#### Monday and Wednesday Evening Courses, Begin September 10

Math.	099-0	ECCR 1-40	7-8:30 p.m.	Pre-College Mathematics (Noncredit)
F.A.	100-2	To be arranged	7-10 p.m.	Basic Drawing
F.S.	355-3	Geology 127	7-10 p.m.	Beginning Animated Filmmaking

#### Monday and Thursday Evening Courses, Begin September 10

C.S.	120-3	ECCR 0-30	7:15-8:45 p.m.	Intro to Programming I (Lecture)
Math.	130-5	ECCR 1-42	5:30-8 p.m.	Analytic Geometry and Calculus I

*Sec 300*

**Tuesday Evening Courses, Begin September 11**

Anth.	201-3	Hlms 237	7-10 p.m.	Intro to Physical Anthropology I
A&S	100-3	ECCR 1-01	7-10 p.m.	General Expository Writing
Comm.	102-3	ECCR 1-03	7-10 p.m.	Intro to Interpersonal and Small Group Communication
Econ.	202-3	ECCR 1-40	5:30-8:30 p.m.	Principles of Economics II
Educ.	482-3	ECCR 1-24	5-8 p.m.	Workshop Curricular and Instructional Development: Meeting the Needs of the Gifted and Talented Child
EPOB	121-3	ECCR 0-36	7-10 p.m.	General Biology I
F.A.	291-3	Geology 127	6-9 p.m.	Art Therapy
Geog.	306-3	Gugg 3	7-10 p.m.	Maps and Mapping
Hist.	141-3	ECCR 1-07	7-10 p.m.	History of England I
Phil.	100-3	Hlms 229	7-10 p.m.	Intro to Philosophy
Psy.	205-3	Muen D-156	7-10 p.m.	Intro to Biopsychology

**Tuesday and Thursday Evening Courses, Begin September 11**

F.A.	216-3	F.A. 106	6:30-11 p.m.	Beginning Photography I
Math.	101-3	ECCR 0-38	7:30-9 p.m.	College Algebra

**Wednesday Evening Courses, Begin September 12**

APAS	111-3	ECCR 1-03	7-10 p.m.	General Astronomy
A&S	110-3	ECCR 0-03	7-10 p.m.	Advanced Expository Writing
Comm.	203-3	Hlms 245	7-10 p.m.	Interpersonal Communication
Engl.	119-3	Hlms 181	7-10 p.m.	Intro to Creative Writing
Engl.	120-3	Hlms 196	7-10 p.m.	Intro to Fiction
Ex. St.	212-3	Ketchum 206	7-10 p.m.	Addictive Behavior
Hist.	151-3	ECCR 1-07	7-10 p.m.	U.S. History to 1865
P. Sc.	110-3	ECCR 1-05	7-10 p.m.	The American Political System
Psy.	210-3	Muen D-156	7-10 p.m.	Statistics and Research Methods in Psychology
Psy.	264-3	Muen D-144	7-10 p.m.	Child and Adolescent Psychology
Soc.	211-3	Hlms 137	7-10 p.m.	Intro to Sociology
Soc.	495-3	Hlms 185	7-10 p.m.	Criminology
W.S.	372-3	ECCR 1-26	7-10 p.m.	Topics in Women Studies: Feminine Archetype

**Thursday Evening Courses, Begin September 13**

Comm.	426-3	ECCR 1-03	7-10 p.m.	Communication and Conflict
C.S.	120-3	ECCR 0-30	9-10 p.m.	Intro to Programming I (Recitation)
Sect.	303			
Econ.	201-3	ECCR 1-40	5:30-8:30 p.m.	Principles of Economics I
Educ.	481-3	ECCR 0-03	7-10 p.m.	Special Topics: Integrative Learning
Engl.	140-3	ECCR 1-01	7-10 p.m.	Intro to Poetry
Engl.	160-3	Hlms 137	7-10 p.m.	Intro to American Writers
Engl.	315-3	ECCR 1-07	7-10 p.m.	Report Writing
Geog.	199-3	Gugg 3	7-10 p.m.	Intro to Human Geography
Geog.	339-3	Hlms 181	7-10 p.m.	Conservation of Natural Resources
P.E.	298-2	ECCR 1-26	7-9 p.m.	Coaching Effectiveness
Psy.	230-3	Porter Biosci E-126	7-10 p.m.	Psychology of Adjustment
Psy.	245-3	Muen D-156	7-10 p.m.	Social Psychology of Social Problems
Soc.	119-3	Ketch 118	7-10 p.m.	Deviance
Soc.	426-3	Ketch 303	7-10 p.m.	Urban Sociology

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

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

Full Term — Section 300: Tuesdays, 7-10 p.m., ECCR 1-01. \$162.

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

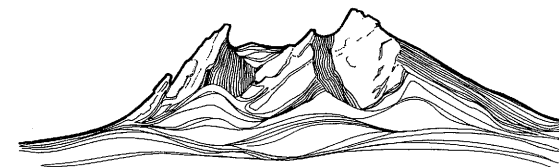
Development of more refined techniques of expository writing. Assists students with rhetorical skills and techniques with which to write articles and papers. When combined with A&S 100, satisfies first year humanities requirement.

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

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



## Session I Classes by Starting Date

### Monday and Wednesday Evening Courses, Begin September 10.

Anth.	103-3	Hlms 237	7-10 p.m.	Principles of Anthropology I
EPOB	210-3	ECCR 0-36	7-10 p.m.	Introduction to Wildlife Ecology and Conservation
F.A.	376-2	F.A. CIB 55	6:30-9:30 p.m.	Jewelry Design: Form Emphasis in Metalsmithing
Geog	100-3	Gugg 2	7-10 p.m.	Environmental Systems: Climate and Vegetation
P.E.	225-2	ECCR 1-24	6-10 p.m.	Advanced First Aid and Emergency Care
P.E.	342-3	ECCR 1-46	7-10 p.m.	Nutrition and Health

### Tuesday and Thursday Evening Courses, Begin September 11

Engl.	260-3	ECCR 1-05	7-10 p.m.	Introduction to World Literature I
Geog.	200-3	Ketch 119	7-10 p.m.	World Geographic Problems

## Session II Classes by Starting Date

### Monday and Wednesday Evening Courses, Begin October 29

Anth.	104-3	Hlms 237	7-10 p.m.	Principles of Anthropology II
F.A.	377-2	F.A. CIB 55	6:30-9:30 p.m.	Jewelry Design: Form Emphasis in Metalsmithing
Geog.	101-3	Gugg 2	7-10 p.m.	Environmental Systems: Landforms and Soils
Phil.	102-3	Hlms 229	7-10 p.m.	Ethics
P.E.	225-2	ECCR 1-24	6-10 p.m.	Advanced First Aid and Emergency Care
P.E.	401-3	ECCR 1-46	7-10 p.m.	Nutrition and Physical Performance
Psy.	245-3	Muen D-156	7-10 p.m.	Social Psychology of Social Problems

### Tuesday and Thursday Evening Courses, Begin October 30

Engl.	261-3	ECCR 1-05	7-10 p.m.	Introduction to World Literature II
Psy.	100-3	Muen D-124	7-10 p.m.	General Psychology
Soc.	211-3	Hlms 137	7-10 p.m.	Introduction to Sociology

### 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 skills areas studied are listening, conflict management, assertiveness, non-verbal, and self-disclosure. When combined with Comm. 102, satisfies first year of social sciences requirement.

Full Term — Section 300: Wednesdays, 7-10 p.m., Helms 245. \$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.

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

### Computer Science 120-3 Introduction to Programming I

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

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

Recitation:

Section 301 — Mondays, 6-7 p.m.

Section 302 — Mondays, 9-10 p.m.

Section 303 — Thursdays, 9-10 p.m.

### Economics 201-3 Principles of Economics I

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

Full Term — Section 300: Thursdays, 5:30-8:30 p.m., ECCR 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. When combined with Econ. 201, will satisfy the first year social sciences requirement.

Full Term — Section 300: Tuesdays, 5:30-8:30 p.m., ECCR 1-40. \$162.



**Education 481-3**  
**Special Topics: Integrative Learning**

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

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

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

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

Full Term — Section 300: Tuesdays, 5-8 p.m., ECCR 1-24. \$162.



**English 119-3**  
**Introduction to Creative Writing**

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

Full Term — Section 300: Wednesdays, 7-10 p.m., Hellems 181. \$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, will satisfy the first year humanities requirement.

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

**Campus Safety:** While Continuing Education students ordinarily do not experience personal safety problems while attending night classes on campus, it is important to utilize the many lighted walkways and avoid walking alone at night. **Nightride** and **Nightwalk** are services recently started because of concerns for safety on campus. See page 5 for details. Or call these services at 492-SAFE.

**English 140-3**  
**Introduction to Poetry**

The major objective of this course is to give the student an overview of, and appreciation for, British and American Poetry.

Full Term — Section 300: Thursdays, 7-10 p.m., ECCR 1-01. \$162.

**English 150-3**  
**Introduction to British Writers**

The course introduces students to a range of major works of British literature, including at least one play of Shakespeare, a pre-20th-century English novel, and works by Chaucer and/or Milton. Closed to those having credit in English 252.

Full Term — Section 300: Mondays, 7-10 p.m., Hellems 211. \$162.

**English 160-3**  
**Introduction to American Writers**

The course introduces students to a range of representative major works of American literature, with emphasis on works written before the 20th century. Closed to those having credit in English 266.

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

**English 260-3**  
**Introduction to World Literature I**

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

Session I — Section 100: Tuesdays and Thursdays, 7-10 p.m., ECCR 1-05. \$162.

**English 261-3**  
**Introduction to World Literature II**

English 261 introduces the student to major Roman and Medieval texts. Students will read *The Aeneid*, selections from *The Metamorphoses* and *The Canterbury Tales*, and one book of *The Divine Comedy*. Additional Roman and Medieval texts such as Augustine's *Confessions*, *Beowulf*, and the lyrics of Catullus and Horace may be assigned. The writing of papers and essay examinations is a requirement of English 261; at least modest competence in writing expository prose is therefore a practical prerequisite. It is recommended but not required that the student complete English 260 before enrolling in English 261. When combined with English 260, satisfies the first year humanities requirement.

Session II — Section 200: Tuesdays and Thursdays, 7-10 p.m., ECCR 1-05. \$162.

**English 315-3**  
**Report Writing**

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

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

**EPOB 121-3**  
**General Biology I**

A concentrated introduction to the facts, concepts, and questions underlying modern biology. This semester covers molecular, cellular, genetic, and evolutionary biological principles. When combined with EPOB 122, satisfies first year natural sciences requirement.

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

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

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

Session I — Section 100: Mondays and Wednesdays, 7-10 p.m., ECCR 0-36. \$162.

**Experimental Studies 212-3**  
**Addictive Behavior**

Never underestimate the power of addiction — smoking, abusing alcohol, overeating, compulsive spending, dependency relationships, workaholism. What do they have in common? "Addictive Behaviors" offers thought-provoking material that will help the student understand the addictive process as well as identify the high risk "addictive personality." Class participants will learn that everyone is subject to addiction. They will also learn how to cope with life in a healthier, more balanced way than by retreating to their personal addiction. For a term project, students are invited to modify or give up an addictive behavior for a month.

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



**Film Studies 355-3**  
**Beginning Animated Filmmaking**

Exploring a wide range of animated film techniques. Geared to the individual student's interests and abilities, possible projects will range from flip books, paper cut-out films, films animated with clay or sand, and drawing directly on film surfaces to films made from pencil, pastel, watercolor or ink drawings and cell animation (classic cartooning). No previous drawing or filmmaking experience is necessary. For anyone who wishes to explore their visual imagination and bring it to life. Students can expect to complete their own super-8 animated film during the course. Film equipment will be made available through Film Studies Dept. at a minimal rental cost. Screenings of a variety of vintage and contemporary animated films.

Full Term — Section 300: Mondays and Wednesdays, 7-10 p.m., Geology 127. \$162.

**Fine Arts 291-3**  
**Art Therapy**

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

Full Term — Section 300: Tuesdays, 6-9 p.m., Geology 127. \$162.

**Fine Arts 100-2**  
**Basic Drawing**

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

Full Term — Section 300: Mondays and Wednesdays, 7-10 p.m., to be arranged. \$108.

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

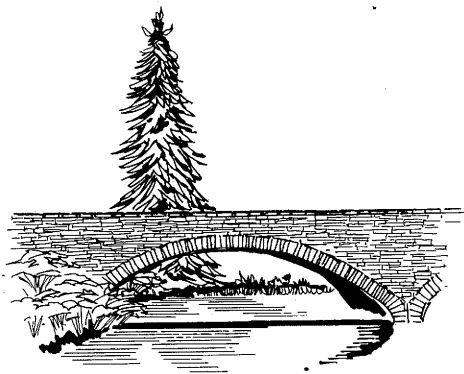
An introduction to techniques and concepts of photography as it relates to the fine arts. Emphasis on photography as a means to formal and expressive ends. This is a studio/laboratory course. Lecture from 6:30-8 p.m. Laboratory from 8-11 p.m. Students must have access to an adjustable camera, and should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

Full Term — Section 300: Tuesdays and Thursdays, 6:30-11 p.m., F.A. 106. \$188 (includes lab fees).

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

This course centers around the shell structure technique, which involves the stretching and compressing of metal with the use of hammers and stakes. With this technique a limitless variety of forms can be developed and applied to the design of functional holloware, jewelry or sculpture. The course includes demonstrations, slide lectures, discussions of tool making, technical exercises and a finished product. Some materials may be purchased in class, and some previous experience is required. Students may enroll in both F.A. 376 and 377 or either 376 (Session I) or 377 (Session II).

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



**Fine Arts 377-2  
Jewelry Design: Form Emphasis in  
Metalsmithing**

This course centers around the shell structure technique, which involves the stretching and compressing of metal with the use of hammers and stakes. With this technique a limitless variety of forms can be developed and applied to the design of functional holloware, jewelry or sculpture. The course includes demonstrations, slide lectures, discussions of tool making, technical exercises and a finished product. Some materials may be purchased in class, and some previous experience is required. Students may enroll in both F.A. 376 and 377 or either 376 (Session I) or 377 (Session II).

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

**Geography 100-3  
Environmental Systems: Climate and  
Vegetation**

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

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

**Geography 101-3  
Environmental Systems — Landforms and  
Soils**

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

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

**Geography 199-3  
Introduction to Human Geography**

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

Full Term — Section 300: Thursdays, 7-10 p.m., Guggenheim 3. \$162.

**Geography 200-3  
World Geographic Problems**

Set in several regions, problems include resource-use decision making, locational analysis, Third World poverty and community development, and political and economic urban land use conflict. Small student groups in role-playing simulations leading to human decisions causing geographic change.

Session I — Section 100: Tuesdays and Thursdays, 7-10 p.m., Ketchum 119. \$162.

**Geography 306-3  
Maps and Mapping**

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

Full Term — Section 300: Tuesdays, 7-10 p.m., Guggenheim 3. \$162.

**Geography 339-3  
Conservation of Natural Resources**

This course is an introduction to the nature, distribution, and conservation of natural resources with emphasis on forest, rangeland, and wildlife resources. Resources problems of the western United States are contrasted with those of tropical latitude countries. Prer., Geog. 100 or instructor consent.

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

**Geography 409-3**  
**Remote Sensing of the Environment**

Covers the acquisition and interpretation of environmental data by remote sensing. Theory and sensors are discussed as are manual and computerized interpretation methods. The infrared and microwave portions of the spectrum are stressed. Prer., basic courses in geography or equivalent.

Full Term — Section 300: Mondays, 7-10 p.m., Guggenheim 3. \$162.

**History 141-3**  
**History of England I**

Deals with the period from Roman time to the 17th Century. Covered are social, political, and constitutional affairs which contributed to the creation of the English nation. When combined with Hist. 142, satisfies first year social sciences requirement.

Full Term — Section 300: Tuesdays, 7-10 p.m., ECCR 1-07. \$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 Hist. 152, satisfies first year social sciences requirement.

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

**History 258-3**  
**History of Colorado**

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

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

**Journalism 480-3**  
**Magazine Article Writing**

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

Full Term — Section 300: Mondays, 7-10 p.m., Macky 117. \$162.

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

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

Full Term — Section 300: Mondays and Wednesdays, 7-8:30 p.m. ECCR 1-40. \$162.

**Mathematics 101-3**  
**College Algebra**

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

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

**Mathematics 102-2**  
**College Trigonometry**

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

Full Term — Section 300: Mondays, 6-8 p.m., ECCR 1-01. \$108.

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

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

Full Term — Section 300: Mondays, 5:30-8:30 p.m., ECCR 1-03. \$162.

**Mathematics 130-5**  
**Analytic Geometry and Calculus I**

Rates of change of functions, limits, derivatives of algebraic functions, applications of derivatives, integration. (Prer., three years of high school mathematics, including trigonometry, or Math. 110, or Math. 101 and 102.)

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

**Mathematics 313-3**  
**Introduction to Linear Algebra**

Introduction to basic properties of systems of linear equations, vector spaces, linear independence, dimension, linear transformations, matrices, determinants, eigenvalues and eigenvectors. Prer., Calculus 3 or consent of instructor.

Full Term — Section 300: Mondays, 7-10 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.

Full Term — Section 300: Tuesdays, 7-10 p.m., Hellems 229. \$162.

### **Philosophy 102-3 Ethics**

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

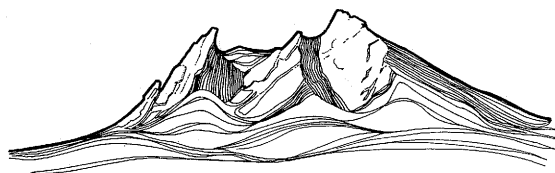
Session II — Section 200: Mondays and Wednesdays, 7-10 p.m., Hellems 229. \$162.

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

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

Session I — Section 100: Mondays and Wednesdays, 6-10 p.m., ECCR 1-24. \$108.

Session II — Section 200: Mondays and Wednesdays, 6-10 p.m., ECCR 1-24. \$108.



### **Physical Education 298-2 Practicum in Physical Education (Coaching Effectiveness)**

Course is designed to help coaches gain or further refine a basic understanding of sports medicine and science and demonstrates how to more effectively teach the techniques and strategies of their sport. Course reviews coaching, philosophy, sport psychology, sport pedagogy, sport physiology and sport medicine.

Full Term — Section 300: Thursdays, 7-9 p.m., ECCR 1-26. \$108.

### **Physical Education 342-3 Nutrition and Health**

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

Session I — Section 100: Mondays and Wednesdays, 7-10 p.m., ECCR 1-46. \$162.

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

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

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

### **Political Science 110-3 The American Political System**

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

Full Term — Section 300: Wednesdays, 7-10 p.m., ECCR 1-05. \$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 Psyc. 230, 245 or 264, it satisfies the first year social sciences requirement. When combined with Psyc. 205 or 210, satisfies the first year natural sciences requirement. If Psyc. 100 is used for social sciences requirement, it cannot be used for the natural sciences requirement.

Full Term — Section 300: Mondays, 7-10 p.m., Muenzinger D124. \$162.

Session II — Section 200: Tuesdays and Thursdays, 7-10 p.m., Muenzinger D124. \$162.

### **Psychology 205-3 Introduction to Biopsychology**

A broad survey course in the physiological, endocrine, and genetic bases of behavior. Topics to be covered include the biological bases of learning, motivation, emotion, movement, comparative animal behavior, sexual and reproductive activity, instinctual behavior, neurophysiology, and neuroanatomy in relation to behavior. When combined with Psyc. 100 or 201, satisfies first year natural sciences requirement.

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

### **Psychology 210-3 Statistics and Research Methods in Psychology**

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

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

### **Psychology 230-3 Psychology of Adjustment**

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

Full Term — Section 300: Thursdays, 7-10 p.m., Porter Biosciences E126. \$162.

### **Psychology 245-3 Social Psychology of Social Problems**

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

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

Session II — Section 200: Mondays and Wednesdays, 7-10 p.m., Muenzinger D156. \$162.

### **Psychology 264-3 Child and Adolescent Psychology**

What do we know about how people develop? To what extent do early experiences, both physical and psychological, affect later development? How do children acquire the behavior and values appropriate for their cultures? These are some of the questions that will be addressed in this course on the psychological development of children and adolescents. This is not a course on child rearing for the simple reason that developmental psychologists have little privileged information on how children should be raised. Instead, you will become acquainted with theory and research in

a broad number of areas concerned with development: infant development, cognitive, language and social development. Where appropriate, we will examine how theory and research can be applied to problems facing children with families.

Full Term — Section 300: Wednesdays, 7-10 p.m., Muenzinger D144. \$162.

### **Psychology 430-3 Abnormal Psychology**

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

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

### **Sociology 119-3 Deviance**

Devoted to a consideration of the processes of social differentiation which confirm a conventional normality within certain sectors of the population, while simultaneously producing and maintaining deviant forms against which conventional normality assumes its moral meaning and significance. When combined with Soc. 211, satisfies the first year social sciences requirement.

Full Term — Section 300: Thursdays, 7-10 p.m., Ketchum 118. \$162.

### **Sociology 191-3 Contemporary Social Issues**

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

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

### **Sociology 211-3 Introduction to Sociology**

An exploration of the sociological perspective and its insights into social phenomena ranging from interpersonal relations and group formation to impersonal social forces and institutional structures. Explains the major theoretical approaches to social relations and the basic methods of social

scientific inquiry. Includes historical comparisons of societies and cultures, critical analysis of U.S. institutions, and an exploration of the processes of social change. When combined with Soc. 119, satisfies first year social sciences requirement.

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

Session II — Section 200: Tuesdays and Thursdays, 7-10 p.m., Hellems 137. \$162.

### **Sociology 426-3 Urban Sociology**

The city in terms of its social structure, residential and institutional patterning, processes of interaction, demographic process.

Full Term — Section 300: Thursdays, 7-10 p.m., Ketchum 303. \$162.

### **Sociology 495-3 Criminology**

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

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

### **Women Studies 372-3 Topics in Women Studies: Feminine Archetype**

This special topics course in Women's Studies will examine the concept of the feminine archetype as a basis for separating the culturally based roles of women from the universally experienced phenomena of womanhood. In making this distinction, the historical, physiological, mythological and cultural parameters of the feminine will be addressed.

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

# UNIVERSITY OF COLORADO IN LONGMONT

The University of Colorado, Boulder, Division of Continuing Education is offering a series of credit and noncredit courses in Longmont during the fall semester 1984. The University is proud to be invited to offer these high-quality courses and hopes to continue in the future.

Questions regarding these credit and noncredit courses and requests for future courses in Longmont should be directed to the Division of Continuing Education's toll free number 1-800-332-5839, Monday through Friday, from 9 a.m. to 5 p.m. All classes are held at Longmont High School, 1040 Sunset, Longmont.

## Credit Program

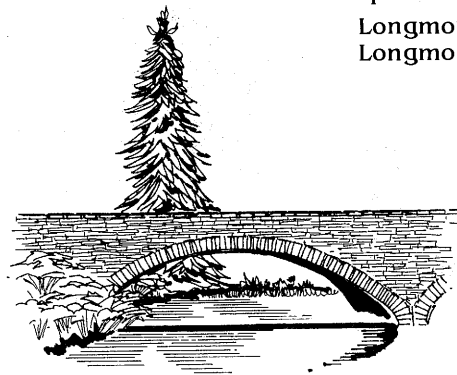
### Fall 1984

Offered in Longmont this fall, these credit classes 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 of Colorado credit, are fully transferable and are taught by fully qualified and approved instructors. Any person with a high school degree or equivalent may enroll and there are no prerequisites. This is a good opportunity to try University-level work and accumulate credits toward a degree. Depending upon your personal situation, all expenses associated with these classes may be tax deductible.

Advance paid registration is required for these credit classes since scheduling is determined by advance registrations. This needs to be accomplished at least five days before the class is due to begin. Books will be available at the first class session and book fees are due at that time. Call 492-5148 or our toll free number 1-800-332-5839 for information.

### Longmont Credit Classes by Starting Date

Schedule	Class	Faculty
Sept. 13-Dec. 13, 1984 Thursdays, 5-8 p.m. Longmont High School	EDUC 482-3 Workshop in Curricular and Instructional Development: Meeting the Needs of the Gifted and Talented Child. \$162.	Dorothy Knopper, M.A.
Sept. 11-Dec. 11, 1984 Tuesdays, 4-7 p.m. Longmont High School	EDUC 540-3 Special Topics: New Developments in Educational Technology. \$162.	Robert deKieffer, Ph.D.



### Education 482-3

#### Workshop in Curricular and Instructional Development: Meeting the Needs of the Gifted and Talented Child

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

Longmont — Section 007: Thursdays, 5-8 p.m., Longmont High School. \$162.

### Education 540-3

#### Special Topics: New Developments in Educational Technology

A graduate level course which is an in-depth survey of new developments in Educational Technology. Class projects will include such technologies as broadcast and cable t.v., teletext, videotext, computers, radio, satellites, teleconferencing, copy delivery systems, and interactive video. Individual projects will give students an opportunity to apply specific technologies to their particular areas of interest. Designed for teachers, administrators, and educational media specialists.

Longmont — Section 007: Tuesdays, 4-7 p.m., Longmont High School. \$162.

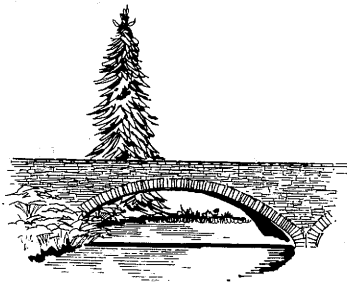
# MANAGEMENT DEVELOPMENT CERTIFICATE PROGRAM

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

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

**Locations** for Boulder courses are listed at the end of each course. Please check the campus map on the inside back-cover for the nearest parking. Locations for Longmont courses (see following listing, page 20) are all at Longmont High School; specific room numbers will be given at registration.

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

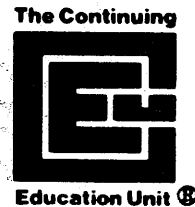


**Each course costs \$75.** All consist of a minimum of 10 hours of instruction. One Continuing Education Unit is awarded per course completion. Continuing Education Units are awarded for completion of a course, giving the student a permanent record of achievement. Ten hours of participation is the national standard for achieving a Continuing Education Unit. Please note that **refunds** are given only before the start of a course, none after. There is no tuition charged for BMDM-91 Continuing Management Development: An Advanced Seminar. See course listing on page 19 for registration requirements.

**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).



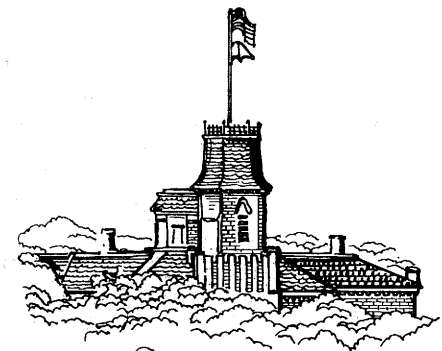
## Supervision in Management

### BMDS-97 Practical Problem Solving for the New Supervisor or Manager

Topics covered will 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. Tuesday, October 2, 7-10 p.m. and Tuesdays, October 9 and 16, 6:30-10 p.m. University Club (Lounge).





## Management Development Certificate Program Courses by Starting Date, Fall 1984

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### Starts

Monday, September 10  
 Tuesday, September 11  
 Wednesday, September 12  
 Thursday, September 13  
 Thursday, September 20  
 Monday, September 24  
 Wednesday, September 26  
 Tuesday, October 2  
  
 Tuesday, October 2  
  
 Thursday, October 4  
 Thursday, October 11  
 Thursday, October 11  
  
 Wednesday, October 17  
 Wednesday, October 17  
 Monday, October 22  
 Tuesday, October 23  
  
 Thursday, October 25  
 Wednesday, November 14  
 Thursday, November 15  
 Friday, November 16  
 Monday, November 26  
  
 Saturday, December 15

### Course

Businesspeople's Computer Literacy  
 Project Management  
 Marketing Overview  
 Executive Writing Skills  
 Managing Individuals Effectively  
 Art of Persuasion  
 Conflict Management and Negotiation  
 Practical Problem Solving for the  
 New Supervisor or Manager  
  
 The Many Functions of Modern Office  
 Automation  
 Team Building  
 Stress Management  
 Communication Effectiveness: Between  
 Supervisor and Employee  
 Technical Writing Seminar  
 Working Assertively: Effective Job Skills  
 Men and Women in the Workplace  
 Accounting for the Non-Accounting  
 Manager  
  
 Financial and Shareholder Relations  
 Exerting Leadership and Making Decisions  
 Changing Role of Sales in the 80s  
 Effective Time Management  
 Strategic Planning for the New and Nearly  
 New Organization  
  
 Continuing Management Development: An  
 Advanced Seminar

### Faculty

Keith Wilhoit  
 Charles A. Rice  
 Tony Hopper  
 Susan Kaye  
 Charles A. Rice  
 Orvel R. Wilson  
 Audrey Nelson-Schneider  
 Tony Hopper  
  
 Tom Cross  
  
 Charles A. Rice  
 John V. Davis  
 Barry T. Dawson  
  
 Mike Gannon  
 Toni Scott  
 Audrey Nelson-Schneider  
 Jim Young  
  
 Marc Raizman  
 Glen Grosslight  
 Barry T. Dawson  
 Randy Bauer  
 Charles A. Rice  
  
 Faculty

### BMDS-93

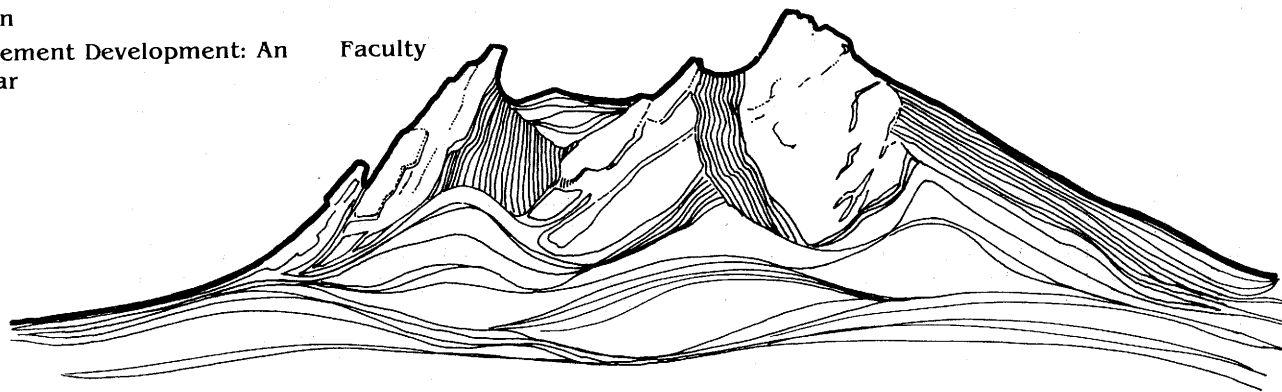
#### Working Assertively: Effective Job Skills

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. Wednesdays, October 17-November 14 (no class session October 31), 7-9:30 p.m. University Club.

### BMDS-91

#### Exerting Leadership and Making Decisions

Concepts and techniques of leadership as they function in today's organizations. Opportunities to analyze individual leadership behavior and explore leadership styles in relation to situational factors. Experiential exercises. Development of personal plans for effective leadership and decision making. Topics include bases and functions of leadership, choosing a style, motivating people, and organizational reality. Glen Grosslight, Ph.D. Wednesdays, November 14-December 12 (no class session November 21), 7-9:30 p.m. Business 211.



# Financial and Marketing Management

## **B MDF-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. Wednesday, September 12, 7-10 p.m., and Wednesday, September 19 and 26, 6:30-10 p.m. Business 210.

## **B MDF-91** **Art of Persuasion**

Whether you sell a product, a service, or idea, this seminar will increase your effectiveness and income. You will gain a broader range of skills to increase and maintain a higher level of motivation, ask for what you want and get it, handle objections with ease, deal with difficult clients and co-workers, sell effectively without being pushy, and create more rewarding relationships at work and at home. Orvel R. Wilson. Mondays, September 24-October 15, 7-9:30 p.m. Business 211.

## **B MDF-90** **Accounting for the Non-Accounting Manager**

Of vital interest to owners, managers, executives, and professionals interested in gaining a better understanding of financial statements and their analysis and the accounting process as they apply in business. This four-session seminar presents an overview of accounting principles, how individual transactions are reported, and how results are summarized in a completed financial statement. Provides a greater comprehension of the basic financial statements and accounting reports to give managers a firm grasp of financial information as it is used in decision making and evaluation of a company's operation. Handouts will be provided. Jim Young, C.P.A., M.B.A. Tuesdays, October 23-November 13, 7-9:30 p.m. University Club (Lounge).

## **B MDF-84** **Financial and Shareholder Relations**

This special seminar covers a corporation's communications with the regulatory and financial communities (i.e., individuals, funds and pension plans). It also covers what to do in takeovers, raising capital, speaking before financial analysts, planning annual meetings and issuing annual and quarterly reports. Marc Raizman, M.S. Thursday, October 25, 7-10 p.m. and Saturday, October 27, 9 a.m.-5 p.m. University Club.

## **B MDF-89** **Changing 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, B.S. Thursday, November 15, 7-10 p.m. and Tuesdays, November 20 and 27, 6:30-10 p.m. Business 210.

# Management: An Overview

## **B MD M-75** **Businesspeople's Computer Literacy**

For managers or professionals who wish to use computer systems to improve their personal productivity and effectivity as they manage resources. Computer concepts, terminology, and potential applications in the business environment are discussed. In-class exercises feature short sessions of varied applications such as financial analysis, decision tools, data management, project management, graphics, word processing, and communications with other computer systems. The effect of computers on profitability is examined. Hands-on microcomputer activities are emphasized. Class size is limited. Keith Wilhoit, M.B.A. Mondays, September 10-October 8, 7-9 p.m. Location given at registration.

## **B MD M-96** **Project Management**

This intensive seminar will focus on the planning, organizing, leading, and controlling of major projects of any variety. Also included with these classical management skills will be a module on mid-course corrections to projects that have deviated from planned schedule and/or budget. Charles A. Rice, M.B.A. Tuesday, September 11, 7-10 p.m., and Tuesdays, September 18 and October 2, 6:30-10 p.m. Engineering Center CR 1-26.

## **B MD M-86** **Executive Writing Skills**

Good writing is good business. Executive Writing Skills is an activity-based workshop that presents all elements of successful business writing: brevity, organization, clarity, and correctness. Participants receive a manual developed by the instructor to meet the needs of Colorado's Front Range business community. All examples and practice writings are compatible with current research in powerful technique. Susan Kaye, M.A. Thursday, September 13, 6:30-9:30 p.m. and Saturday, September 15, 9 a.m.-5 p.m. University Club.

## **B MD M-72** **Technical Writing Seminar**

With our economy rapidly evolving from one that produces primarily wares to one that produces primarily information, there is a growing need for writers who can express technical information in easily-understood language for those who need to know. Among the many types of documents which need to be produced are reports, catalogs, proposals, manuals, trade journal articles, audiovisual and instructional material, and much more. This Technical Writing Seminar details the learnable skills of top-down organizing in a step-by-step, modular fashion. Following this seminar, you should be able to immediately generate a useful document in your field of specialty. Speed and accuracy will come as these skills become habitual through writing experience. Mike Gannon, B.A. Wednesdays, October 17-November 14, 7-9:30 p.m. (No class session October 31.) Business 210.



**BMDM-97**  
**Strategic Planning for the New and Nearly New Organization**

The organization small enough to lack a planning staff for long range strategic planning but sophisticated enough to appreciate the need for some long range planning will benefit greatly from this seminar. The concepts of strategic planning will be presented in a workshop mode, so that participants can begin the process for their own organizations and proceed in a confident manner. Participants will develop a framework to continue their strategic planning back with their key personnel. Charles A. Rice, M.B.A. Monday, November 26, 7-10 p.m. and Mondays, December 3 and 10, 6:30-10 p.m. University Club, except last session (December 10) in Business 211.

**BMDM-91**  
**Continuing Management Development: An Advanced Seminar**

This seminar, which follows the completion of the Fall semester Management Development Certificate Program courses, is designed for those who have completed at least six courses in this Program, regardless of when the courses were completed. The seminar focuses on continuing management development planning toward excellence for yourself and your organization. There is no tuition for this seminar, but pre-registration is required. Seminar leaders are several of this semester's instructors who will lead the discussion with explanations of principles, examples, and useful concepts for your future. Saturday, December 15, 9 a.m.-3 p.m. (hosted lunch 12-1 p.m.). University Club.

## Office Management

**BMDO-96**  
**The Many Functions of Modern Office Automation**

The emergence of new office automation systems and "intelligent buildings" are key new concepts of importance today. This short course will provide hands-on experience and insight into "backbone" office systems, office technology that could dramatically increase productivity, enhance communications, save time and lower costs. Modern office technology takes existing office tools such as meetings, mail, and telephones and melds

them with new "power tools" such as electronic mail, teleconferencing, and "smart" telephones to solve office management problems. "User friendly" sessions include:

- New office power tools
- Problem solving techniques
- Easy to use communication systems
- "Hands-on" teleconferencing
- Getting your act together

The teacher guarantees your money back if you're not satisfied. Tom Cross, M.S. Tuesday, October 2, 7-10 p.m. and Tuesdays, October 9 and 16, 6:30-10 p.m. Business 210.

**BMDO-91**  
**Stress Management**

The costs of stress to business are enormous. Most people in business are aware of the basic concepts of stress. This course is taught for those unfamiliar with the basics of stress management as well as those who have had some previous stress management training. The course presents new, unique, and highly practical ways to manage stress. It focuses on what allows people to enjoy stress levels and stay healthy, translating the latest research into everyday techniques. Long-term follow-ups of students in this course show it is effective in reducing stress-related disorders and increasing the ability to deal with stress effectively. John V. Davis, Ph.D. Thursdays, October 11-November 1, 7-9:30 p.m. Business 210.

## Personnel Management

**BMDP-95**  
**Managing Individuals Effectively**

Today's highly diverse workforce requires a very selective approach to managing individuals. The new breed of young professionals requires a different approach toward workers. This seminar presents the six psychological levels of existence developed by Dr. Clare Graves and provides specific guidance on how best to communicate, evaluate, and motivate each level. Also, guidance is provided on which levels mix productively on

the same team and which levels do not mix well together. Participants gain a much deeper insight into how to develop more effective working relationships with each type. (For recommended follow-up course, see BMDM-98, Building Productive Work Teams, starting Thursday, October 4.) Charles A. Rice, M.B.A. Thursday, September 20, 7-10 p.m., and Saturday, September 22, 9 a.m.-5 p.m. Business 210.

**BMDP-92**  
**Conflict Management and Negotiation**

All of us experience conflict in the workplace. However, very few of us manage our conflicts productively. The purpose of this course will be to provide participants with skills for improving conflict management and negotiation skills. Strategies, tactics, passive-hidden aggression, goal setting and power will be the area of focus. All participants will have the opportunity to assess their conflict style. Role-playing of actual business-related conflicts experienced by participants will be enacted with suggestions for improvement and constructive resolutions. Audrey Nelson-Schneider, Ph.D. Wednesday, September 26, 7-10 p.m. and Wednesdays, October 3 and 10, 6:30-10 p.m. University Club.

**BMDP-98**  
**Team Building**

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, October 4, 7-10 p.m. and Saturday, October 6, 9 a.m.-5 p.m. University Club.



**BMDP-93**  
**Communication Effectiveness: Between**  
**Supervisor and Employee**

Productive employees are goal-oriented individuals who enjoy work and satisfy their personal needs in working. This course is directed to owners and managers who wish to retain existing personnel and their loyalty rather than withstand costly turnover and training. Focus is on self-improvement and individual goals and strengths for increasing productivity. The course involves all participants and their professional environments, emphasizing communication skills and goal-setting techniques. Barry T. Dawson, B.S. Thursday, October 11, 7-10 p.m. and Thursdays October 18 and 25, 6:30-10 p.m. Business 211.

**BMDP-86**  
**Men and Women in the Workplace**

This course examines the relations between the sexes in the workplace. The focus will be on management styles, verbal and nonverbal behaviors, myths and stereotypes. All participants will have the opportunity to assess their perceptions and behaviors regarding both sexes. Suggestions for improving relations with both men and women will be presented. Audrey Nelson-Schneider, Ph.D. Mondays, October 22-November 12, 7-9:30 p.m. Business 211.

**BMDP-90**  
**Effective Time Management**

Time is a scarce and unique resource which cannot be saved or accumulated. This course enables participants to manage activities in respect to the 168 hours in every week by becoming aware of how time is spent, establishing goals, determining priorities, and formulating a plan of action. This course covers methods to reduce interruptions, overcome procrastination, set deadlines, and make effective use of every moment. Randy Bauer, LL.B., M.B.A. Friday, November 16, 7-10 p.m. and Saturday, November 17, 9 a.m.-5 p.m. University Club.



## Longmont Management Development Certificate Program

The University of Colorado, Boulder, Division of Continuing Education is offering a series of courses in Longmont during the Fall Semester of 1984. These courses qualify for the Management Development Certificate Program. The University is proud to offer these high-quality courses in Longmont and hopes to continue this series as a compliment to the Longmont business community.

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

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

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

### Management Development Certificate Program Courses by Starting Date, Fall 1984

Date	Course	Faculty
Monday, September 17	Managing Individuals Effectively	Charles A. Rice
Wednesday, October 3	Exerting Leadership and Making Decisions	Glen Grosslight
Monday, October 8	Executive Writing Skills	Kaye Bache-Snyder
Thursday, October 25	Communication Skills for Secretaries and Office Support Staff	Randy Bauer
Friday, October 26	Productive Communication in the '80s	Randy Bauer
Monday, November 5	Building Productive Work Teams	Charles A. Rice
Tuesday, November 6	Creative Problem Solving	Charles A. Rice
Monday, December 3	Accounting for the Non-Accounting Manager	Jim Young

**LMDF-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, September 17, 24 and October 1, 6:30-10 p.m. Longmont High School.

**LMDS-91**  
**Exerting Leadership and Making Decisions**

This program introduces concepts and techniques of leadership as they function in today's organizations. The class will provide the opportunity to analyze individual leadership behavior and explore leadership styles in relation to situational factors. Students will participate in experiential exercises and develop personal plans for effective leadership and decision making. Topics also include bases and functions of leadership, choosing a style, motivating people, and organizational reality. Glen Grosslight, Ph.D. Wednesdays, October 3, 10 and 17, 6:30-10 p.m. Longmont High School.

**LMDM-86**  
**Executive Writing Skills**

A short course designed to give upwardly-mobile individuals an activity-based workshop to improve and polish their business communications. Class instruction will focus on principles of modern writing style: readability, clarity, and interest. Activities will include polishing sessions on basic writing units – the sentence and the paragraph – and on business forms, such as the bio, introduction, business letter, memoranda, report abstract, news release and fact sheet. The formats covered will depend upon the composition of the group. Kaye Bache-Snyder, Ph.D. Mondays, October 8, 15, 22 and November 5, 7-9:30 p.m. Longmont High School.

**LMDO-76**  
**Communication Skills for Secretaries and Office Support Staff**

This one-day seminar will examine those skills necessary for effective communication on the job. Participants will learn listening, human relations, conflict management, and assertiveness techniques that can be used to improve the communication process with superiors, subordinates, co-workers, and the public. Participants will be actively involved in the learning process. A combination of lecturette, small group discussions, group exercises and self-awareness activities promises to make this a meaningful, productive and exciting learning experience. Course fee includes luncheon, materials, and coffee breaks. Randy Bauer, M.B.A. Thursday, October 25, 9 a.m.-4 p.m. Littletree Plaza Hotel, 1900 Diagonal Highway, Longmont. \$55.

**LMDO-87**  
**Productive Communication in the '80s**

Employees at every level of the organization will learn practical and useful skills including communication and problem solving skills that can be used to build more productive relationships with others at work. This seminar is an extension of Communication Skills for Secretaries and Office Support Staff, though neither course is a prerequisite for the other. Course fee includes luncheon, materials, and coffee breaks. Randy Bauer, M.B.A. Friday, October 26, 9 a.m.-4 p.m. Littletree Plaza Hotel, 1900 Diagonal Highway, Longmont. \$55.

**Attend both Communication seminars for only \$95.**

**LMDM-98**  
**Building Productive Work Teams**

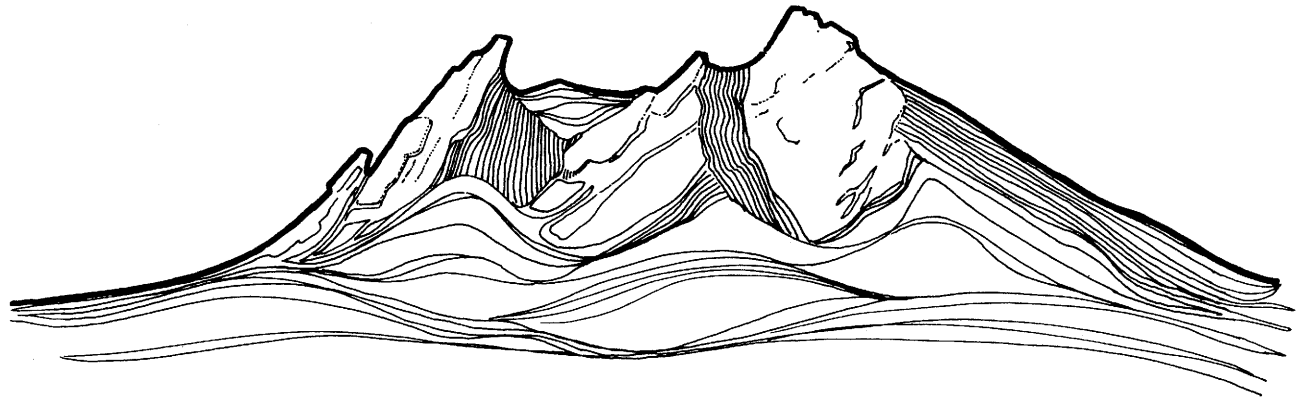
To realize a greater proportion of untapped human resources, today's manager and supervisor must have a deeper understanding of individual differences and how best to manage each basic type. The research of Dr. Clare Graves now provides us with realistic models of human personality that can be used to select, place, coach, counsel, and "motivate" individuals more effectively. This seminar is an extension of LMDP-95, MANAGING INDIVIDUALS EFFECTIVELY, and taking both courses creates a powerful management tool. Neither is a prerequisite for the other, but it is recommended to take both. This seminar should be particularly valuable to managers and supervisors who must put together work groups, task forces, new departments, and temporary projects. Charles A. Rice, M.B.A. Mondays, November 5, 12, and 19, 6:30-10 p.m. Longmont High School.

**LMDM-64**  
**Creative Problem Solving**

Effective problem solving traditionally involves two disciplined processes; problem analysis and decision making. Problem analysis focuses on identifying the priority problem and then determining its true cause. Decision making focuses on setting objectives in terms of both results sought and resources required, generating solutions or alternatives, and finally, comparing and choosing the best alternative. This course will present these two disciplines **plus** the creative process of ideation; generating new ideas, solutions, and alternatives. About half of this class time will be devoted to the creative side of problem solving. Charles A. Rice, M.B.A. Tuesdays, November 6, 13, and 20, 6:30-10 p.m. Longmont High School.

**LMDF-90**  
**Accounting for the Non-Accounting Manager**

Of vital interest to owners, managers, executives, and professionals interested in gaining a better understanding of financial statements and their analysis and the accounting process as they apply in business. This four-session seminar presents an overview of accounting principles, how individual transactions are reported, and how results are summarized in a completed financial statement. The program also provides a greater comprehension of the basic financial information as it is used in decision making and evaluation of a company's operation. Handouts will be provided. Paperback book is sold at class. Jim Young, C.P.A., M.B.A. Mondays, November 26, December 3, 10, and 17, 7-9:30 p.m. Longmont High School.



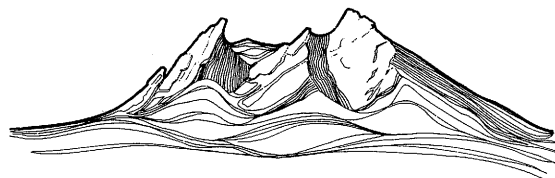
# CERTIFICATE IN COMPUTER APPLICATIONS

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

**The course of study** is structured so that participants may be able to complete the Certificate Program in about four semesters, but there is no requirement that it be completed in any given length of time. In all cases, successful course completion is determined by the instructor(s). There are provisions for out-of-class computer use; however, at this time such access is limited. A schedule is posted every two weeks on our computer lab entrance. Sunday hours are always open on a first-come basis. 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.

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

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

## 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

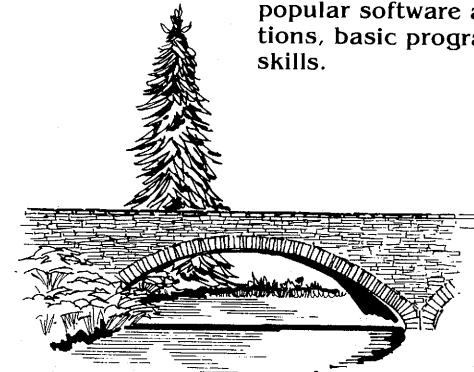
= Computer Literacy background plus recent involvement in programming/software applications.

### 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.



# Certificate in Computer Applications

## Courses by Starting Date, Fall 1984

### Starts

Saturday, September 8  
 Monday, September 10  
 Tuesday, September 11  
 Tuesday, September 11  
 Wednesday, September 12  
 Wednesday, September 12  
 Wednesday, September 12  
 Thursday, September 13  
 Thursday, September 13

Friday, September 21  
 Saturday, September 22  
 Saturday, September 29  
 Saturday, October 6  
 Monday, October 15  
 Saturday, October 20  
 Saturday, October 27  
 Saturday, November 3  
 Saturday, November 10  
 Friday, November 16

\*Required Certificate course

### Course

Using Lotus 1-2-3  
 \*Computer Literacy  
 BASIC Programming  
 Introduction to the IBM Personal Computer  
 Beginning Assembly Language Programming  
 Word Processing: WordStar and the IBM PC  
 \*Concepts of Data Processing  
 Database Management: Applying dBase II  
 \*Introduction to Computer Application Systems  
 Engineering Computing on the IBM PC  
 Introduction to Personal Telecommunications  
 Advanced Lotus 1-2-3  
 Using Lotus 1-2-3  
 The Electronic Spreadsheet  
 Applying Symphony  
 Advanced WordStar  
 Advanced dBase II Applications  
 Advanced Lotus 1-2-3  
 Engineering Computing on the IBM PC

### Faculty

Ty Fabling  
 Eric Martell  
 Wayne Trzyna  
 Janet Goodrich-Spear  
 Erich J. Thanhardt  
 Bruce Pollock  
 Pat Felz, Eric Martell  
 Clyde Getty  
 Doug Serillo

David E. Clough  
 Eric Martell  
 Ty Fabling  
 Ty Fabling  
 Eric Martell  
 Ty Fabling  
 Bruce Pollock  
 Clyde Getty  
 Ty Fabling  
 David E. Clough

### BCAC-90 Computer Literacy

**Beginner**

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

Section I: Mondays, October 1-November 12, 6:30-8 p.m.

Section II: Tuesdays, October 2-November 13, 6:30-8 p.m.

10 sessions. 1.6 CEUs. University Computing Center 123 (Arapahoe and Marine). \$80.

### BCAC-76 Using Lotus 1-2-3

**Intermediate**

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

Section I: Saturdays, September 8 and 15, 10 a.m.-5 p.m.

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

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



**BCAC-74**  
**Advanced Lotus 1-2-3**

**Specialized**

In a single integrated package, Lotus 1-2-3 combines graphics, a sophisticated electronic spreadsheet, and a database management program. This course is intended for those who are familiar with parts of the package or who have previously completed Using Lotus 1-2-3 (BCAC-76) and want to master the more advanced applications involved. This hands-on, one-day course features database applications, shortcuts, graphics display, and macros. Bring to class a 5¼ inch double-sided/double-density diskette. Class size is strictly limited. Ty Fabling, B.S.

Section I: Saturday, September 29, 10 a.m.-5 p.m.  
 Section II: Saturday, November 10, 10 a.m.-5 p.m.  
 Both Sections: One all-day session. 0.7 CEUs. Location given at registration. \$70.

**BCAC-91**  
**BASIC Programming**

**Novice**

BASIC (Beginners All-purpose Symbolic Instruction Code) is perhaps the easiest language to learn for programming a computer. Most computers are capable of working with BASIC. Students will start at the very beginning and work up to using searching and sorting methods, developing useful data structures, and applying general programming skills. Hands-on experience will be emphasized. The text, "Basic BASIC," is available at the University Book Center, UMC 10. Wayne Trzyna, B.S. Tuesdays, September 11-November 13, 7-9:30 p.m. 10 sessions. 2.5 CEUs. Ketchum 118. \$125.

**Campus Safety:** While Continuing Education students ordinarily do not experience personal safety problems while attending night classes on campus, it is important to utilize the many lighted walkways and avoid walking alone at night. **Nightride** and **Nightwalk** are services recently started because of concerns for safety on campus. See page 5 for details. Or call these services at 492-SAFE.

**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. Tuesdays, September 11-25, 6-8 p.m. 3 sessions, 0.6 CEUs. Location given at registration. \$50.

**BCAC-69**  
**Beginning Assembly Language Programming**

**Intermediate**

This course is designed to expose users with high-level programming language experience to an assembly language and its relationship to machine architecture. Programming assignments will emphasize what a computer is capable of doing at the hardware level and how such knowledge can enhance one's understanding of high-level language programming. Required text is *Vax 11 Assembly Language Programming*, by Sara Baase, available at the University Book Center, UMC 10. Erich J. Thanhardt, M.S. Wednesdays, September 12-November 14, 7-9:30 p.m. 10 sessions. 2.5 CEUs. Ketchum 120. \$125.

**BCAC-78**  
**Word Processing: WordStar and the IBM PC**

**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 of word processing programs — the program to which other word processors are compared; the IBM personal computer is the most popular microcomputer sold. This course provides theory and hands-on experience with WordStar and the IBM PC. 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 supply stores. Enrollment is limited. Bruce Pollock, Ph.D. Wednesdays, September 12-October 10, 6:30-9:30 p.m. 5 sessions. 1.5 CEUs. Location given at registration. \$99.

**BCAC-73**  
**Advanced WordStar**

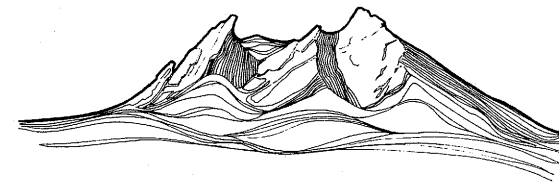
**Specialized**

This one-day workshop is designed for end users who have some familiarity with WordStar and wish to increase their skill. Advanced text manipulation, error recovery, and solving problems in WordStar, MailMerge, and SpellStar are some of the topics covered. Participants may bring their own work for discussion during the last part of the day, time permitting. Knowledge of basic cursor movement and scrolling is required. Bring to class a double-sided/double-density 5¼ inch diskette. Enrollment is limited. Bruce Pollock, Ph.D. Saturday, October 27, 10 a.m.-5 p.m. One all-day session. 0.7 CEUs. Location given at registration. \$70.

**BCAC-93**  
**Concepts of Data Processing**

**Intermediate**

Introduction to the advanced concepts and terminology of computerized business data processing. Major topics are computer hardware (the central processing unit, input/output devices, mainframe, mini-micro-computer review, and modems), computer software support (documentation, program and system design). Career opportunities, the future of computers in society, and interfacing with computer programmers are discussed. Enrollment is limited. Course participants must have completed Computer Literacy or an equivalent to enroll. Pat Felz, M.A. and Eric Martell, Ph.D. Wednesdays, September 12-November 14, 7-9 p.m. 10 sessions. 2.0 CEUs. University Computing Center 123 (Arapahoe and Marine). \$125.





**BCAC-75**  
**Database Management:**  
**Applying DBase II**

**Intermediate**

With today's wealth of available information, there is an overwhelming need to organize and retrieve data for decision making. DBase II is a powerful and productive data management system specifically intended for this use. Participants in this class learn the concept of a database, the many different ways of organizing, accessing, and reporting information, and the way to develop applications for specific needs. Some computer experience is recommended. 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. Thursdays, September 13-October 11, 6:30-9:30 p.m. 5 sessions. 1.5 CEUs. Location given at registration. \$99.

**BCAC-70**  
**Advanced DBase II**  
**Applications**

**Specialized**

This course is designed around the more advanced features of the powerful DBase II software. Participants must have some programming background, as well as familiarity with programming in DBase, or have taken Database Management: Applying DBase II (BCAC-75). Topics include multiple files, using functions, total system design, and, time permitting, automatic command file generation. Bring to class a double-sided/double-density 5¼ inch diskette. Clyde Getty, B.S. Saturday, November 3, 10 a.m.-4 p.m. One all-day session. 0.5 CEUs. Location given at registration. \$65.

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

**Intermediate**

A comprehensive review of current computer Information Systems, including hardware, software, applications for accounting, inventory control, payroll systems, spreadsheet analysis, word processing functions and an introduction to database management systems. An introduction to data communications and Local Area Networking and how the above applications are integrated into a total Management Information System. Doug Serillo, B.A. Thursdays, September 13-November 15, 7-9 p.m. 10 sessions. 2.0 CEUs. University Computing Center 123 (Arapahoe and Marine). \$125.

**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, September 21 and 22, 10 a.m.-4 p.m.

Section II: Friday and Saturday, November 16 and 17, 10 a.m.-4 p.m.

Both Sections: Two all-day sessions. 1.2 CEUs. Location given at registration. \$295.

**Buying a Computer?**

Though no Certificate in Computer Applications course is dedicated to personal/business computer purchase, a one-day seminar on the topic is conducted under the University Noncredit listing. Please see How to Buy a Personal/Business Computer with Orvel R. Wilson on page 32.

**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 non-technical as possible, but covers the relevant aspects of computer hardware and software. In addition, special attention will be given to potential uses of modem-based telecommunications by providing on-line demonstrations of a number of systems, from "The Source" to "underground" bulletin boards. Saturday, September 22, 9 a.m.-4 p.m. One all-day session. 0.6 CEUs. University Computing Center 123 (Arapahoe and Marine). \$30.

**BCAC-79**  
**The Electronic Spreadsheet**

**Novice**

This class is oriented around the use of today's modern micro-computer as an aid in practical accounting. Designed for the complete novice, the class serves as an introduction to the world of computer spreadsheet programs. Topics of discussion will include the Visicalc series, Multiplan, and Lotus 1-2-3. Most of the course is hands-on lab time. Lab time will emphasize the spreadsheet aspect of Lotus 1-2-3, with demonstrations of other software packages, on the IBM Personal Computer and will take users from their first keystroke through entry of a number of sophisticated models. Eric Martell, Ph.D. Mondays, October 15-December 3, 8-9:30 p.m. 8 sessions, 1.6 CEUs. Location given at registration. \$95.

**BCAC-67**  
**Applying Symphony**

**Specialized**

The new Symphony software is a breakthrough for popular integrated packages. Symphony combines the Lotus 1-2-3 features of spreadsheet, graphics, and database, with integrated word processing and communications capabilities. This class is intended for Lotus 1-2-3 users who wish to explore this software upgrade and the changes and variations involved in applying Symphony. Ty Fabling, B.S. Saturday, October 20, 10 a.m.-5 p.m. One all-day session. 0.7 CEUs. Location given at registration. \$70.

# 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 by request, without fee.

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

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

**Course tuitions** are listed at the end of each course description. Tuition varies depending on materials used, length of time, and other course-related expenses. Please remember that in all cer-

tificate courses there are no refunds once the course has started; full refunds are granted if requested before that time. Course enrollments are limited and pre-registration is required. Please note that **refunds** are given only before the course starts, none later.

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

## 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, September 29 and 30, 9 a.m.-5 p.m. Two all-day sessions. 1.4 CEUs. Geology 134. \$95.

## BCDA-93

### Professional Hand Lettering and Calligraphy

Hand lettering/calligraphy is an important tool for the commercial artist advancing in the marketplace — cards, invitations, logo, trademark, and creative lettering assignments for corporate and editorial needs. This program includes commercial lettering principles — proportion, letter and word spacing, divisions of calligraphy style — editorial and advertising signage, point of purchase display, and sign painting. Also included is developing typography design for logos and trademarks relevant to the marketplace. Program includes workshop activities, lecture, and demonstration. Jill Thayer O'Hara. Monday, Tuesday, Wednesday, October 1, 2, 3, 5:30-10 p.m. Three evening sessions. 1.4 CEUs. Geology 134. \$95.

## Certificate in Commercial Design Courses by Starting Date, Fall 1984

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### Starts

Saturday, September 29  
Monday, October 1  
Saturday, October 13  
Saturday, October 20  
Saturday, November 10  
Saturday, November 10  
Saturday, November 17

\*Required certificate course

### Course

\*The Commercial Artist I: Design, Layout, Paste-Up  
Professional Hand-Lettering and Calligraphy  
The Air Brush Seminar: Commercial Illustration Techniques  
The Advertising Copywriter: A Writing Techniques Workshop  
Computer Graphics: Art Technology  
Drawing on the Right Side of the Brain  
\*Commercial Art II

### BCDA-90

#### The Air Brush Seminar: Commercial Illustration Techniques

This live teleconference/local hands-on workshop introduces the aspiring illustrator/fine artist to one of the most popular forms of commercial illustration today — Airbrush. The course's teleconference component is taught by Charles White, III, whose illustration credits include: STAR WARS and RAIDERS OF THE LOST ARK. Topics cover current techniques, materials, tools (including use of frisket paper, acrylic paints, dyes, varied board surfaces), 'soft' brushing, and photo-retouching. The program will also cover developing a personalization of style and development of a portfolio relevant to advertising and editorial needs. Saturdays, October 13 and 20, 9 a.m.-5 p.m. Two all-day sessions. 1.4 CEUs. Location given at registration. \$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. Outstanding national and local professionals 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. Morning teleconferencing session features Guy Day, one of the most successful and dynamic advertising agency creators. Saturday, October 20, 8 a.m.-4:30 p.m. One all-day session. 0.8 CEUs. Events/Conference Center 261. \$55.

### BCDA-99

#### Computer Graphics: Art Technology

A one-day demonstration acquainting students with the latest directions in art technology. Class objectives will be guided and orchestrated via the teleconferencing talkback medium in the morning session. An expert local lecturer will detail content areas illuminated via the teleconferencing screen and clarify and amplify upon additional relevant subject areas. Special topics include the role of computer graphics in commercial design, future trends in the industry, and a hardware/software review of current CAD/CAM applications. Teleconferencing faculty include Art Durinski, the Art Director of the motion picture TRON, and William Teitelbaum, computer graphics specialist and American Federation of Advertising Award Winner. Saturday, November 10, 8 a.m.-4:30 p.m. One all-day session. 0.8 CEUs. Events/Conference Center 261. \$55.

### BCDA-79

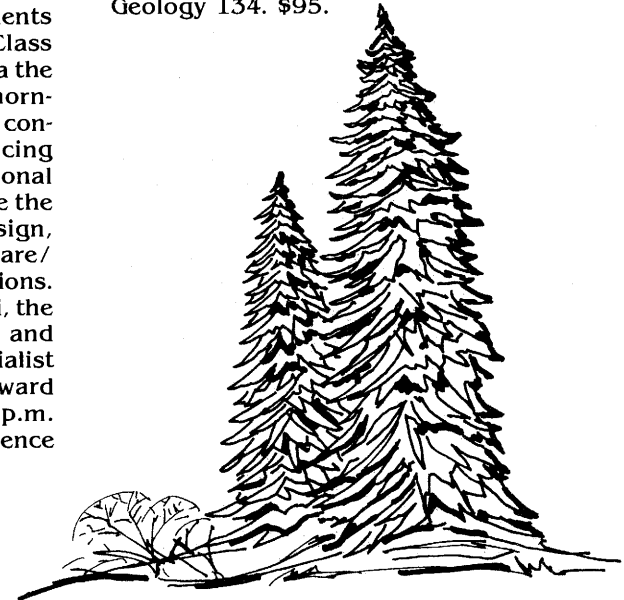
#### Drawing On the Right Side of the Brain

This class will provide a thorough explanation of underlying right brain/left brain theory and a presentation of applications of that theory to our everyday lives. Students will learn methods of turning off the dominant, verbal left brain and releasing the right brain's powerful potential — enhancing fresh, creative thinking. Drawing and observation skill will focus on 'facial' rendering techniques, and its special value to commercial designers for more profitable, exciting work. Local workshop will be supplemented by a teleconferencing session with Betty Edward, renowned author, artist, educator, and current Professor of Art at California State University. Saturday, November 10, 9 a.m.-5 p.m. One all-day session. 0.8 CEUs. Events/Conference Center 271. \$55.

### BCDA-82

#### Commercial Art II

This design builds advanced skills in layout, design, paste-up, logo development, and corporate identity. Topics include development of professional techniques, including color screens, color wash, and color separations. It is recommended that Commercial Art I be completed before enrollment in this course, or that students demonstrate more advanced commercial art skills. Roy Walden. Saturday and Sunday, November 17 and 18, 9 a.m.-5 p.m. Two all-day sessions. 1.4 CEUs. Geology 134. \$95.



# UNIVERSITY NONCREDIT COURSES

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

**Preregistration** is required at least **five days** before the starting date of any course, regardless of its starting early or late in the semester. If you must register late, please notify the Continuing

Education Office by calling 492-5148. Your cooperation in early registration is greatly appreciated by our faculty and staff.

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

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

**Please note** that *no* classes are conducted during the Thanksgiving break, November 21-25. Courses are conducted on Columbus Day, Monday, October 8. For make-up sessions on religious holidays, please consult your instructor. Should your class not wish to meet Election Day, Tuesday, November 6, please arrange with your instructor a one session extension of the course.

## Academe

### BCEM-15 Algebra Review

Designed for students who want to learn or relearn algebraic concepts. This course covers the substitution of symbols for numbers and the concept of functions. Topics include signed numbers, variables, algebraic expressions, equations, word problems, exponents and radicals, graphing, and other topics appropriate to the level of the students in the class. Problems and techniques relevant to practical application are emphasized. A sensitivity to those with math anxieties will be maintained. Although sessions are set up in a lecture format, questions of an individual nature are given attention. Jeffrey Feerer, M.S. Wednesdays, September 19-November 7, 7-9 p.m. 8 sessions. ECCR 1-01. \$56.

### BCEE-24 Creative Writing

For those who have always wanted to write or seek fresh approaches to self-expression. Life is a story. An individual's personal experience is rich and unique. Emphasis is on self-discovery, developing one's own voice, and communication with words rather than on publication. Barbara Steiner, professional writer. Wednesdays, September 19-November 28 (no class session November 21), 6:30-8 p.m. 10 sessions. Hellems 247. \$52.

### BCEE-21 Editing

Practical approach to learning the editorial process. Students learn how to turn raw manuscript into a brochure, article, newsletter, book, etc. Focus on organization, style, grammar, copyfitting, proofreading. Discussion of how to find freelance jobs, how much to charge. Linda Loewenstein, freelance editor. Mondays, September 17-November 12, 7-9 p.m. 9 sessions. Hellems 191. \$63.



## University Noncredit Courses By Starting Date, Fall 1984

### Date

#### Tuesday, September 4

On a Clear Day You Can See Forever

#### Saturday, September 8

Preparing for the Law School Admission Test (LSAT)

#### Wednesday, September 12

Birdwatching: Fall Migrants

#### Thursday, September 13

Alpine Excursion

#### Saturday, September 15

Decatrends

On Being Single

Residential Landscaping for Beauty, Water Conservation, and Low Maintenance

Youth Sports — Developing Coaching Effectiveness

#### Sunday, September 16

The Romance and Adventure of Hot Air Ballooning

#### Monday, September 17

Brain and Behavior

Country Western Swing

Editing

Effective Customer Service

English as a Second Language: Discussion Group

English as a Second Language: Intermediate Level

Fiction Writing: Characterization

General Ballroom Dancing

German for Beginners and Travelers

### Faculty

Doris Olsen

Scott Hatch

Tina Jones

Tina Jones

Charles A. Rice

Neil Rosenthal

Jim Knopf

Penny McCullagh Wallace

Joyce VandeHoef

Bonnie Busick

Van F. Pool

Linda Loewenstein

Lyn Roberts

Phyllis Mathews

Steven J. Horowitz

David H. Morgan

Van F. Pool

Deirdre Pichon

Sailing Seamanship and Marine Navigation  
Rock 'n Roll Jitterbug ('50's Style)  
Woodcarving Sculpture  
Speaking Mandarin — Beginning Chinese  
Stock Market Investment  
The Fascinating History of Colorado Railroads  
The Art of Personal Safety for Adults

**Tuesday, September 18**

Accounting for Non-Accountants  
Advanced Beginners Italian Discussion Group  
Basic Drawing  
Beginning Conversational Spanish  
Investment Strategies  
Buying Nutrition for the Health of It  
Cartooning  
Preparing for the Graduate Record Exam (GRE)  
Printmaking: Intaglio Workshop  
Being Creative with Your Life  
Speed Reading  
Spoken Arabic  
The Insect World  
Reducing Your 1984 Tax Burden: With and Without Shelter

**Wednesday, September 19**

Algebra Review  
Advanced Beginners Conversational French  
Basic Cutlery and Metalsmithing  
Creative Writing  
Do It Better: Effective Methods of Personal Improvement  
English Writing Made Simple  
Forest Crossen's Colorado  
Intermediate Conversational French  
Intermediate German  
Stress Management and Biofeedback  
Popular Novel Writing  
Private Pilot Ground School  
Understanding Group Insurance  
The Prehistory and Ethnography of Colorado  
Beginning Photography

**Thursday, September 20**

Beginners Conversational French  
Advanced Drawing  
Beginning Conversational Italian  
Chinese Character  
Fundamentals of Meditation  
Intermediate Conversational Spanish  
Life Drawing  
Starting and Succeeding in Your Own Business

**Saturday, September 22**

Creating Your Own Potential  
Preparing for the Graduate Management Admission Test (GMAT)

Change and the Body-Mind Connection  
Basics of Printing: Using a Handpress

Bill Plywaski  
Van F. Pool  
Barbara M. Cox  
Yunn Pann  
Arnold Hart  
Robert E. Rothe  
Paul B. Dusenbery, Melanie Roth

Bob Armstrong  
Gianfranco and Pam Marcantonio  
Linda E. Lowry  
Elizabeth Medina  
Peter J. Poletti  
Frank Konishi  
Fred Neher  
Terri Bodhaine, Roe Willis  
Tim Diffenderfer  
Jenny Cook, Bette Griff  
John O'Flahavan  
Nadia Turk  
Cyndra Dietz  
Dana Alford, Bryan Van Eaton

Jeffrey Feerer  
Nadia Turk  
Scott Frenenburg  
Barbara Steiner  
Mark Meredith  
Jean Thyfault  
Forest Crossen  
Marie-Christine Joslyn  
Deirdre Pichon  
Toby Link, Steve Walker  
Barbara Steiner  
Dave Nichols  
Lyn Roberts  
Michael S. Burney  
Gary Huijbregtse

Nadia Turk  
Linda E. Lowry  
Steven Hughes  
Yunn Pann  
Ralph McFall  
Elizabeth Medina  
Susan Licini  
Tony Hopper

Jennifer Downs, Joye Fuller  
James Fleming, Dorothy  
Gleberman, Cecelia Lang  
Peggy Lichter, David DiDominico  
Nora J. Quinlan, Cyndie L. Frame

**BCEE-61  
English Writing Made Simple**

Writing business letters, reports, articles, speeches, and the like can be made much more simple and easy. Course applies an approach to teaching English which is unique and proven very successful. Writing can be easy and painless if these simple methods are followed. Topics include proper sentence structure and grammar review. Jean E. Thyfault, B.A. Wednesdays, September 19-November 7, 6:30-8:30 p.m. 8 sessions. Hellems 191. \$56.

**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, September 17-November 5, 7-9 p.m. 8 sessions. Hellems 271. \$56.

**BCEE-73  
How to Write and Sell Nonfiction  
Articles and Books**

Through lecture and workshop, both beginning and published writers will learn how to write, research, interview for, organize, market and sell nonfiction articles and books. Students will learn to evaluate their own writing and improve its marketability. Course covers best approaches for making articles and books more readable and more saleable. Glen Evans, freelance writer and editor. Tuesdays, October 9-December 4, 7-9 p.m. 8 sessions. Hellems 193. \$56.

**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.

**Monday, September 24**

Creative Art Design Improvisation

**Wednesday, September 26**

Telephone Systems Made Easy or How To Buy a Telephone System Without Trying Too Hard

**Saturday, September 29**

Preparing for the American College Test (ACT)

**Thursday, October 4**Wild Plants: Their Uses and Identification  
Handwriting Analysis/Understanding Behavior and Personality**Friday, October 5**

Elk Behavior and Fall Wildlife

**Saturday, October 6**

How to Buy a Personal/Business Computer

**Tuesday, October 9**

How to Write and Sell Nonfiction Articles and Books

**Monday, October 15**

The Art of Personal Safety for Adults

**Tuesday, October 23**Stock Market Profits  
Earth Shelter Design**Thursday, October 25**National Parks, Wildlife Refuge Areas, and Natural Wonders of the West  
Planning for Independent Business**Saturday, October 27**

How to Become a Consultant

**Saturday, November 3**

Preparing for the American College Test (ACT)

**Wednesday, November 7**

Reducing Your 1984 Tax Burden: With and Without Shelter

**Thursday, November 8**

Preparing for the Graduate Record Exam (GRE)

**Saturday, November 17**Lives in Transition: Writing It Better  
Preparing for the Law School Admission Test (LSAT)  
In Search of Information**Tuesday, November 20**

Pre-Retirement Planning Seminar

Shirley Brodersen

Thomas Cross

Tina Jones  
Jessica Hoppe

Tina Jones

Orvel R. Wilson

Glen Evans

Paul P. Dusenbery, Melanie Roth

Peter J. Poletti  
Pam McFadden

Tina Jones

Tony Hopper

Neil Rosenthal

Dana Alford, Bryan Van Eaton

Terri Bodhaine, Roe Willis

Barbara Steiner  
Scott Hatch  
Nona Skumanich

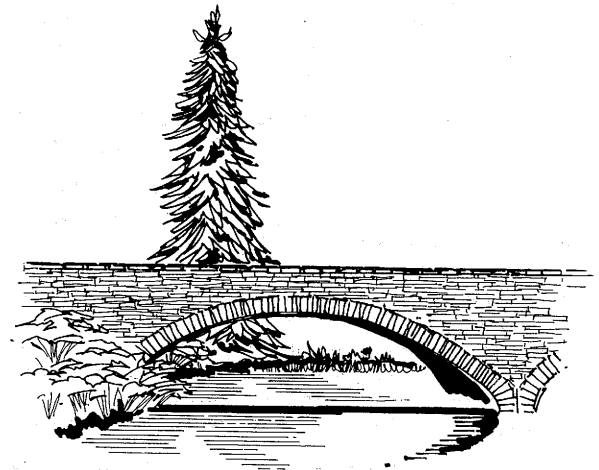
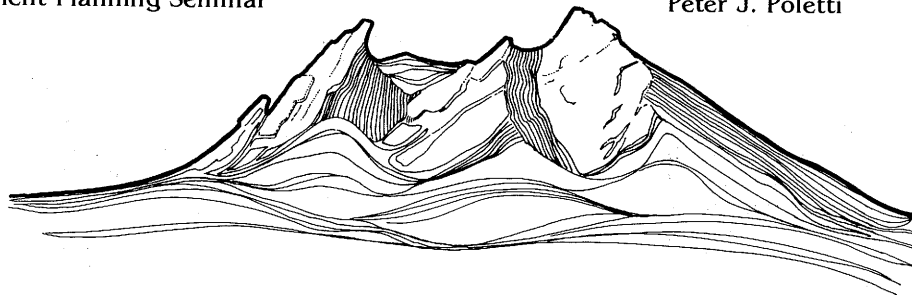
Peter J. Poletti

**BCEE-54****Lives in Transition: Writing It Better**

Any significant change in an individual's life, positive or negative, can bring stress. But without stress, without risk, an individual does not grow. This class will focus on the writing process to help ease your life from one stage to another. Discover potential, make decisions, cope with feelings, understand how you deal with change; define the new life you are beginning so that it becomes creative and exciting. Your work during the day can remain private or you may share. Barbara Steiner, professional writer. Saturday, November 17, 9 a.m.-4:30 p.m. One all-day session. Business 208. \$27.

**BCEE-26****Popular Novel Writing**

The purpose of this course is to teach the would-be novelist the techniques employed by the successful novelist. Learn how to write a novel or to complete one you've started. Emphasis is on learning craftsmanship without restricting creativity. Students will share material in workshop atmosphere. You may set as a 10-week goal the completion of a synopsis and two sample chapters for querying a publisher. Your interest may lie in the adult, teen, or junior novel. Barbara Steiner, professional writer. Wednesdays, September 19-November 28 (no class session November 21), 8-9:30 p.m. 10 sessions. Hellems 247. \$52.



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

Speed Reading is a sub-skill of reading, much like a backhand stroke is a component of the "total" tennis game. Without it, you're not achieving full potential. Speed Reading is also flexibility; it allows you to increase reading rate and retain comprehension at the same time. Speed Reading is for everyone who reads and loves to read. This course builds rate and comprehension while also improving retention over longer periods of time. Knowledge of the reading process, skimming, scanning, preview and prediction strategies, organizational patterns, and notetaking skills are components of the "total" reading package upon which this course touches. The material the class reads is included in the required text, *Sack-Yourman Speed Reading Course*, available at the University Book Center, UMC 10. In addition, other thought provoking articles from various sources help make each class interesting and lively. John O'Flahavan, M.A. Tuesdays, September 18-November 6, 7-9 p.m. 8 sessions. Hellems 247. \$56.

## **BCEG-64** **Preparing for the American College Test (ACT)**

This program is designed to help students prepare for the ACT Battery, one of the college entrance exams. This preparation **is not** for the SAT and requires a different type of preparation. Areas covered include English Usage, Mathematics, Social Studies, and Science. Emphasis will be placed on English and Mathematics Sections. This workshop is designed to augment, not substitute for, formal or informal learning. All course materials are included with tuition fee, just bring to each class note paper and pens.

Section I: For ACT test conducted Saturday, October 27. Saturdays, September 29-October 20, 9 a.m.-12:30 p.m. 4 sessions. Business 210. \$75.

Section II: For ACT test conducted Saturday, December 8. Saturdays, November 3-December 1 (no class session November 24), 9 a.m.-12:30 p.m. 4 sessions. Business 211. \$75.

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

A special course offered for those individuals pursuing a graduate degree in Business. Test taking strategies and short-cut techniques are offered for the Math Ability, Data Sufficiency, Reading Comprehension, Sentence Correction, Business Judgment, and English Usage sections. A short review of Arithmetic, Algebra, and Geometry is also included. The next GMAT test date is Saturday, October 20. James Fleming, M.A., Dorothy Gleberman, M.S., Cecelia Lang, M.A. Saturdays, September 22-October 13. 9 a.m.-1 p.m. 4 sessions. Business 211. \$115.

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

Analyze and review basic skills tested on the Graduate Record Exam. Emphasis is on test-taking skills and review of relevant verbal, math, and analytical problems. Text is *Practicing to Take the GRE General Test*, published by Educational Testing Service, available at the University Book Center, UMC 10, and other optional texts as given in class. Courses are structured to lead up to exam date. Course is *not* a general review of text-related material, but completely test oriented and intended for those taking the GRE. Terri Bodhaine, M.A. and Roe Willis, Ph.D.

Section I: For GRE conducted October 13 (apply to ETS by September 13). Tuesdays and Thursdays, September 18-October 11, 6:30-9 p.m.

Section II: For GRE conducted December 8 (apply to ETS by November 2). Thursdays and Tuesdays, November 8-December 6, 6:30-9 p.m.

Both Sections, 8 sessions: Hellems 245. \$70.

## **BCEL-15** **Preparing for the Law School Admission Test (LSAT)**

For persons planning to take the Law School Admission 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.

Section I: For those taking the LSAT on September 29. Saturday and Sunday, September 8 and 9, 9 a.m.-4:30 p.m.

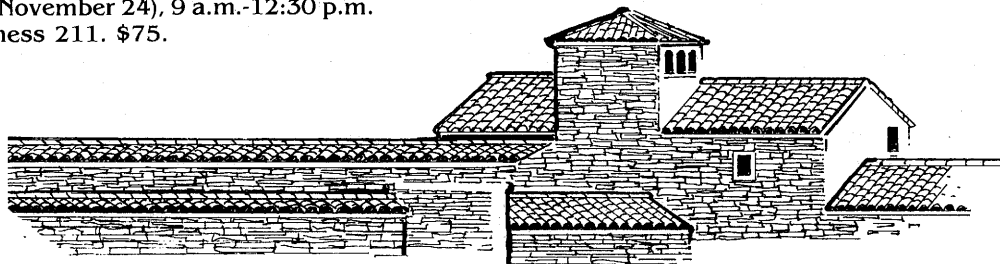
Section II: For those taking the LSAT on December 1. Saturday and Sunday, November 17 and 18, 9 a.m.-4:30 p.m.

Both Sections, two all-day sessions, Guggenheim 2. \$115.

## **Business**

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

An introductory course in accounting for those who have had little or no previous training. Emphasizes the recording, reporting, and analysis of accounting information as well as in-depth understanding of financial statements. Other topics include treatment of assets, liabilities, and income taxes. A recommended textbook, *Financial Accounting Concepts and Uses*, is available at the University Book Center, UMC 10. Bob Armstrong, B.S., C.P.A. Tuesdays, September 18-November 13, 7-9 p.m. 8 sessions. Business 211. \$56.



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

This class will give individuals whose lives seem in transition an awareness of where their main strengths and abilities lie in order to get their life in better balance and to create and design their future job in today's uncertain job market or in volunteer work. This is the "parachute process." Understanding your brain and how to stimulate creativity and decision making will be part of the process. This class will help unlock your creative potential, and direct your life toward enhanced relationships and a path you really seek. Textbooks for the course are available at the University Book Center, UMC 10: *The Warrior Within*, by Shale Paul, and *What Color is Your Parachute?* by Richard Bolles. Jenny Cook, B.A., and Bette Griff, B.A. Tuesdays, September 18-November 20, 6:30-9:30 p.m. 10 sessions. Environmental Design 122. \$95.

**BCEB-17**  
**Effective Customer Service**

Effective customer service can mean the difference between profit and loss for a business. The customer service person acts as a communicator and expeditor to ensure client satisfaction. This general, non-technical course is designed to help the service person define his/her position within the company and to organize the job in a professional manner. Areas to be covered include functions of the customer service person, how to organize your work flow, how to handle inquiries and complaints, setting up policies and procedures, ways to measure and evaluate the department's effectiveness. If you are involved in customer service, or would like to be, this course could help you to do a better job. Lyn Roberts, B.A. Mondays, September 17-October 15, 6:30-8 p.m. 5 sessions. Hellems 193. \$29.

**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. Tuesdays, September 18-October 16, 6:30-8:30 p.m. 5 sessions. Hellems 241. \$37.

**BCEB-54**  
**How to Become a Consultant**

A wealth of ideas about beginning your own consulting practice focusing on teaching, advertising, public relations, how to get started, and the risks involved. An excellent introduction to those considering entrance to this potentially rewarding career. Neil Rosenthal. Saturday, October 27, 9 a.m.-4 p.m. One all-day session. Business 210. \$39.

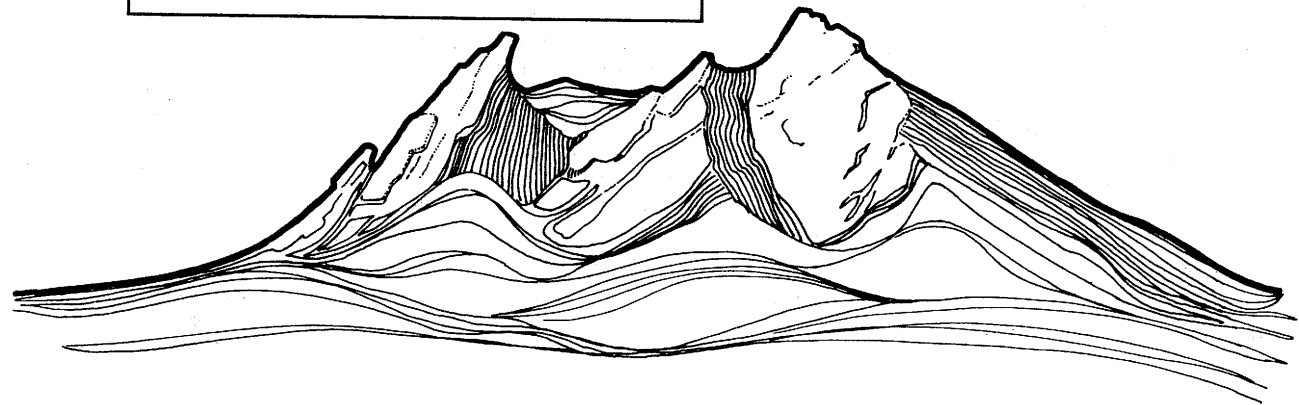
**Career in Real Estate?** Or curious about the market and the many skills it demands? Please call 492-8666 for a free Real Estate Certificate Program course catalogue.

**BCEB-25**  
**How to Buy a Personal/Business Computer**

This class could save you thousands of dollars, months of research, and dozens of headaches. Whether you're considering computerizing a small business, using a personal computer for management functions, or setting up a terminal to talk to a mainframe, this overview will help you make the best possible choice. We'll explore what microcomputers can and cannot do, what you want your computer to do for you, examine common sales practices of computer dealers, and suggest alternate sources of information, equipment, software, and service. Orvel R. Wilson is the Director of Sales Training Institute and trains salespeople for companies such as IBM, Xerox, and Computerland. Saturday, October 6, 9 a.m.-4:30 p.m. One all-day session. Business 208. \$45.

**Computer in Your Future?**

There probably is. The Division of Continuing Education now offers a Certificate in Computer Applications, but it's not just for professionals seeking a certificate. Computer Literacy, and the several other courses offered, can be for anyone seeking to enhance their computer background. Courses feature uniquely qualified instruction and can provide a wealth of information for work or self-enrichment. Read over the courses offered on Page 22.





**BCEG-65****In Search of Information:  
A Practical One-Day Seminar**

The key to success for business and professional people is having information so that educated decisions can be made. Often, getting facts and figures can be a very frustrating experience. In an era frequently called the Information Age, we often find ourselves in the midst of an information pollution. The greatest challenge of these times is getting the RIGHT information. This seminar uses a practical, how-to-do-it approach that shows how to find the information you need whatever your topic. Learning research techniques will allow you to make the most efficient use of your research time. Participants leave the seminar armed with insights on the vast array of data available and equipped with sophisticated research techniques on how to get that data. Nona Skumanich. Saturday, November 17, 9 a.m.-4:30 p.m. Business 210. \$35.

**BCEB-31****Planning for Independent Business**

Important for those involved in, or soon to be involved in, small business start ups, this course focuses on a planning process leading to the development of a strategic vision. This is a clear vision of what you want to achieve, which then organizes and instructs every step toward that goal. It is the map which clearly demonstrates to the entrepreneur, his/her investors, and all players on the start-up team how the organization intends to get from where they are to where they want to be one to three years from now. This process consists of four steps: (1) developing a statement of purpose using a performance specification rather than a description; (2) developing strategies in the area of marketing, finance, law, accounting, support, and production (goods or services); (3) planning administrative methods and goals which will enable the entrepreneur to use effective evaluation standards and feedback mechanisms to measure results; (4) producing a map that graphically represents the relationship and sequence of a series of benchmarks, cusp points, and events which need to occur over the next one to three years in order for the strategies to manifest. These four steps and several other topics create this valuable course. Tony Hopper, M.B.A., Ph.D. Thursdays, October 25-November 15, 6:30-9:30 p.m. 4 sessions. Hellems 241. \$45.

**BCEB-53****Pre-Retirement Planning Seminar**

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

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

Peter J. Poletti, M.B.A. Tuesday, November 20, 6:30-9:30 p.m. One session. Hellems 241. \$17.

**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, September 17-November 5, 7-9 p.m. 8 sessions. Hellems 267. \$56.

**BCEB-64****Reducing Your 1984 Tax Burden:  
With and Without Shelter**

This course is an overview of the feasible techniques still available for reducing this year's tax burden — both with and without "tax shelters." Topics include the structure of our tax system, tax reduction objectives, alternatives and vehicles. The one evening, 2½ hour lecture is supplemented by a one hour individual consultation. Dana Alford, M.B.A., C.F.P. and Bryan Van Eaton, C.F.P. Section I: Tuesday, September 18, 6:30-9 p.m. One session. Business 210. \$15.

Section II: Wednesday, November 7, 6:30-9 p.m. One session. Business 211. \$15.

**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. Thursdays, September 20-October 18 (no class session October 11), 6:30-9:30 p.m. 4 sessions. Hellems 193. \$45.

**Questions or concerns about a  
course?**

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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.

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

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

- How to find 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. Tuesdays, October 23-November 13 (no class session November 6), 6:30-8:30 p.m. Three sessions. Hellem's 241. \$26.

### **BCEG-41** **Stress Management and Biofeedback**

This course focuses on the origins of stress on personal, biological and psycho-social levels. Stressors and symptoms are identified and methods for coping and adjusting to stress are taught. Principles of biofeedback are demonstrated and used to counteract stress through the application of health care principles and self-regulation. Skills acquisition is the goal while tension, bruxism, depression, headaches, and anxiety are the topics. Toby F. Link, Ph.D. and Steve Walker, Ph.D. Wednesdays, September 19-October 24, 6:30-8:30 p.m. Six sessions. Hellem's 193. \$42.

### **BCEB-39** **Telephone Systems Made Easy or How to Buy a Telephone System Without Trying Too Hard**

This one-day seminar will help you through the maze of telephone systems and long-distance suppliers without having to be an electrical engineer. This course covers:

- The "Day After" — what does the AT&T divestiture really mean
- Telephone Systems — PBX, Key, CENTRON, and other new options
- Writing a Telephone Bid Specification — the most important chore

- Vendors — foxes versus chickens
- Long Distance — is there really a big price difference?
- Future Technologies — now the fun really begins.

Because of the AT&T divestiture, all organizations should look at their telephone systems because they may be paying too much. This seminar enables you to analyze telephone and other new telecommunications services and technologies. Thomas B. Cross, M.S. Wednesday, September 26, 9 a.m.-4 p.m. One all-day session. University Club. \$95.

### **BCEB-72** **Understanding Group Insurance**

This course provides a general explanation of insurance offered through a group, usually an employer. Life, medical, dental, and disability insurance as well as Health Maintenance Organizations will be discussed. Other topics include how to file a claim for prompt response and how to communicate insurance information clearly to employees. This course is useful for those who administer a group insurance plan, but anyone interested in learning more about insurance should attend. This is a general, informational course; no individual insurance counseling can be offered. Lyn Roberts, B.A. Wednesdays, September 19 and 26, 6:30-8:30 p.m. Two sessions. Hellem's 267. \$24.

## **Culture and Society**

### **BCEG-35** **Brain and Behavior**

Research in psychobiology has clarified the relationship between the brain and human behavior and personality. This course compares the behaviors and personalities of normal brains with those of abnormal brains. The syndromes of neurosis and psychosis are examined from the perspectives of brain activity and behavior patterns. Bonnie Sigren Busick, M.A. Mondays, September 17-November 5, 7-9 p.m. 8 sessions. Hellem's 137. \$56.

### **BCEG-66** **Buying Nutrition for the Health of It**

The interrelationships of nutrition and the environment to good health will be examined extensively. Using a unique auction-style delivery system (without money, but with values), we will explore important nutrition facts and principles, and the worth of foods in our daily lives will be assigned relative values. Topics include nutritional ecology, nutrition and intelligence, appetite and body weight, additives, food fads, choosing a good diet, and much more valuable information. Nutrition-related merchandise brought to class by students will also be "auctioned." Frank Konishi, Ph.D. Tuesdays, September 18-November 6, 6:30-9 p.m. 8 sessions. Hellem's 191. \$69.

### **BCEG-62** **Change and the Body-Mind Connection**

Does change deal with you or have you learned to effectively deal with change? When change deals with you, you become susceptible to stress, physical and psychological tension, illness and discontent. Through a practical format combined with experiential methods and focus on movement based on the Feldendrais Method of Awareness Through Movement, you will work with tools to attain control over change in your life, to realize choice and make desired changes possible. We will explore the body-mind relationship, awareness and change, habits, and body self-image. This workshop is for anyone who wants to change but doesn't know how, and for those who assist others in change in their profession or in the course of their daily lives. Course is approved to meet Continuing Education requirements for Social Workers (Program #82419) and Nurses. Peggy Lichter, M.S.W., and David Di Dominico, M.A. Saturday, September 22, 9 a.m.-4 p.m. One all-day session. Hale 6. \$28.



**BCEF-28**  
**Chinese Character**

We will see how easy it is to recognize and also to write these beautiful and exotic Chinese symbols. The apparent complexity changes into simplicity, order and richness in association and philosophy. This is an introductory course for people who want greater appreciation of Chinese language, Chinese mind in a holistic way, and also for people who want to get more in touch with themselves through studying these powerful visual symbols of a culture so different from the western culture in many ways. These symbols, probably more than anything else, are responsible for uniting the culture and people for about 4,000 years. A Chinese-English dictionary (approximately \$13) which uses Pinyin, the official romanization in China, is required. This is available at CU Bookstore. *The Learners Chinese-English Dictionary*, by Nanyang Siang Pau, Umum Publisher, is recommended for its inclusion of sentences as examples. Yunn Pann, M.S. Thursdays, September 20-November 1, 7-9 p.m. 7 sessions. Hellem 255. \$49.

**BCEG-67**  
**Creating Your Own Potential**

The seminar is designed to give parents, educators, and health professionals an experience of the mind/body connection and its implications for learning, wellness, and expanding human capabilities. Visual imagery, biofeedback, effects of positive emotions on learning, existing health modules, and right brain activities will be presented by experts in their fields. Jennifer Downs, M.A. and Joye Fuller, Ed.D. Saturday, September 22, 9 a.m.-4:30 p.m. One all-day session. Business 208. \$28.

**Campus Safety:** While Continuing Education students ordinarily do not experience personal safety problems while attending night classes on campus, it is important to utilize the many lighted walkways and avoid walking alone at night. **Nightride** and **Nightwalk** are services recently started because of concerns for safety on campus. See page 5 for details. Or call these services at 492-SAFE.

**BCEB-66**  
**Decatrends**

This intensive one-day seminar will take a hard look at the decade ahead (1984-1994) in terms of natural phenomena that will profoundly impact the world's economic health, and the social, political and technological changes that will impact the environment in which we must work and manage. The consequences of all of these changes will be discussed in terms of their impact on American organizations and management. Charles A. Rice, M.B.A. Saturday, September 15, 9 a.m.-4:30 p.m. One all-day session. Business 210. \$28.

**BCEG-72**  
**Do It Better: Effective Methods of Personal Improvement**

This course provides over a hundred methods and techniques for improving personal capabilities in any area of your life. Discover many approaches and ideas not found in other improvement programs. These principles and techniques can lead to greater growth and development, satisfaction, career improvement, esteem awareness, confidence, health, or whatever goals you set. Topics include: new ways of reaching out; a framework for examining life endeavors; optimized learning; comparative life systems; thought enhancement; kinds and levels of information; varieties of language; assessing your values; predicting consequences; and other practical subjects. This class is for people interested in optimizing and enhancing the attainment of personal objectives and interests. Mark Meredith, Ph.D. Wednesdays, September 19-October 24, 7-9 p.m. 6 sessions. Business 206. \$42.

**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, western historian and local oral historian. Wednesdays, September 19-October 17, 7-8:30 p.m. 5 sessions. Ketchum 119. \$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. Ralph McFall. Thursdays, September 20-November 8, 7:30-9:30 p.m. 8 sessions. Hellem 247. \$56.

**BCEG-40**  
**Earth Shelter Design**

This course is designed as an introductory course covering definitions, site analysis and evaluation, solar application, structural systems, floor plans, daylighting, waterproofing insulation, and any class requested topics. Almost 300 buildings will be shown and evaluated for the ideas that apply to each class member's particular circumstance. Pamm McFadden. Tuesdays, October 23-November 6, 7-10 p.m. 3 sessions. Business 210. \$39.

**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. Jessica Hoppe. Thursdays, October 4-November 8, 7-9 p.m. 6 sessions. Hellem 237. \$42.



**BCEG-23****On a Clear Day You Can See Forever**

A workshop offering career direction. A stimulating four-day workshop for the person who is looking for new directions and new interests. Are you thinking of changing careers? Returning to work? Going back to school? Spend some time taking a good look at yourself — discover your strengths and options at this point in your life. Find out what you “can” do, and what you “do” do, and most importantly, what you “want” to do. Perhaps you will confirm that your present course is right for you, whether it is homemaking or another career. We will talk about values clarification, decision making, self-confidence, as well as give information on career and education possibilities. Doris Olsen. Tuesday-Friday, September 4, 5, 6, and 7, 9 a.m.-3 p.m. 4 sessions. University Club. \$87.

**BCEG-59****On Being Single**

We will focus on how to develop social involvements with others at various levels, with more rewarding and more meaningful relationships. Participants will have the opportunity in a relaxed, safe and informal environment to: (a) Interact with each other going beyond superficial exchanges and leading to genuineness, trusting, and emotionally honest patterns of communicating; (b) Cope with feelings of aloneness, loneliness, rejection, and moving on; (c) Work on your own individual concerns relating to being single. We will have the opportunity to interact with each other on a more informal basis during the course of the session. Neil Rosenthal. Saturday, September 15, 9 a.m.-4 p.m. One all-day session. Business 211. \$28.

**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.

**BCEG-70****The Art of Personal Safety for Adults**

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. Paul B. Dusenbery, Ph.D. and Melanie Roth.

Section I: Mondays and Wednesdays, September 17-October 10.

Section II: Mondays and Wednesdays, October 15-November 7.

Both Sections: 5:30-7 p.m. 8 sessions. Hellems 185 (course location switches to studio after first session). \$42.

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

The colorful development of Colorado's railroads will be traced through fact, lore, and legend. Mining and lumbering were early important factors, but so were bribery, gunfighting, political maneuvering, weather, and drunken barroom scenes. Topics include feats of heroism and despicable actions, explored from a humanistic point of view, as they influenced spinning the steel web which would become Colorado's fabled rail network. Robert E. Rothe, Ph.D. Mondays, September 17-October 15, 7-9 p.m. 6 sessions. Business 210. \$42.

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

This course provides an introduction to Colorado's past aboriginal inhabitants. Fifteen thousand years of fascinating prehistory will be reviewed beginning with the Big Game Hunters of the terminal Pleistocene (Ice Age) through the Archaic and post Archaic periods. Then a brief ethnographic review will be made of historic Native American groups that made Colorado their home. Michael S. Burney, B.A. Wednesdays, September 19-November 28 (no class session November 21), 7-9 p.m. 10 sessions. Hellems 285. \$70.

**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, September 17-October 15, 9-10:15 p.m. 5 sessions. Stadium 173 (enter at Gate 9). \$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. Dances include swing, foxtrot, cha cha, rumba. Van F. Pool. Mondays, September 17-October 15, 6:30-7:45 p.m. 5 sessions. Stadium 173 (enter at Gate 9). \$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, September 17-October 15, 7:45-9 p.m. 5 sessions. Stadium 173 (enter at Gate 9). \$22.

**Fine Arts****BCEA-44****Advanced Drawing**

This course is designed for those with a basic drawing background. We will review the basic elements of drawing to expand our sense of pictorial organization. Drawing situations will be presented to evoke personal solutions. Color may be introduced depending on interest. Bring large single sheets of paper and a pencil (4B, HB). Further supply needs will be discussed. Linda E. Lowry, M.F.A. Thursdays, September 20-November 29, 7-9 p.m. 10 sessions. Geology 114. \$70.

### **BCEF-32**

#### **Basic Cutlery and Metalsmithing**

This workshop will focus on general design and fabrication of simple knife forms and cutting implements. A lecture at each class session will cover material from everyday kitchen knives to Damascus swords. Supplies and costs will depend largely on individual projects. Each student should be able to complete at least one major project in the course of instruction. Scott C. Frendenburg, M.F.A. Wednesdays, September 19-November 7, 6:30-9:30 p.m. 8 sessions. Fine Arts C-135. \$84.

### **BCEA-45**

#### **Basic Drawing**

This course is designed to develop the ability to see and to draw what we see as well as to tap the intellectual and emotional origins of visual expression. The basic elements of drawing will be learned through the use of still life material, the human figure, architecture, landscape, narrative and envisioned imagery. Bring nine large sheets of paper, a 4B or HB pencil, and an object. Further supply needs will be discussed. Linda E. Lowry, M.F.A. Tuesdays, September 18-November 20, 7-9 p.m. 10 sessions. Geology 108. \$70.

### **BCEF-51**

#### **Basics of Printing: Using a Handpress**

Have you enjoyed beautiful, unique, old-fashioned printing? Have you wanted to learn more about it or to create your own original piece? If so, this course is for you. The course introduces the novice to typesetting, type styles, printing a keepsake, press runs, and managing materials. Each student will complete a small project (stationery, business cards, broadsides, etc.), using a turn-of-the-century Chandler Price press at the Colorado Typographical Society. Bring an apron to each class; paper purchases will be discussed at the first session. Enrollment is limited. Nora J. Quinlan, M.S., and Cyndie L. Frame, B.A. Saturdays, September 22-October 6, 10 a.m.-1 p.m. 3 sessions. Ketchum 119. \$35.

### **BCEF-10**

#### **Beginning Photography**

This class teaches the basic fundamentals of 35mm photography, with emphasis on exposure, composition, and the variety of film types available. There will be a field trip and a review session to critique the exposures made during the course. Especially helpful for beginners or those who have never taken a photography course. The course will help you develop a solid technical background, as well as help you get the most from your most important images. Gary Huibregtse, M.F.A. Wednesdays, September 19-November 7 (Field trip arranged in class, no session October 10), 7-9 p.m. 8 sessions. ECCR 0-38. \$56.

### **BCEF-23**

#### **Cartooning**

A basic workshop course for the person who wants to learn to draw or improve upon his present ability. The course will begin by focusing on simple methods of developing comic characters. Emphasizes individual instruction in technique, ideas, and marketing cartoons. Fred Neher, creator of the nationally syndicated newspaper cartoon, "Life's Like That," daily and Sunday, for 43 years. Tuesdays, September 18-November 6, 7-9 p.m. 8 sessions. Geology 114. \$56.

### **BCEA-41**

#### **Creative Art Design Improvisation**

An evolving series of art/design "exercises" that allows your inherent originality of art expression to become visible in the world of form. This course is based on Ilonka Karasz's teachings regarding unconditioned creativity — an "inside-out" approach. Former student, Janice Jenson, a stained glass designer, says: "Whereas formerly I used to sit down and 'think out' a composition, now the design seems to unfold by itself onto the grid. It's an extremely creative methodology." Although the course has been advantageously applied by professionals in varied art/design fields, **no previous art experience is necessary.** To begin: bring 11 x 14" sketch pad, ruler and eraser. Shirley Brodersen. Mondays, September 24-November 5, 7-9 p.m., 7 sessions. Hellems 141. \$49.

### **BCEF-15**

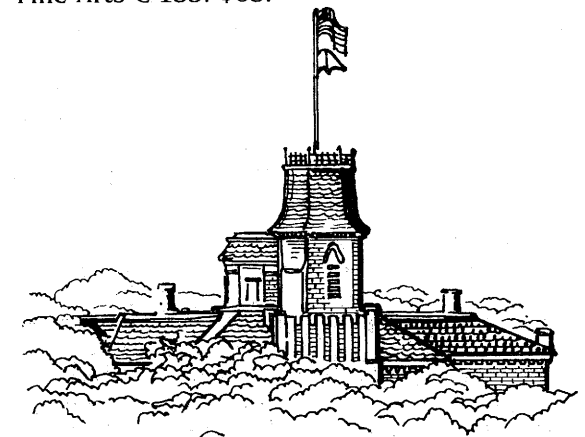
#### **Life Drawing**

Through a series of exercises in learning how to see and respond, drawing will become a skill that belongs to you. Life drawing is a matter of seeing and coordinating your eye with your hand. We will begin with gestural drawings, proceed to contour line drawings, and deal with surface shading and modeling techniques. Bring to first class 18" x 24" newsprint pad and pencils (2H, HB, and 2B). Tuition includes fee for a model who will be present at every session. Susan Licini, M.F.A. Thursdays, September 20-November 8, 7-9 p.m. 8 sessions. Fine Arts C-135. \$62.

### **BCEF-25**

#### **Printmaking: Intaglio Workshop**

Designed to teach the fundamentals of intaglio. Intaglio is a printing process in which an image is either cut directly or bitten by acid into a metal plate. Ink is forced into this cut or bitten image, the plate is wiped clean, and a print is made when plate and paper are run together under pressure through an etching glass. Techniques including engraving, dry-point, mezzotint, hard and soft-ground etching, aquatint, and relief printing will be demonstrated. The course is open to beginners as well as more experienced artists. There will be a \$10 fee payable at the first class for nitric acid, solvents, etc. Tim Diffenderfer, M.F.A. Tuesdays, September 18-November 6, 7-9:15 p.m. 8 sessions. Fine Arts C-135. \$63.



## Languages

### BCEL-35

#### Spoken Arabic for Travelers

This course will emphasize spoken Arabic, since it is quite different from the written Standard Arabic. No previous Arab language experience is necessary (though it would help). The class will give students the basic skills and help them manage if they travel in an Arab country using the daily vocabulary. Nadia Turk, M.A. Tuesdays, September 18-November 20, 7-9 p.m. 10 sessions. Hellems 263. \$70

### BCEL-23

#### English as a Second Language: Discussion Group

This class offers students an opportunity to discuss topics of current interest. Using various resources, such as magazine articles and reports from radio and television, students can exchange information, ideas, and opinions in American English. Time will be given to clarification and pronunciation of new vocabulary. Phyllis Mathews, M.A. Mondays and Wednesdays, September 17-November 12, 4-5:30 p.m. 17 sessions. Ketchum 118. \$90.

### BCEL-29

#### English as a Second Language: Intermediate Level

This class emphasizes understanding and using basic English grammar. The student is encouraged to use English in speaking and in writing. Material is presented using a textbook and handouts. There are various assignments and weekly quizzes. Some time will be spent on vocabulary development. Former students welcome. Stephen J. Horowitz, M.A. Mondays, Tuesdays, and Thursdays, September 17-October 23, 7-8:30 p.m. 17 sessions. Hellems 287. \$90.

### BCEL-25

#### Beginners Conversational French

French for travelers. Students will speak, understand, and write simple French. Course includes occasional laboratory use of tape recordings and an introduction to French culture and customs. Nadia Turk, M.A. Thursdays, September 20-November 29 (no class session November 22), 7-9 p.m. 10 sessions. Hellems 285. \$70.

### BCEL-26

#### Advanced Beginners Conversational French

This course is designed for students who have had one or two courses in beginning French and would like to learn more vocabulary, how to use other tenses, and practice what they already know. Students should be able to easily use at least the present tense before entering this class. Nadia Turk, M.A. Wednesdays, September 19-November 28 (no class session November 21), 7-9 p.m. 10 sessions. Hellems 263. \$70.

### BCEL-41

#### Intermediate Conversational French

A more advanced course for the student with a good French background. Occasional use of University language laboratory is included. Use of a text is discussed at the first class. Marie-Christine Joslyn. Wednesdays, September 19-November 28 (no class session November 21), 7-9 p.m. 10 sessions. Hellems 255. \$70.

### BCEL-30

#### German for Beginners and Travelers

Would you like to take a boat trip on the beautiful Rhine River? How about a visit to the old and exciting Hanseatic cities like Hamburg and Lubeck in northern Germany? Or a visit to Vienna, Austria? Waltzing to its original music. Many people in many countries in Europe understand German and therefore we will have lots of emphasis on conversation and how to get along in many interesting situations over there. We cannot promise you a genuine Wiener Schnitzel but we can promise you that you will be able to order one. Course utilizes extensive hand-out materials. Deirdre Pichon, M.A. Mondays, September 17-November 19, 7-9 p.m. 10 sessions. Hellems 255. \$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. Deirdre Pichon, M.A. Wednesdays, September 19-November 28 (no class session November 21), 7-9 p.m. 10 sessions. Hellems 271. \$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 *Spoken Italian for Students and Travelers*, by Speroni and Kany, available at the University Book Center, UMC 10. Text will be supplemented by various individualized hand-out material. Steven Hughes, M.A. Thursdays, September 20-November 29 (no class session November 22), 7-9 p.m. 10 sessions. Hellems 271. \$70.

### BCEL-27

#### Advanced Beginners Italian Discussion Group

A discussion group for those who have some Italian language background or who have taken last semester's conversation course. Required text is *Teatro Prosa Poesia*, by Reynolds and Brunette, available at the University Book Center, UMC 10. Gianfranco and Pamela Marcantonio, M.A.s. Tuesdays, September 18-November 20, 7-9 p.m. 10 sessions. Hellems 177. \$70.

### BCEL-37

#### Speaking Mandarin – Beginning Chinese

Thinking of a trip to mainland China or Taiwan? Chinese people tend to feel a great deal of affinity, appreciation, and fascination toward foreigners who speak (at least some) Chinese. This intensive class is conducted in an atmosphere that encourages both the intellect and the intuition. We will take part in games, role playing, guided imageries, and also sessions with classical and baroque music, the basic structure of "Suggestology." *The China Traveler's Phrasebook* by Lee and Barme, Eurasia Press, \$6, is required. This is also an excellent pocket-size book to take with you on your Chinese journey. The companion tape (\$6) is highly recommended. Available at CU Bookstore. Yunn Pann, M.S. Mondays and Wednesdays, September 17-October 3, 6:30-9:30 p.m. 6 sessions. Hellems 241. \$63.

**BCEL-15**  
**Beginning Conversational Spanish**

Spanish for travelers. Basic but lively conversational Spanish for travel to Spanish-speaking countries. Course includes short field trips during class time to emphasize practical vocabulary. Elizabeth Medina, Ph.D. Tuesdays, September 18-November 20, 7-9 p.m. 10 sessions. Hellems 181. \$70.

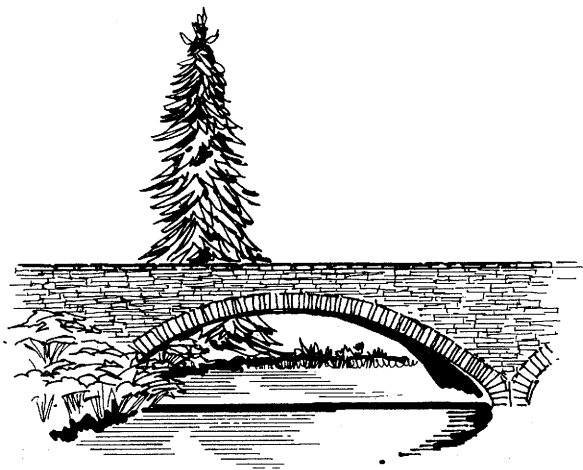
**BCEL-16**  
**Intermediate Conversational Spanish**

Designed to increase vocabulary and conversation ability for travelers. Cultural and social aspects will be introduced. Prer., beginning Spanish or equivalent. Elizabeth Medina, Ph.D. Thursdays, September 20-November 29, 7-9 p.m. 10 sessions. Hellems 229. \$70.

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## Sports and Outdoors

**BCEG-17**  
**Alpine Excursion**

Come enjoy the fresh mountain air above tree line before winter snows come. We will visit Trail Ridge Road in Rocky Mountain National Park to learn alpine ecology. Flora and fauna will be studied with an emphasis on their specific adaptations to a high altitude environment. Colorado's recent glacial history will be studied along with tree islands, alpine geomorphology, and tundra big game behavior. Some time will be spent in the sub-alpine zone getting to know its specific habitats. Fall is the best time for windless days on the tundra. Binoculars helpful. Class size is limited. Tina Jones, naturalist. Thursday, September 13, 7-9 p.m. and field session Saturday, September 15, 8 a.m.-4 p.m. Two sessions. Business 211. \$28.

**BCEG-32**  
**Birdwatching: Fall Migrants**

Introductory class on birdwatching with an emphasis on identifying hawks and migrating birds. Fall time is great for migrating sandpipers in great numbers. Perching birds will also be identified. Students will learn general behavior, food and habitat requirements of Colorado fall birds. Binoculars helpful. There is a possibility of planning a separate trip to Monte Vista to see sandhill and whooping cranes. Tina Jones, naturalist. Wednesday, September 12, 6-8 p.m., and field trips Sunday, September 16, 7 a.m.-4 p.m. and Saturday, September 22, 7 a.m.-4 p.m. 3 sessions. Business 211. \$39.

**BCEG-30**  
**Elk Behavior and Fall Wildlife**

This class emphasizes fall flora and fauna in Boulder-Rocky Mountain region. Students learn how plants and animals prepare for the long, hard winter and observe some mammals in their fall behavior; identification of wildberries and plants; and animal signs, primarily seat and track evidence. Class visits Rocky Mountain National Park to study elk behavior, elk courtship, and ter-

ritorial calls can be heard in the park. This is a great time to see aspen. Binoculars helpful. Field session until 11 p.m. at night since evening is best for elk bugling. Class size is limited. Tina Jones, naturalist. Friday, October 5, 7-8:30 p.m. and field session Saturday, October 6, 11 a.m.-11 p.m. Two sessions. Business 210. \$30.

**BCEG-39**  
**National Parks, Wildlife Refuge Areas, and Natural Wonders of the West**

You can visit and travel throughout the U.S. even though winter is approaching. Come learn about the natural history, flora and fauna, and geology of such areas as Glacier National Park, Bryce, Zion, Tetons, Yellowstone, Sonora Desert, ruins of New Mexico, and wildlife refuge areas that are lesser known. This class is great for those planning trips, or for those who want to learn where to go, what time of year, and to see big game and photograph wildlife. This is a slide presentation from a naturalist's point of view. The Everglades and some eastern parks will also be shown. Tina Jones, naturalist. Thursdays, October 25-November 8, 7-9 p.m. 3 sessions. Hellems 211. \$22.

**BCEG-20**  
**Private Pilot Ground School**

Have you always wondered what flying is like, but never made that first step? This course will introduce you to the exciting world of aviation. Subjects such as aerodynamics, navigation, meteorology, and aircraft performance will be presented in preparation for the FAA written examination. Sample tests will be presented. The student need not have any prior knowledge. Several airport field trips and an opportunity for a flight will be scheduled. David Nichols, B.S. Wednesdays, September 19-November 28 (no class session November 21), 7-9 p.m. 10 sessions. Hellems 287. \$95.

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

Fall can be the most important time of year to prepare your yard and landscaping to become ideal. 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. Jim Knopf, M.L.A. Saturdays, September 15 and 22, 9 a.m.-4:30 p.m. Two all-day sessions. Ketchum 118. \$45.

**BCEG-72**  
**Sailing Seamanship and  
 Marine Navigation**

Practical sailing and learning (including Celestial Navigation) for all beginning sailors, armchair adventurers, and barnacle encrusted old salts. With a review of opportunities to practice, sail, or cruise in the Caribbean, Mexico, and Mediterranean, and locally (by arrangement). Course concentrates on general seamanship skills and navigation techniques helpful whether you're ocean-bound or in the Rocky Mountains. Also a great change of pace course for the landlocked. Bill Plywaski, Ph.D. Mondays, September 17-November 5, 7-9:15 p.m. 8 sessions. Hellems 263. \$63.



**BCEG-35**  
**The Insect World**

Over half the species of animals in the world are insects. Learn about these fascinating and sometimes bizarre creatures that are all around us, and upon which all life depends. This course will enable the layman to identify insects as encountered in daily life. Evening sessions will be discussion/lab format using insect specimens, microscopes, and slide shows. The life history, behavior, and ecology of insects will be our focus. An evening light trapping will enable us to view nocturnal species. Field trips to Sawhill Ponds and Boulder mountain parks will explore varied habitats for insect life. Cyndra Dietz, naturalist. Tuesdays, September 18-October 2, 7-9:30 p.m., and Saturdays, September 22 and 29, by arrangement. 5 sessions. Ramaley N1B-76. \$49.

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

An introductory course in Colorado's sport of the Eighties. Did you know this first form of human flight took place in Paris, France, 200 years ago? Topics include the history of ballooning, design, theory, and crewing procedures for launch and recovery. Students will become qualified as crew members with a hands-on opportunity in rigging and inflating a balloon. Wear comfortable clothes for this Sunday celebration of the most exotic sport afloat. Joyce VandeHoef. Sunday, September 16, 1:30-6:30 p.m. One session. Business 210. \$25.

**BCEG-73**  
**Wild Plants: Their Uses and Identification**

This course features a one-day outing to learn some of Boulder County's common useful plants, particularly berry shrubs. Plant identification, including stem, leaf shape, plant structure, and flora habitat will be discussed. Edible, medicinal, and North American Indian uses of plants will be covered. Use of a botanical key will be touched upon. This is a great time of year for berry plants. Tina Jones, naturalist. Thursday, October 4, 7-9 p.m. and field session, Sunday, October 7, 8 a.m.-4 p.m. Two sessions. Business 210. \$28.

**BCEG-74**  
**Youth Sports – Developing  
 Coaching Effectiveness**

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

- Is winning at all costs important?
- How do we motivate and communicate with young athletes?
- Are weight programs good for children?
- What effects does diet have on performance?

This valuable one-day course is preceded by a free introductory session on Thursday, September 6, 7-8 p.m., in Business 208. Please inform the Continuing Education Registration Office that you plan to attend. Course registration should be completed by Thursday, September 13. Penny McCullagh Wallace, Ph.D. Saturday, September 15, 8 a.m.-5 p.m. One all-day session. Business 208. \$28.

**Questions or concerns about a  
 course?**

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# 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.

## 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. 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, September 10-14. Five all-day sessions. Executive Tower Inn, Denver. \$695.

## 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.

Section I: Monday, September 10, 8:30 a.m.-5 p.m. Manor Vail Lodge, Vail.

Section II: Monday, October 1, 8:30 a.m.-5 p.m. Hilton Harvest House, Boulder.

Both Sections: One all-day session. \$690.

## Turning Telephone Costs Into Profits

A two-day seminar designed to help your organization save money on telecommunication bills by choosing the right long distance carrier, choosing the correct equipment and controlling costly abuses of personal and long distance calls within your organization. Doug Mitchell, B.S. Tuesday, September 11, 9 a.m.-5 p.m. and Wednesday, September 12, 8:30 a.m.-4:30 p.m. Two sessions. Manor Vail Lodge, Vail. \$690.

## Special Noncredit Programs By Starting Date, Fall 1984

Date	Course	Faculty
Monday, September 10	Management of Technology: The Effective Management of Engineers and Scientists	Randy Bauer Nancy Dixon T.P. Hall Brian Hawkins Charles A. Rice
Monday, September 10	Artificial Intelligence and Expert Systems	Henry Firdman
Tuesday, September 11	Turning Telephone Costs Into Profits	Doug Mitchell
Thursday, September 20	Resort Condominium Management	Jerry Hewey
Friday, September 21	Engineering Computing on the IBM PC	David Clough
Monday, October 1	Artificial Intelligence and Expert Systems	Henry Firdman
Thursday, October 11	Resort Condominium Management	Jerry Hewey
Friday, November 16	Engineering Computing on the IBM PC	David Clough



### Resort Condominium Management

This course is designed to give the student a comprehensive understanding of the management of the resort condominium. The following topics will be discussed: organization and structure of the association, property analysis, responsibilities of management, management contracts, relationships to the real estate industry and specifics on the management of the resort hotel condominium. This course is an overview for resort and hotel personnel, condominium association officers and members, real estate salespeople and brokers, architects, developers, and commercial recreation students. Commercial recreation students may be eligible for one semester hour of credit. Jerry Hewey, C.H.A.

Section I: Thursday, September 20, 9 a.m.-5 p.m. and Friday, September 21, 9 a.m.-4 p.m. Manor Vail Lodge, Vail.

Section II: Thursday, October 11, 9 a.m.-5 p.m. and Friday, October 12, 9 a.m.-4 p.m. Events/Conference Center, Boulder campus.

Both Sections: Two all-day sessions. \$125.

### 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, September 21, 8:30 a.m.-5:30 p.m. and Saturday, September 22, 10 a.m.-5:30 p.m.

Section II: Friday, November 16, 8:30 a.m.-5:30 p.m. and Saturday, November 17, 10 a.m.-5:30 p.m.

Both Sections: Two all-day sessions. Norlin Computer Lab. \$295.

## VIDEO-TELECONFERENCE PROGRAMS

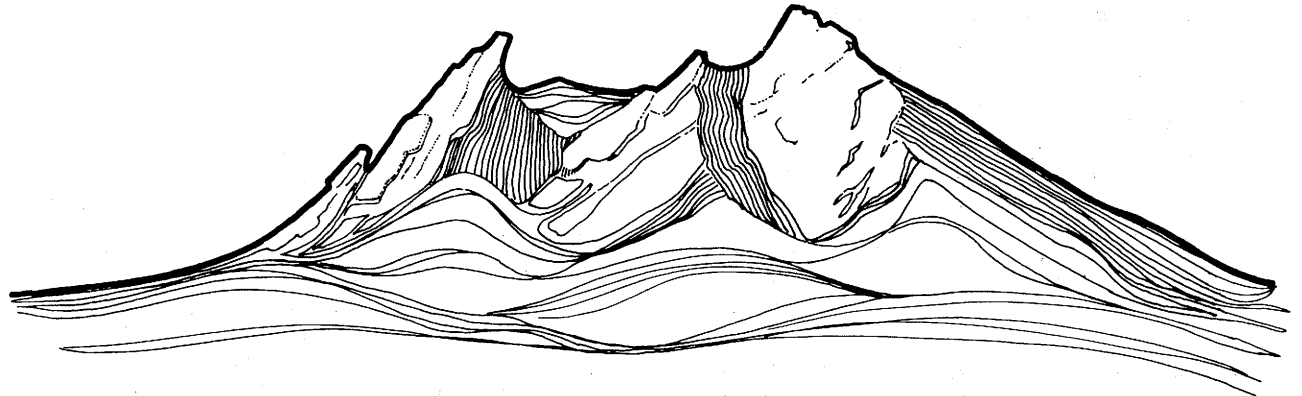
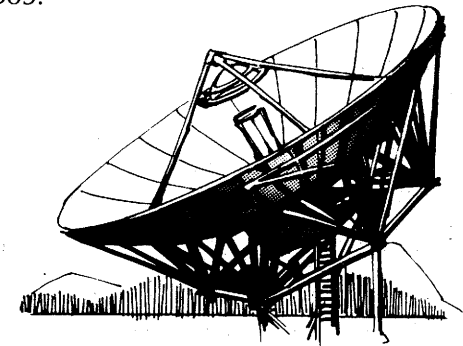
The Division is very pleased about its continuation of timely and relevant programs presented by satellite. This electronic means of receiving and presenting high quality programs is a new venture at the University of Colorado and enables us to make available a broader range of Continuing Education activities.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

Teleconferences scheduled are:

- **The Airbrush Seminar: Commercial Illustration Techniques**, sponsored by WE Productions, on Saturdays, October 13 and 20.
- **The Advertising Copywriter: A Writing Techniques Workshop**, sponsored by WE Productions, on Saturday, October 20.
- **Anorexia/Bulimia and Other Eating Disorders** sponsored by Symposiums International, Inc. and The American College of Emergency Physicians, on Saturday, October 27.
- **Child Abuse and Neglect** sponsored by Symposiums International, Inc. and The American College of Emergency Physicians, on Saturday, November 3.

- **Computer Graphics: Art Technology**, sponsored by WE Productions, on Saturday, November 10.
- **Drawing on the Right Side of the Brain**, sponsored by WE Productions, on Saturday, November 10.

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



# CERTIFICATE IN MULTI-IMAGE AND MULTI-MEDIA COMMUNICATIONS

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

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

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

There are no strict prerequisites for the program and no formal application is required. However, the course of study is most beneficial to the technician or artist looking to expand his work to include new horizons in portfolio presentations, and to apply his skills in advertising, product promotion, multi-media artistic exhibitions, "road shows," campaigns and convention work. Special attention is always paid to develop a realistic hands-on professional experience by the use of

lecture, sample presentations, expert actual projects, and extensive student use of studio equipment. The technology involved is also helpful to graduates of the Certificate in Commercial Design. The program is generally structured so that participants can achieve a Certificate in one year or three semesters.

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

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

**Certificate requirements** may be completed in two or three semesters. Performance Certificates are awarded upon completion of an individual class. An Achievement Certificate is awarded on-

ly upon successful completion of the following three requirements:

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

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

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

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

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

## Certificate in Multi-Image and Multi-Media Communications Courses by Starting Date, Fall 1984

### Starts

Friday, September 21  
Saturday, September 22  
Friday, October 26  
Saturday, October 27  
Friday, November 16  
Saturday, November 17  
Friday, December 14  
Saturday, December 15

*\*Required certificate courses*

### Course

Advanced Multi-Image and Computer Graphics  
\*Storyboard and Script Writing  
Video Workshop  
\*Multi-Image Graphic Design  
Survey of Multi-Media/Computer Communications  
\*Multi-Media Photography  
Multi-Media Videography Workshops  
Multi-Image Programming Workshop

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

Topics include the fast-growing computer generated and computer assisted graphics industry. Students will get demonstrations with a hands-on multi-image camera field trip and demonstration, with hands-on computer graphics keyboard during a field trip, held second class session. This advanced seminar presents a developed series of exercises to demonstrate how simple art is used to create a wide range of sophisticated images on film chips and CRT terminals. Students will be taught to manipulate images, to animate, integrate special effects, producing automatically controlled, consistently repeatable multi-image supergraphics. Field trip information is given at the first class session. Friday, Monday, Tuesday, September 21, 24, 25. 5:30-10 p.m. 3 evening sessions. Stadium 350. \$150.

**BMMA-81**  
**Storyboarding and Scriptwriting**

This course examines the various creative efforts needed to produce a multi-image presentation, beginning with research and scriptwriting, two basic skills that form the foundation of a production. Students will benefit from the scripts of writers who have successfully worked with clients in varied industries and businesses, such as telecommunications, travel, general consumer goods and automotives. The four variations of the storyboard-animated action, live action, abstract (graphic), and combinations will be discussed, demonstrated, and practiced through a workshop series of exercises in the context of preproduction, budgeting, and creative visual styles. Saturday and Sunday, September 22 and 23, 9 a.m.- 5 p.m. Two all-day sessions. Stadium 350. \$105.

**BMMA-97**  
**Video Workshop**

This course is a functional introduction to Multi-Media communications. The basics of Videography as applied to bio-media productions, convention and tele-conferencing needs, special knowledge, skills and techniques are studied and then applied to a series of class exercises designed to prepare students for assignments in business, industry, and governmental video cassette production. Friday, Monday, Tuesday, October 26, 29, 30, 5:30-10 p.m. 3 evening sessions. Stadium 350. \$125.

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

This course covers the integrated duties of the photographer, art director, artist, illustrator, and designer. All of these specialists get assignments that require research in client archives as well as creation of original graphics and/or photographic material. In-depth examination of treatment, theme, and concept execution is included, with emphasis on the program as a whole and its creative coordination from the artist's concept to the client's approval. Saturday and Sunday, October 27 and 28, 9 a.m.-5 p.m. Two all-day sessions. Stadium 350. \$105.

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

This course is an excellent way to get a first-hand look at the state-of-the-art in slide design; from computer graphics to tradeshow . . . how the creative staff approaches the problem, how the graphic specialists design to the requirements of visual style, and how photographers, videographers, cinematographers, and camera-services work together — along with computer graphics to create super-graphics of the '80s. Friday, Monday, Tuesday, November 16, 19, 20, 5:30-10 p.m. 3 evening sessions. Stadium 350. \$105.

**BMMA-82**  
**Multi-Media Photography**

The visual style of a multi-image presentation grows out of two factors: the artistic sensibilities of the photographer, animatographer, or illustrator, and the underlying theme of the presentation. This course focuses on the creative multi-media photography process from the artist's concept to project completion. Topics cover cinematography, video, stage and lighting considerations, multi-image computer programming requirements, as well as photographic and artistic skills for the industry. Special emphasis is given to proper visual techniques highlighting the presentations theme. Saturday and Sunday, November 17 and 18, 9 a.m.-5 p.m. Two all-day sessions. Stadium 350. \$105.

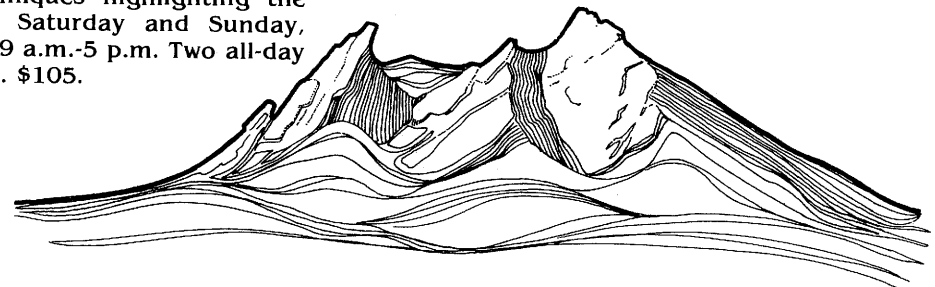
**BMMA-79**  
**Multi-Media Videography Workshops**

This course emphasizes "Video-Visual Styles" and teaches visual communications skills with lecture, lab and hands-on exercises in the field of electronic information gathering. Skills developed include: Multi-Media Videography, Cinematography, and Multi-Image Camera Services. These media will be used to translate storyboard/scriptwriting into audiovisual extravaganzas. Previous video experience or enrollment in BMMA-97 Video Workshop is recommended. Friday, Monday, Tuesday, December 14, 17, 18, 5:30-10 p.m. 3 evening sessions. Stadium 350. \$125.

**BMMA-92**  
**Multi-Image Programming Workshop**

From punch tape to microprocessor computer programming techniques, you will learn how to put together rehearsals and presentations as we examine the steps followed for programming equipment, rehearsals for the client, and transportation to the show site. This is where you stage and present your first show and where we look at the staging of the extravaganzas produced by our staff. Saturday and Sunday, December 15 and 16, 9 a.m.-5 p.m. Two all-day sessions. Stadium 350. \$125.

**Campus Safety:** While Continuing Education students ordinarily do not experience personal safety problems while attending night classes on campus, it is important to utilize the many lighted walkways and avoid walking alone at night. **Nightride** and **Nightwalk** are services recently started because of concerns for safety on campus. See page 5 for details. Or call these services at 492-SAFE.



## COOPERATIVE REAL ESTATE CERTIFICATE PROGRAM

The program offers more than 20 interesting courses in all phases of real estate including finance, appraisal, property management, tax factors in real estate, commercial investment, contracts, construction and techniques of selling. The program is open to all persons seeking to increase their information in this valuable field.

For more information and course registration, call the Division of Continuing Education, Real Estate Education, 492-8666, 8:30 a.m.-5 p.m., Monday through Friday. If you are out of the Denver-Boulder local calling zone, please dial 1-800-332-5839. We will be glad to send you a free, detailed brochure, which is issued three times a year.

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

Evening section: 16 sessions. Tuesday and Thursday evenings, September 25-November 15, 6:30-9:30 p.m. Location: University of Colorado Engineering Building, Southwest Classroom Wing, CR-1-46. Instructors: Fred Kroll, Westminster; and Don Sederberg, Arvada. \$225.

## APPLIED MUSIC PROGRAM

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

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

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

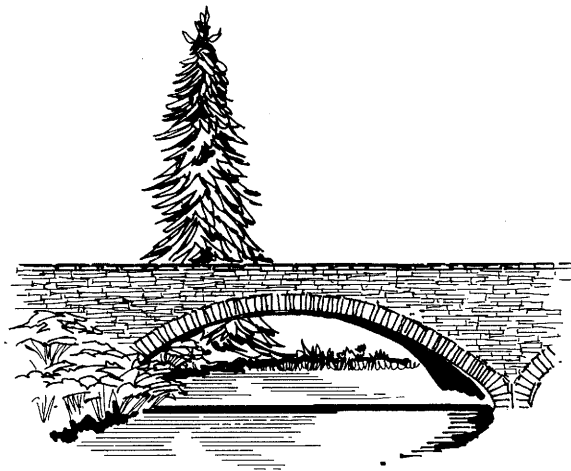
Two hours credit is optional. Practice facilities are available. Enrollees must supply their own instruments with the exception of piano and organ. Lesson times are arranged with the teachers who are graduate students in the College of Music. For further information, call **492-5148** or **492-6352**.

## INDEPENDENT STUDY

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

## INDIVIDUALIZED INSTRUCTION

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



**REGISTRATION  
INSTRUCTIONS FOR CREDIT,  
NONCREDIT, AND CERTIFICATE COURSES**

**Registration begins August 13**

**Pre-Registration is Necessary and Can Be Accomplished:**

**In person:** Monday through Thursday, 9 a.m.-6 p.m.; Friday, 9 a.m.-5 p.m., 1221 University Avenue, Boulder. Short-term metered parking nearby. Also, Thursday and Friday, September 6 and 7, 9 a.m.-4 p.m., University Memorial Ballroom.

**By mail:** To enroll for courses, please fill out the appropriate forms (below for non-credit — on page 49 for credit) completely, and send them to:  
University of Colorado  
Division of Continuing Education  
Campus Box 178  
University of Colorado  
Boulder, Colorado 80309

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

**By phone:** If you are enrolling for noncredit or certificate courses, you may register by phone with payment made by MasterCard or VISA credit cards. Call 492-5148. Longmont or outside Denver Metro area, call 1-800-332-5839.

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

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

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

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

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

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

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

**Registration for Certificate  
and Noncredit Courses**

Mr. \_\_\_\_\_  
Ms. \_\_\_\_\_  
Last First

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Telephone \_\_\_\_\_ Office Telephone \_\_\_\_\_

Social Security Number — Computer courses only \_\_\_\_\_

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

Attach additional sheet if needed

Total Enclosed \_\_\_\_\_

**Tuition Payment by Mail**

Please send a check, payable to University of Colorado, to:  
University of Colorado  
Campus Box 178  
Division of Continuing Education  
Boulder, CO 80309

If using MasterCard or VISA, enclose the following information:



Charge VISA \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_

Expiration Date \_\_\_\_/\_\_\_\_

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



Charge MasterCard \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_

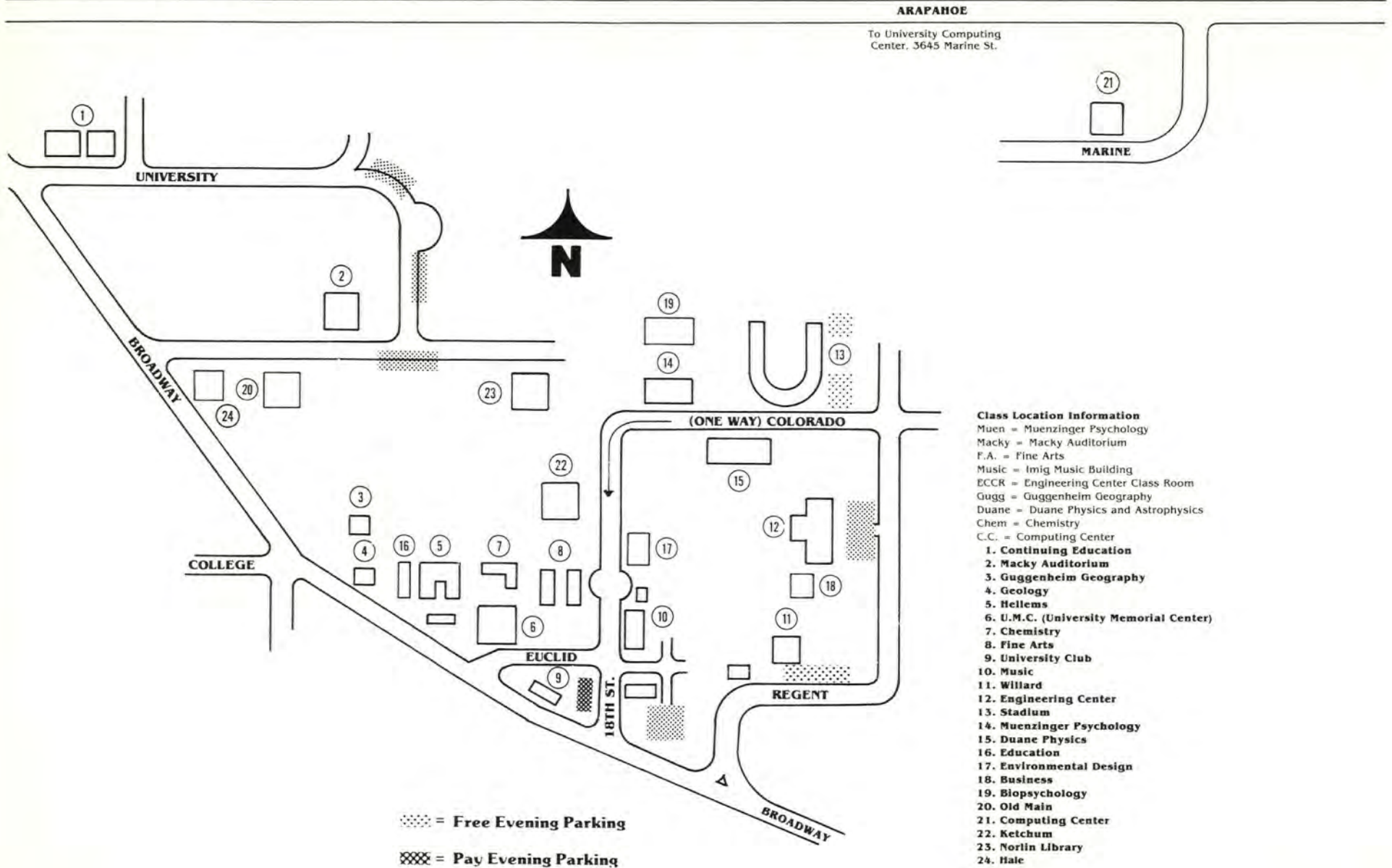
Expiration Date \_\_\_\_/\_\_\_\_

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

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



# Campus Map







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



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

Or Present Occupant