

UNIVERSITY OF COLORADO AT BOULDER
CONTINUING

EDUCATION

SUMMER
1999

ONCE
UPON A
LIFETIME



Ed Hunter '99

NEW AND NOTEWORTHY

Now that we're comfortably settled in our new headquarters at 1505 University Avenue (see story below), we are energetically working on several ideas to expand course offerings and enhance services to students. Watch for details in this space.

BOULDER EVENING DOUBLES UP

Starting this summer, Boulder Evening Credit will offer two consecutive sessions of short, concentrated courses called "intensives." Many students have requested this, as it offers more flexibility and makes it possible to double the number of credit hours you can earn during summer semester.

WEB ENHANCEMENTS

We've worked to make it easy for you to register for Boulder Evening courses. You can sign up by mail, by fax, or in person. If you register by mail, you can now use the Web to fine-tune your plans. Here's how it works. You mail in the credit registration form on page 47. When we mail you a confirmation form, we will enclose a Personal Identification Number (PIN). Using your PIN you can access the Web to drop classes, or to take Evening Credit courses on a Pass/Fail or No Credit (NC) basis.

INDEPENDENT STUDY REVISITED

Independent Study is more popular than ever. As of this summer, the program has a new name, Independent Learning, and a new slogan, "It's up to you." For more information about course offerings, visit our web site at www.colorado.edu/ceww. Or call 800-331-2801 and ask our Independent Learning Office to send you details.

AFTER 87 YEARS, A HOME OF OUR OWN

The CU Division of Continuing Education traces its roots to 1911 when the University Regents approved a plan to establish a Department of Extension. The goal was to make the rich academic resources of the university available to members of the community "seeking information and guidance in solution of the complex problems of modern life." Today, the Division works with each of the University's schools and colleges to provide a wide range of credit and noncredit courses for degree and non-degree students, faculty and staff. Continuing Education students include a rich sample of the Colorado community, including high school students, part-time and returning students of all ages, professionals interested in career development, and individuals intent on intellectual enrichment and creative expression.

Our new home was constructed as a private residence in 1908 and became a fraternity house in 1921, for the CU chapter of Delta Tau Delta, with subsequent additions in 1934 and 1987. The acquisition and renovation of the building enables us to consolidate our offices in space adjacent to campus with the systems we need to accommodate program growth.

Here, under one roof, we now have the talent and the tools to provide opportunities for lifelong learning for generations to come.



3

BOULDER EVENING CREDIT CLASSES

University of Colorado credit courses offered weekdays after 5 p.m. through the departments of Communication, English, Film Studies, Geography, Philosophy, Psychology, Sociology, Spanish.

11

NONCREDIT (PERSONAL DEVELOPMENT) COURSES

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

20

BUSINESS CLASSES

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

23

COMPUTER APPLICATIONS CERTIFICATE PROGRAM

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

42

DISTANCE LEARNING

Programs designed to bridge the distance between you and the University.

Independent Learning
CATECS
Computer Applications

43

ADDITIONAL OPPORTUNITIES AVAILABLE THROUGH CONTINUING EDUCATION

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

ACCESS
Applied Music Program
High School Concurrent Programs
International English Center
Real Estate and Appraisal Program
Summer Session and High School Summer Scholars

45

CAMPUS MAP

46

REGISTRATION INFORMATION

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

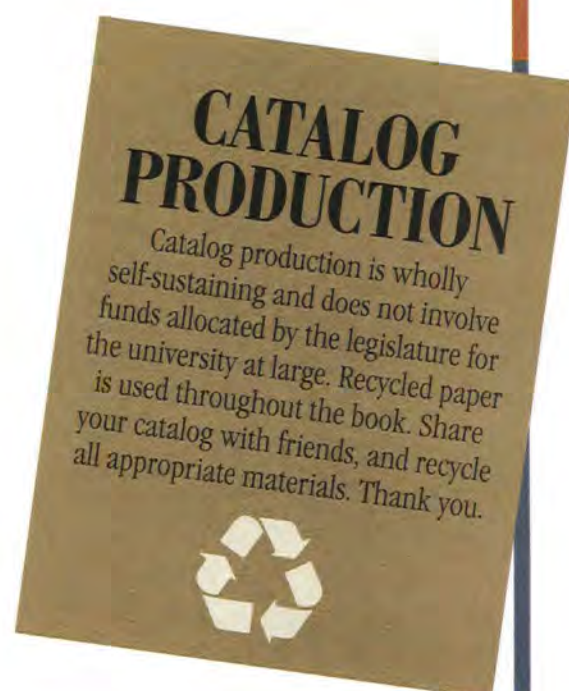
47

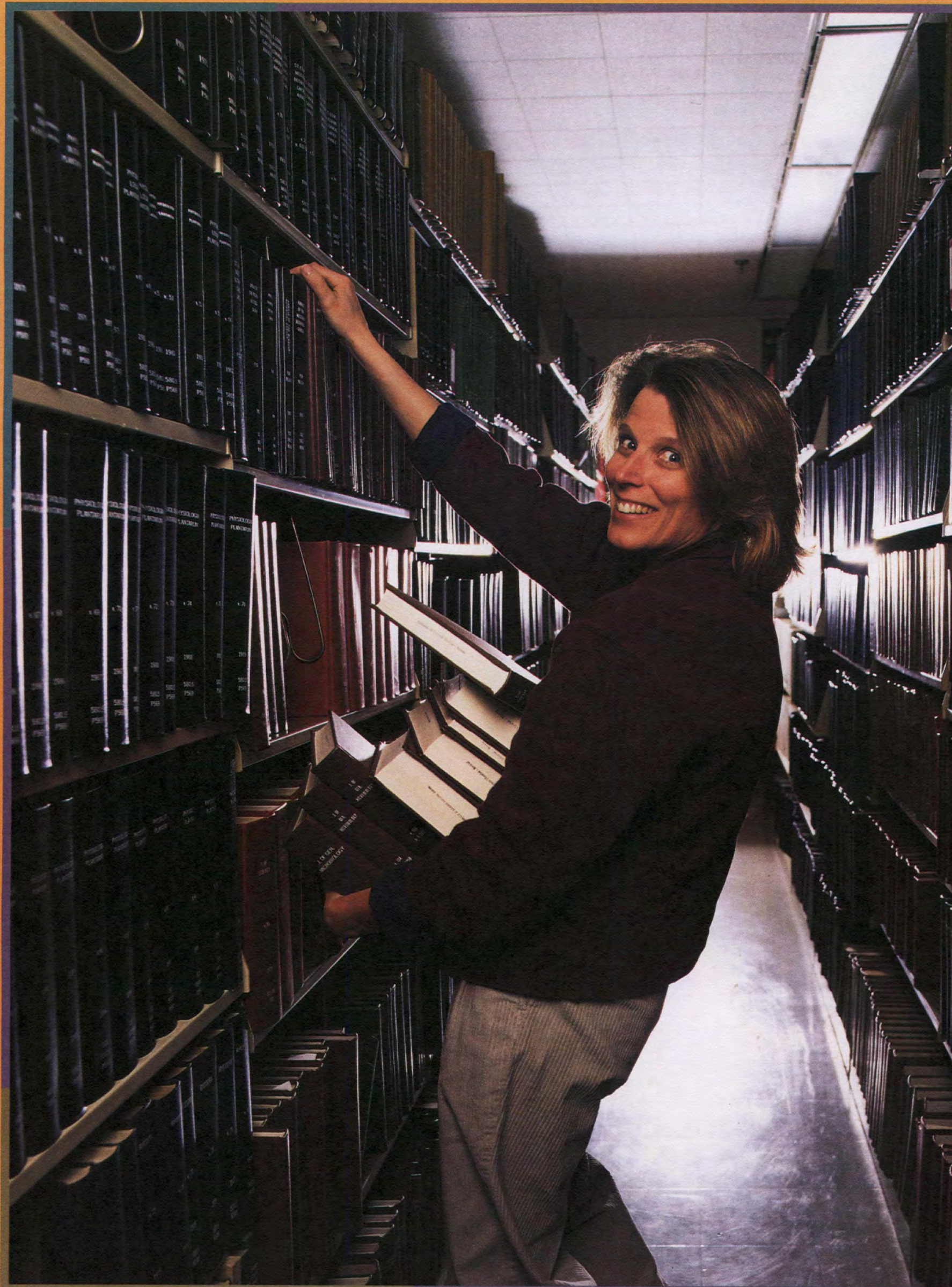
CREDIT REGISTRATION FORM

48

NONCREDIT/CERTIFICATE REGISTRATION FORM

49

INDEX



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

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

ELIGIBILITY: All you need is a high school diploma or GED. (Individuals on University of Colorado financial stops may not enroll.)

RESIDENCY: If you have lived in Colorado for the past 12 months, you may be eligible for in-state tuition rates although you may be asked for documentation. The last day to petition (provide residency documentation) for Summer semester is June 10, 1999.

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

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

Why do certain people act the way they do? Anne Brooks unveils the biological roots of behavior in Biopsychology (PSYC 2012), a course that helps students understand the physiological side of personality. Dr. Brooks says students come away with a more compassionate understanding of mental illness and insights into their own and others' behavior. Dr. Brooks works on the teaching staff at Centennial Peaks, an adolescent medium security lockup facility, a job she loves. She says, "Biopsychology helps you understand the causes. We're working to give them another shot." A graduate of Eastern Illinois U., she did her graduate work at CU at the Institute for Behavior Genetics. She taught the first online classes at CU-Denver and is still involved in the program. She served in the Peace Corps in the Central African Republic in 1983-84, and taught for CU-Denver in Beijing, Katmandu and Moscow. Dr. Brooks says she realized years ago that the traditional tenure-track path is not for her. Evening Credit enables her to teach and Centennial Peaks enables her to apply what she knows. "I'm going on 40 and I'm still idealistic," she says, adding, "I think the potential for making a real difference is right here."

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

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

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

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

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

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

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

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

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

CREDIT CLASSES CALENDAR - DATES YOU SHOULD KNOW

MAY 10	First day of registration at Continuing Education, 1505 University Avenue, 7:30 a.m.-5:30 p.m. Monday through Thursday, 7:30 a.m.-5 p.m. Friday.
JUNE 7	Term 3W (Seven-Week) classes begin. FACULTY/STAFF registration for Boulder Evening classes on space available basis. 50% discount. Active PAF employment verification copy required.
JUNE 8	Term 1W (Five-Week) classes begin. FACULTY/STAFF registration for Boulder Evening classes on space available basis. 50% discount. Active PAF employment verification copy required.
JUNE 11	LAST DAY TO REGISTER FOR TERM 1W AND TERM 3W CLASSES. Withdrawals from Term 1W and 3W after this date will appear as a "W" on student's academic record.
JUNE 14	Instructor's signature required to drop Term 1W and 3W classes.*
JUNE 21	Petition required to drop Term 1W and 3W classes.
JULY 5	Independence Day Holiday. University closed.
JULY 8	Term 1W classes end.
JULY 13	Term 2W (Five-Week) classes begin. FACULTY/STAFF registration for Boulder Evening classes on a space available basis. 50% discount. Active PAF employment verification required.
JULY 16	LAST DAY TO REGISTER FOR TERM 2W CLASSES. Withdrawals from Term 2W classes after this date will appear as a "W" on student's academic record.
JULY 19	Instructor's signature required to drop Term 2W classes.*
JULY 26	Petition required to drop Term 2W classes.
JULY 22-26	Term 3W classes end.
AUGUST 12	Term 2W classes end.

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

REFUND SCHEDULE FOR BOULDER EVENING

TERM 1W

100% through June 11
60% June 14 through June 18
40% June 21 through June 25
NONE THEREAFTER

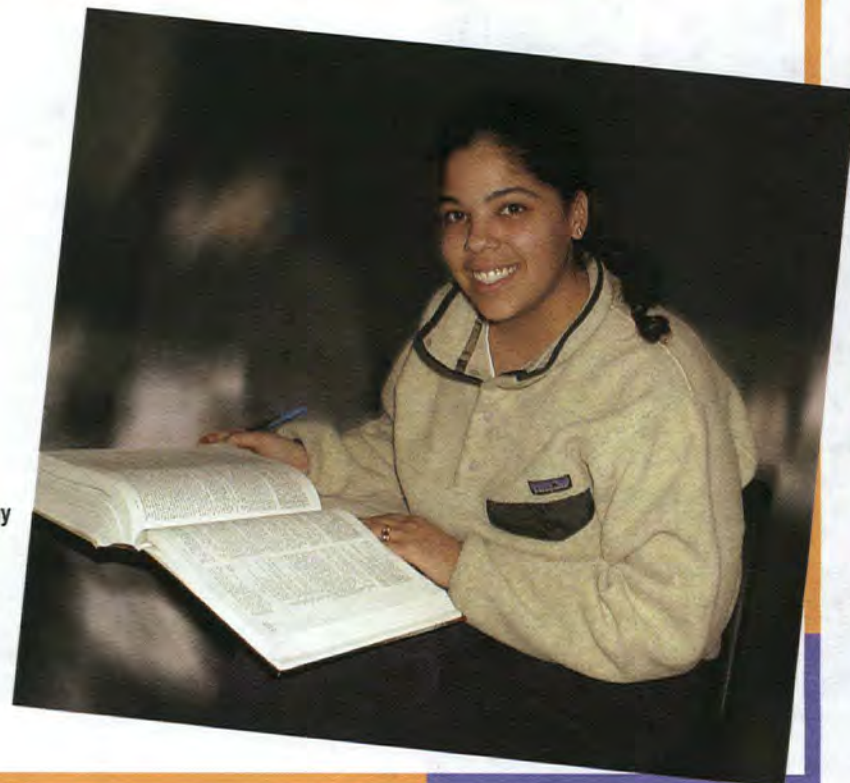
TERM 3W

100% through June 11
60% June 14 through June 18
40% June 21 through June 25
NONE THEREAFTER

TERM 2W

100% through July 16
60% July 19 through July 23
40% July 26 through July 30
NONE THEREAFTER

Samantha Abrams, a Psychology major, took Dr. Moore's Shakespeare class to fulfill a core requirement. She says, "I heard it was a good class and a good prof and I really like it. I'm learning a lot."



REGISTER USING CU CONNECT OR THE WEB

In addition to registering by mail, fax (303-492-3962), or in person (1505 University Avenue), Boulder Evening students are eligible to register using CU Connect (the telephone registration system) or the web. To be eligible to use either CU Connect or the web, students must have a current Continuing Education term record and have no academic or financial stops which could prevent them from registering. To set up a term record, return the registration form on page 47. You will be sent an Invitation to Register through the mail verifying your eligibility along with your Personal Identification Number (PIN). Please remember to keep your PIN confidential. Use of CU Connect or the web obligates you for any tuition charges as a result of adding any course.

CU Connect and the web are normally available Monday through Friday 7 a.m. to midnight and Sundays from 11 a.m. to midnight. They are **not** available on Saturdays or on May 31 or July 4.

WEB REGISTRATION

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

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

CU CONNECT REGISTRATION

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

- ▶ the Boulder-campus code 1
- ▶ the Continuing Education code 1
- ▶ the registration application code 1
- ▶ the term code 994
- ▶ your University student number _____ - _____ - _____
- ▶ your personal identification number (PIN) _____

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

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

OTHER CU CONNECT FUNCTIONS

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

SURVIVAL TIP

When you register through CU Connect or the web, you are obligated for the full tuition and fees resulting from the use of the Personal Identification Number (PIN) issued to you.

ADDITIONAL REGISTRATION INFORMATION

VERIFYING AND ADJUSTING YOUR SCHEDULE

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

WAIT LISTS

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

You can check your position on any course wait list either on the web at www.colorado.edu/plus or by calling CU Connect and pressing 5# (list schedule function). If you are wait listed for a Boulder Evening course and a space becomes available, a Continuing Education Registrar will contact you directly. If you wish to be enrolled, payment is due within 48 hours to hold your space in the course. Accurate telephone numbers are therefore important for us to contact you directly.

ACCOUNT BALANCES

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

COURSE RESTRICTIONS

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

GRADES

To access your grades through the web, log on to www.colorado.edu/plus, enter your student ID number and PIN, and choose the grades option. To access your grades through CU Connect call 303-938-8110 from any touch tone phone, press 1 for the Boulder campus, 1 for Continuing Education, 2 for the grade code function and enter the term code (994 for summer) followed by your student number and PIN. To determine the term code for previous semesters, the first two digits are the year and the last digit the semester (1=Spring, 4=Summer, 7=Fall).

ADDITIONAL WEB FUNCTIONS

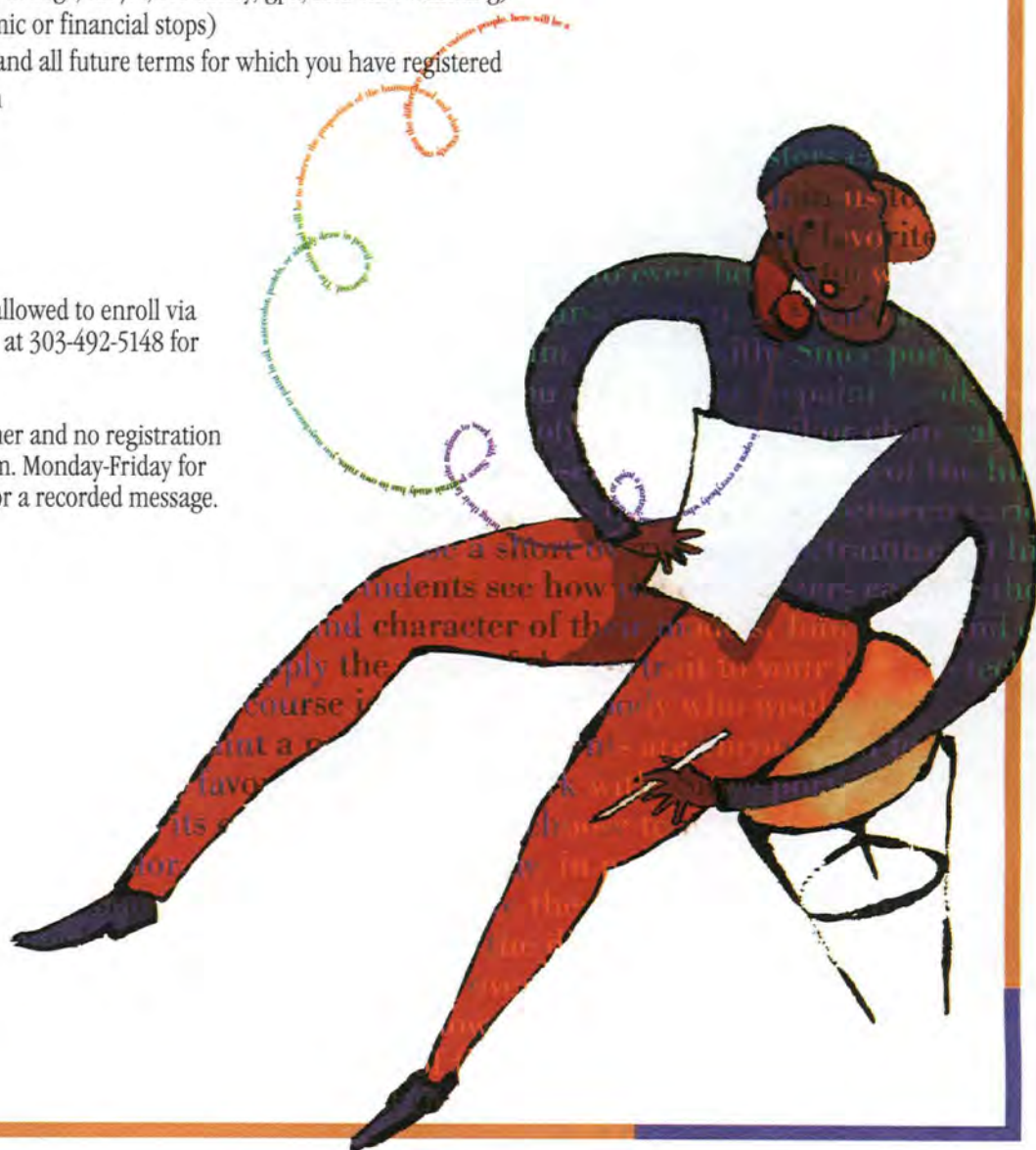
With your student identification number and PIN, in addition to registering, you are also able to find the following:

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

PROBLEMS? QUESTIONS?

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

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



CLASSES BY STARTING DATE, SUMMER 1999

TERM 1W (FIVE-WEEK) CLASSES

Tuesday, Wednesday, and Thursday Courses, Begin June 8 and End July 8

Dept.	Course No.	Section	Call No.	Time	Course Title
GHST	CANC 1015-3	100	60010	5:30-8:30 p.m.	Introduction to Chicano Studies
COMM	1300-3	100	60011	6-9 p.m.	Public Speaking
HIST	2100-3	100	60012	6-9 p.m.	Revolution in History
JOUR	CANC 1002-3	100	60013	5:30-8:30 p.m.	Critical Thinking and Writing
KINE	3420-3	100	60014	5:30-8:30 p.m.	Nutrition, Health and Performance
PSCI	4734-3	100	60015	5:30-8:30 p.m.	Politics and Literature

TERM 3W (SEVEN-WEEK) CLASSES

Monday and Wednesday Courses, Begin June 7 and End July 26

Dept.	Course No.	Section	Call No.	Time	Course Title
ENGL	3060-3	300	60016	6-9 p.m.	Modern and Contemporary Literature
GEOG	1982-3	300	60017	6-9 p.m.	World Regional Geography
PSYC	2012-3	300	60018	6-9 p.m.	Biological Psychology 1
SOCY	3151-3	300	60019	6-9 p.m.	Self in Modern Society

Tuesday and Thursday Courses, Begin June 8 and End July 22

Dept.	Course No.	Section	Call No.	Time	Course Title
ENGL	3051-3	300	60020	6-9 p.m.	Intermediate Fiction Workshop
PHIL	1200-3	300	60021	6-9 p.m.	Philosophy and Society
PSYC	4456-3	300	60022	6-9 p.m.	Psychology of Personality
SOCY	1016-3	300	60023	5:30-8:30 p.m.	Sex, Gender, and Society 1
UWRP	3020-3	300	60024	6-9 p.m.	Topics in Writing: Art and Analysis

TERM 2W (FIVE-WEEK) CLASSES

Tuesday, Wednesday, and Thursday Courses, Begin July 13 and End August 12

Dept.	Course No.	Section	Call No.	Time	Course Title
FILM	3563-3	200	60025	6-9 p.m.	Producing the Feature Film
PSCI	3054-3	200	60026	6-9 p.m.	American Political Thought
SOCY	1005-3	200	60027	6-9 p.m.	Social Conflict and Social Values
SPAN	2110-3	200	60028	5:30-8:30 p.m.	Second-Year Spanish 1

SURVIVAL TIPS

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

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

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

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

All tuition and refund determinations are subject to audit.



Irum Hussain took Dr. Moore's Shakespeare class because "it's a core requirement and it fit well with my schedule." It is, in fact, her final course before graduating as a Poli Sci and International Relations major.

COMMUNICATION

COMM 1300-3 Public Speaking

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

Joel Guenther, M.A.

Term 1W - Section 100: Call No. 60011 Tuesdays, Wednesdays, and Thursdays, June 8-July 8, 6-9 p.m. Muenzinger E113. \$300 (resident).

ENGLISH

ENGL 3051-3 Intermediate Fiction Workshop

Intermediate course in fiction writing. May be taken up to three times for credit.

George Moore, Ph.D.

Term 3W - Section 300: Call No. 60020 Tuesdays and Thursdays, June 8-July 22, 6-9 p.m. Ketchum 206. \$300 (resident).

ENGL 3060-3 Modern and Contemporary Literature

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

George Moore, Ph.D.

Term 3W - Section 300: Call No. 60016 Mondays and Wednesdays, June 7-July 26, 6-9 p.m. Ketchum 235. \$300 (resident).

ETHNIC STUDIES

CHST 1015-3 Introduction to Chicano Studies

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

Margarita Olivas, B.A.

Term 1W - Section 100: Call No. 60010 Tuesdays, Wednesdays, and Thursdays, June 8-July 8, 5:30-8:30 p.m. Muenzinger E131. \$300 (resident).

FILM STUDIES

FILM 3563-3 Producing the Feature Film

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

Frank Iannella, M.A.

Term 2W - Section 200: Call No. 60025 Tuesdays, Wednesdays, and Thursdays, July 13-August 12, 6-9 p.m. Guggenheim 205. \$308 (resident).

GEOGRAPHY

GEOG 1982-3 World Regional Geography

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

Betsy Forrest, M.A.

Term 3W - Section 300: Call No. 60017 Mondays and Wednesdays, June 7-July 26, 6-9 p.m. Benson Earth Sciences 185. \$300 (resident).

HISTORY

HIST 2100-3 Revolution in History: The Environmental Revolution

Examines the causes, character, and significance of political revolution in world history. Concentrating on one of the major revolutions of modern history, it examines why revolutions occur, who participates in revolution, and to what effect. Specific course focus will vary. Approved for arts and sciences core curriculum: historical context.

Stephen Sturgeon, Ph.D.

Term 1W - Section 100: Call No. 60012 Tuesdays, Wednesdays, and Thursdays, June 8-July 8, 6-9 p.m. Clare Small 207. \$300 (resident).

JOURNALISM

JOUR 1002-3 Critical Thinking and Writing

Students review grammatical and organizational principles, experiment with several rhetorical modes, summarize and analyze media texts, and learn techniques for writing and editing clearly and effectively. To improve their persuasive abilities, students learn to use library resources and computer databases to conduct basic research about controversial issues. Students learn to think critically about media by studying personal writing (autobiographical essays), informative writing (news and feature writing), persuasive writing (columns and reviews), and promotional writing (public relations and advertising).

Jan Whitt, Ph.D.

Term 1W - Section 100: Call No. 60013 Tuesdays, Wednesdays, and Thursdays, June 8-July 8, 5:30-8:30 p.m. Muenzinger D439. \$300 (resident).



George Moore is teaching Modern Contemporary Literature and Intermediate Fiction Workshop this summer, and he teaches Shakespeare in the spring and fall. The literature course covers 20th century poetry and fiction. The workshop is a creative writing class that accommodates a broad range of experience. The class attracts novices, tech writers and published authors. Over a period of seven weeks, students write three short stories and polish one or two for their portfolios. Dr. Moore has authored two volumes of poetry, *The Petroglyphs at Wedding Rock* (1997) and *The Long Way Around* (1992), and a new book on Gertrude Stein.

KINESIOLOGY

KINE 3420-3

Nutrition, Health, and Performance

Basic principles of nutrition and their relationship to health. Students may not receive credit for both KINE 3420 and PSYC 2062. Prereq., junior standing (pre-nursing students are exempt). Approved for arts and sciences core curriculum: natural science.

Brian Seaward, Ph.D.

Term 1W - Section 100: Call No. 60014 Tuesdays, Wednesdays, and Thursdays, June 8-July 8, 5:30-8:30 p.m. Hale 270. \$300 (resident).

PHILOSOPHY

PHIL 1200-3

Philosophy and Society

Introduces philosophical thought through critical analysis of our own society, its institutions, and principles. Approved for arts and sciences core curriculum: United States context, or ideals and values.

Lee Speer, M.A.

Term 3W - Section 300: Call No. 60021 Tuesdays and Thursdays, June 8-July 22, 6-9 p.m. Hale 230. \$300 (resident).

POLITICAL SCIENCE

PSCI 3054-3

American Political Thought

Development of American political theories and ideas from colonial period to present. Can also be taken for American field credit. Prereq., PSCI 2004 recommended. Approved for arts and sciences core curriculum: United States context, or ideals and values.

Vince McGuire, Ph.D.

Term 2W - Section 200: Call No. 60026 Tuesdays, Wednesdays, and Thursdays, July 13-August 12, 6-9 p.m. Duane Physics G131. \$300 (resident).

PSCI 4734-3

Politics and Literature

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

Loren Weinberg, Ph.D.

Term 1W - Section 100: Call No. 60015 Tuesdays, Wednesdays, and Thursdays, June 8-July 8, 5:30-8:30 p.m. Muenzinger E123. \$300 (resident).

SURVIVAL TIPS

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

PSYCHOLOGY

PSYC 2012-3

Biological Psychology 1

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

Approved for arts and sciences core curriculum: natural science.

Anne Brooks, Ph.D.

Term 3W - Section 300: Call No. 60018 Mondays and Wednesdays, June 7-July 26, 6-9 p.m. Muenzinger E0046. \$300 (resident).

PSYC 4456-3

Psychology of Personality

Psychological study of structure, organization, and development of the person as a whole. Analysis of major theories, methods, and research, including topics such as emotion, motivation, temperament, inner experience, identity and the self, personality change, and the influence of sociocultural context. Enrollment restricted to juniors and seniors.

Patrick Vann, Ph.D.

Term 3W - Section 300: Call No. 60022 Tuesdays and Thursdays, June 8-July 22, 6-9 p.m. Muenzinger E432. \$300 (resident).

SOCIOLOGY

SOCY 1005-3

Social Conflict and Social Values

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

TBA

Term 2W - Section 200: Call No. 60027 Tuesdays, Wednesdays, and Thursdays, July 13-August 12, 6-9 p.m. Clare Small 207. \$300 (resident).

SOCY 1016-3

Sex, Gender and Society 1

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

TBA

Term 3W - Section 300: Call No. 60023 Tuesdays and Thursdays, June 8-July 22, 5:30-8:30 p.m. Duane Physics G125. \$300 (resident).

SOCY 3151-3

Self in Modern Society

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

TBA

Term 3W - Section 300: Call No. 60019 Mondays and Wednesdays, June 7-July 26, 6-9 p.m. Duane Physics G125. \$300 (resident).

SPANISH

SPAN 2110-3

Second-Year Spanish 1

Grammar review. Emphasizes reading, writing, and speaking skills. Attendance at the language laboratory may be mandatory. Prereq., SPAN 1020 or 1150 or placement. Similar to SPAN 2150.

Javier Garces, B.A.

Term 2W - Section 200: Call No. 60028 Tuesdays, Wednesdays, and Thursdays, July 13-August 12, 5:30-8:30 p.m. Chemistry 145. \$320 (resident).

UNIVERSITY WRITING PROGRAM

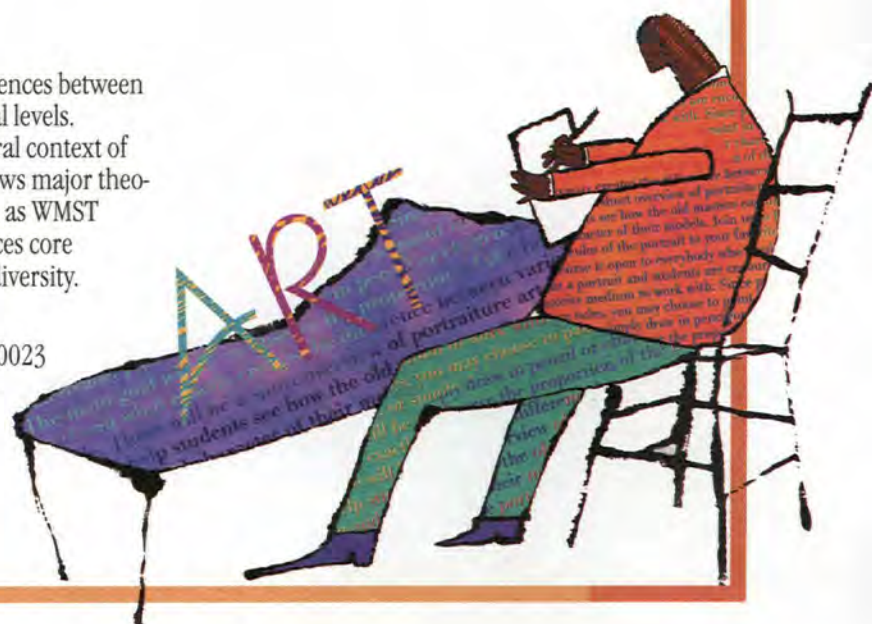
UWRP 3020-3

Topics in Writing: Art and Analysis

Each instructor assigns two or more readings on a given topic. Students choose an essay, abstract its argument, analyze it, and agree or disagree with the author. They thus learn the principal modes of academic rhetoric: description, analysis and argument. Approved for arts and sciences core curriculum: written communication.

Kit McChesney, M.A.

Term 3W - Section 300: Call No. 60024 Tuesdays and Thursdays, June 8-July 22, 6-9 p.m. Ketchum 301. \$300 (resident).





HAPPY ENDINGS START WHEN YOU DARE TO DREAM.

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

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

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

Classes will not meet on July 5.

Good news for people with serious aspirations in the entertainment industry. Leigh Kennicott is teaching two good classes this summer. Drawing on her experience in LA as a writer and actor for movies, commercials and sitcoms, Leigh has insider knowledge to share. In *Acting for the Camera*, she teaches practical tricks of the trade that are an essential part of on-camera work. In *Team Writing*, students will write the script for a short film about Boulder. The beauty of it is that basic structural work and first-draft scripting are done by the class on a collaborative basis through a process of thinking out loud. Leigh began her career as an actress, then moved into producing and sitcom work with Miller Boyette Productions, producers of *Happy Days* and other prime time shows. She earned an MA at Cal State Northridge and is working on her Ph.D. here at CU. Leigh says coming to CU is "the best thing I ever did." This summer, she is directing and producing a play titled, "Teahouse" that will be presented in the ideal venue—the Teahouse.

WAYS TO
5
REGISTER
see page 46

NONCREDIT COURSES, SUMMER 1999

ARCHITECTURE AND LANDSCAPE	12	LIFESTYLES - PERSONAL AND PROFESSIONAL	16
Four Season Colorado Landscape		Sports Psychology: For the Athlete and Business Professional	
COMMUNICATION	13	Whole Mind Reading	
Introduction to American Sign Language		Finding and Running the Organic Farm	
FINE ARTS	13	Do What You Love: The Career Decision Workshop	
Basic Photography		NOT FOR ADULTS	16
Creative Photography Workshop		Cartooning for Kids 8-12	
Landscape Portraiture and Nature Photography		Cartooning for Teens 13-18	
Life Drawing		Study Smarter: Grades 10-12	
Introduction to Drawing		SCIENCE	17
Landscape in Water Media		An Introduction to the Universe	
Introduction to Oil Painting		Identification of Wildflowers of Boulder County	
Portraiture Workshop		A Field Trip: The Geology of Boulder	
The Art of Handmade Books		Ethnoherbology	
Discovering Your Creativity		TESTING AND ACADEMIC PREPARATION	18
Art Appreciation from Renaissance to the Present		Preparing for the Graduate Management Admission Test (GMAT)	
FOREIGN LANGUAGES	14	Preparing for the Graduate Record Exam (GRE)	
Beginning Conversational French		THEATRE AND MUSIC	18
Beginning Conversational Italian		Behind the Scenes! The Colorado Shakespeare Festival	
Conversational Italian for Advanced Beginners		Acting Basics	
Beginning Conversational Spanish		Acting for the Camera	
Conversational Spanish for Advanced Beginners		WRITING AND LITERATURE	19
Intermediate Conversational Spanish		How to Write Magazine Articles and Get Them Published	
HISTORY AND CULTURE	15	Creative Writing	
Historic Tour of Western Boulder County		Writing Fiction: A Weekend Intensive	
INVESTMENTS AND PERSONAL FINANCE	15	Writing Screenplays: The Team Approach	
Basic Investing		Writing in the Real World: How to Write Non-fiction	
Planning for Retirement			
The Five Minute a Day Personal Financial Plan			
The Debt Free Prosperous Living Seminar			



Instructor Nadia Turk answers a question from Randy Grow in Beginning French class. Her goal is to help students build conversational skills and confidence from the very start. She says she is pleasantly surprised at the growing interest in French language skills. She has a loyal following of students who appreciate the energy and enthusiasm she brings into the classroom. Nadia says, "I know it can be intimidating for adults to learn a foreign language. And so it's a very rewarding experience to see how quickly they begin to relax, to participate, and work as a team. For me, it's a joy to come to these classes." Because she grew up speaking French and travels often to France, her teaching reflects her first-hand knowledge of French idioms and culture.

ARCHITECTURE AND LANDSCAPE

NCAL 011

Four Season Colorado Landscape

If your goal is a beautiful yard all year long, this class is for you! We discuss landscape features and specific plants as we investigate four-season gardening in Colorado's beautiful but arid climate. Have the yard that is the showcase of the neighborhood.

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

Section 100: Tuesday, July 20, 6-9 p.m. 1 session
Ketchum 235. \$25.

COMMUNICATION

NC C 008

Introduction to American Sign Language

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

Jenny Lin, B.A. from Gallaudet University, studied abroad in Rio de Janeiro, and currently works as a professional research assistant at CU-Boulder.

Section 100: Tuesdays, June 8-July 20 (no class July 6), 6-8 p.m. 6 sessions. Ketchum 120. \$85.

FINE ARTS

NCFA 001

Basic Photography

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

Andrea Wallace, M.F.A., has worked professionally in both commercial photography and photojournalism. Her work has been exhibited in Massachusetts, Colorado and Georgia.

Section 100: Mondays, June 21-August 9 (no class July 5), 6:30-8:30 p.m. 7 sessions. Hale 260. \$100.

NCFA 002

Creative Photography Workshop

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

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

Section 100: Thursdays, July 1-August 5, 7:30-9:30 p.m. 6 sessions. Ketchum 118. \$150.

NCFA 044

Landscape Portraiture and Nature Photography

Learn the basics of color landscape with a strong emphasis on the flowers of Boulder County. Find out more about camera equipment and filters as well as compositional strategies.

The first section will meet on Thursday, July 15 for an instructional session. Then we will have two three-hour field sessions on Saturday, July 17 and 24. After having the film processed, we'll meet as a group to view and discuss our photographs on Thursday, July 29. The second section will meet on Thursday, August 5 for an instructional session. Then we will have two three-hour field sessions on Saturday and Sunday, August 7 and 8. After having the film processed, we'll meet as a group to view and discuss our photographs on Thursday, August 12.

Michael Grasseschi, B.A., has been a photography workshop instructor at the Crested Butte Wildflower Festival for five years. His work has been exhibited in several shows and published in magazines.

Section 101: Thursdays, July 15 and 29, 6:30-8:30 p.m. and Saturdays, July 17 and 24, 9 a.m.-12 noon. 4 sessions. Ketchum 119. \$70.

Section 102: Thursdays, August 5 and 12, 6:30-8:30 p.m. and Saturday and Sunday, August 7 and 8, 9 a.m.-12 noon. 4 sessions. Ketchum 119. \$70.

NCFA 005

Life Drawing

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

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

Section 100: Wednesdays, June 16-July 21, 7-9 p.m. 6 sessions. Fine Arts N275. \$100.

NCFA 020

Introduction to Drawing

Learn to translate your observations through drawing! You will explore line, value, texture, perspective and more. Working with different materials, such as paper, pencil, graphite, ink, charcoal and house paint, you will experience the different approaches to contemporary drawing. No experience is necessary to start drawing now! Supplies will cost approximately \$50. Call 303-492-5148 for a supply list.

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

Section 100: Tuesdays, June 22-August 3 (no class July 6), 6:30-9 p.m. 6 sessions. Fine Arts N298. \$105.

NCFA 022

Landscape in Water Media

No experience required to create a stunning summer landscape in a different location each Saturday morning. Composition, color and creative techniques will be the focus of this class. A variety of media can be used including watercolor, dry watercolor, water-based crayons and/or pencils, soft pastels, oil pastels or colored pencils. Call 303-492-5148 for a supply list. Meet on Varsity Bridge near Macky Auditorium for the first class meeting. Other destinations include Boulder Creek at the Library, Chautauqua Park, and Artist's Point at the top of Flagstaff Mountain. Weather dates arranged if needed.

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

Section 100: Saturdays, June 19-July 17 (no class July 3), 10 a.m.-1 p.m. 4 sessions. \$85.



FINE ARTS-CONTINUED

NCFA 028

Introduction to Oil Painting

Unlock the mysteries of this luminous approach to painting. The course introduces students to color theory, palette selection and color mixing. Traditional techniques and oil-based mediums will be explored as students create their own paintings. Particular emphasis will be placed on the observation of light and on developing strong compositions. No prior experience necessary, however, we recommend Introduction to Drawing be taken first. Supplies will cost approximately \$120 to \$150. Call 303-492-5148 for a supply list.

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

Section 100: Wednesdays, June 23-August 4, 6-8:30 p.m. 7 sessions. Fine Arts N103. \$130.

NCFA 040

Portraiture Workshop

This intensive course is open to everybody who would like to draw or paint a portrait. Students are encouraged to bring their favorite medium to work with. Since portrait study has its own rules, you may choose to paint in oil, watercolor, pastels, or simply draw in pencil or charcoal. The main goal will be to observe the proportion of the human head and what exactly creates the difference between various people. There will be a short overview of portraiture art history that will help students see how the old masters capture the expression and character of their models. Join us to find out how to apply the rules of the portrait to your favorite technique.

Ileana Barbu, M.F.A., paints in oil and watercolor and is an expert in the areas of clay modeling and bas-relief.

Section 100: Saturday and Sunday, July 17-18, 9 a.m.-4 p.m. 2 sessions. Fine Arts N103. \$100.

NCFA 030

The Art of Handmade Books

An artistic approach to an age-old pleasure. This series of four "hands-on" workshops will introduce students to the exciting and enriching art and technique of book making. Using decorated book papers, letter press and linocut printing, sewn bindings, accordion folds, photo albums and other new and classic techniques, students will design and create personal books to treasure and acquire the materials and skills to keep creating on their own. Classes are designed so that materials created in one session are added to in the following sessions. Three instructors plan to be at each class, providing close personal attention and encouragement to each student. \$25 materials fee payable to instructor at first class.

Louise Padden, M.F.A., Julie Seko, B.A., and Kay Moller, B.Sc., are members of the Book Arts League.

Section 100: Saturdays, July 17-August 7, 1-4 p.m. 4 sessions. Fine Arts C174. \$130.

NCFA 050

Discovering Your Creativity

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

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

Section 100: Saturday and Sunday, June 19-20, 9 a.m.-5 p.m. 2 sessions. Economics 205. \$115.

NCFA 070

Art Appreciation from Renaissance to the Present

Learn to appreciate the art around you by learning more about its historical and cultural context. We will look at paintings and sculptures with a critical eye, analyzing different styles and discussing how artists' works often reflect the world around them. We'll cover significant periods in art history, looking at works of major artists and analyzing prevalent styles. Periods to be covered are the Renaissance/Baroque, Impressionism, Native American, and Modern. You'll never feel intimidated or apathetic in a museum again and will finish the course with a much greater appreciation of the visual arts. Includes an optional visit to the Denver Art Museum on June 26.

Priscilla Craven has an M.A. in Art History from CU-Boulder, and an M.A. in Italian.

Section 100: Tuesdays and Thursdays, June 15-24, 6-8 p.m. and Saturday, June 26, 10 a.m.-12 noon. 5 sessions. Economics 205. \$70.

FOREIGN LANGUAGES

NCFL 100

Beginning Conversational French

Designed for students with little or no knowledge of French, this course covers grammar but emphasizes conversational skills. Cultural aspects of French life and practical conversation for travelers will also be covered.

Anne-Marie Colwell, M.A., is a native French speaker and teaches French at CU-Boulder and the Boulder Valley School District.

Section 100: Mondays and Wednesdays, June 7-30, 6-8 p.m. 8 sessions. Economics 117. \$125.

NCFL 102

Beginning Conversational Italian

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

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

Section 100: Wednesdays, June 23-July 28, 6-8 p.m. 6 sessions. Ketchum 118. \$95.



Colette Marie is a dancer and a writer who has been trying to get around to studying French "for a long time." And now she is. This is her second time around with Beginning French and she feels she is making real progress. Colette says that her colleagues, who are fluent in French, are really starting to notice and comment as her skills advance. Practical conversational skills are critical, as she is in the process of forming a new dance company and planning a trip to French-speaking Cote d'Ivoire.

NCFL 202
Conversational Italian for Advanced Beginners

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

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

Section 100: Tuesdays, June 22-July 27, 6-8 p.m. 6 sessions. Ketchum 118. \$95.

NCFL 103
Beginning Conversational Spanish

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

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

Section 100: Mondays and Wednesdays, June 14-July 12 (no class July 5), 7-9 p.m. 8 sessions. Hale 240. \$125.

NCFL 203
Conversational Spanish for Advanced Beginners

Build vocabulary, learn the past tense, and review grammar to develop accuracy and proficiency in the use of the language. Prerequisite: Beginning Spanish or equivalent. Required text, *Getting Along in Spanish*, by Jarvis, available at the CU Bookstore.

Cassandra Cleavinger, M.A., teaches Spanish for the Boulder Evening Credit program.

Section 100: Mondays and Wednesdays, July 12-August 4, 6-8 p.m. 8 sessions. McKenna 112. \$125.

NCFL 303
Intermediate Conversational Spanish

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

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

Section 100: Tuesdays, June 15-July 27, 7-9 p.m. 7 sessions. McKenna 112. \$110.



HISTORY AND CULTURE

NCH 018
Historic Tour of Western Boulder County

Visit the historic mining communities of western Boulder County. Learn about the people, the changes, and sometimes the end of these old communities. Ride along the historic Moffat Road and see the Moffat Tunnel. How did a flood in Pueblo result in a tunnel in Boulder? Explore the sites, enjoy the scenery and learn about the glory days of old Boulder County. Dutch treat lunch in Nederland. Participants will carpool, leaving from the parking lot at 6th and Canyon at 8:30 a.m. sharp. Class size is limited.

Jay Fell, Ph.D., has taught Colorado History at CU-Boulder and has published books on the mining industry.

Section 100: Saturday, July 10, 8:30 a.m.-4:30 p.m. 1 session. \$60.

INVESTMENTS AND PERSONAL FINANCE

NCI 008
Basic Investing

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

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

Section 100: Wednesdays, July 7-28, 6:30-8:30 p.m. 4 sessions. Hale 230. \$60.

NCI 011
Planning for Retirement

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

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

Section 100: Wednesdays, July 14-21, 6:30-8:30 p.m. 2 sessions. Hale 260. \$30.

NCI 021
The Five Minute a Day Personal Financial Plan

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

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

Section 100: Saturdays, June 19-26, 9 a.m.-1:30 p.m. 2 sessions. Helms 201. \$65.



INVESTMENTS AND PERSONAL FINANCE

-CONTINUED

NCI 022

The Debt Free Prosperous Living Seminar

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

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

Section 100: Thursday, July 15, 6:30-9:30 p.m.
1 session. Hale 260. \$30.

LIFESTYLES - PERSONAL AND PROFESSIONAL

NCL 020

Sports Psychology: For the Athlete and Business Professional

This effective and entertaining course teaches participants how to find and turn on their own success switch. The course utilizes the confidence building, stress reducing and success-creating mental skills of Olympians and high achieving business professionals. Learn how to use the powerful connection between mind and body to your advantage. Easy to learn performance enhancing skills and techniques are taught in a fun and relaxed manner.

Tom Gangel, M.A., has been teaching and presenting workshops to business persons, health care workers, athletes and students for thirteen years.

Section 100: Tuesdays, July 6-13, 6:30-9 p.m.
2 sessions. Ketchum 119. \$35.

NCL 021

Whole Mind Reading

So many books...so little time? Not to mention the stacks of newsletters, magazines, journals, reports, memos. Make a shift from the linear, sequential, word-by-word paradigm of laborious reading to a whole brain/body model that is purposeful and energizing because it taps into your mental and creative reserves to dramatically increase reading speed and satisfaction. You will read "smarter, not harder" by selecting the most useful materials and focusing on what is most pertinent. Learn immediately applicable techniques for optimizing your state of mind and organizing information before and after you read to easily retain and recall material relevant to your purpose.

Deborah Fink, an academic librarian and teacher for nearly two decades, is an author, certified PhotoReading instructor, and founder of MetaLearning.

Section 100:
Saturday and
Sunday, June
26-27, 10 a.m.-
4 p.m. 2 sessions.
Hale 236. \$85.

NCL 042

Finding and Running the Organic Farm

For those of you who have a desire to work on or own a farm, this class will discuss how to find a good farm and work it in an environmentally sound fashion. Topics covered include organic farming methods and the business aspects, including production and marketing, of running a farm. The course includes a field trip to an organic farm, the date of which will be announced in class.

John McKenzie, B.A., J.D., has run his family's diversified certified organic farm since 1981.

Section 100: Tuesdays, June 22-July 13, 6:30-8:30 p.m. 5 sessions (including field trip).

Hale 236. \$70.

ECON 117

NCL 052

Do What You Love: The Career Decision Workshop

Break out of the "earning-a-living" rut and be paid to do what you truly love. This workshop takes participants through a hands-on, eight-step career decision making process, utilizing time-tested exercises and vocational testing. Discover what you are truly capable of; generate a realistic list of career options, including self-employment; identify your greatest talents, interests and hidden motivators; find the right career match; uncover hidden opportunities; and find your niche in today's marketplace. Materials fee of \$30 to be paid to instructor for workbook, handouts and testing materials.

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

Section 100: Tuesdays, June 22-July 13, 6-9 p.m.
4 sessions. Hale 240. \$85.

NOT FOR ADULTS

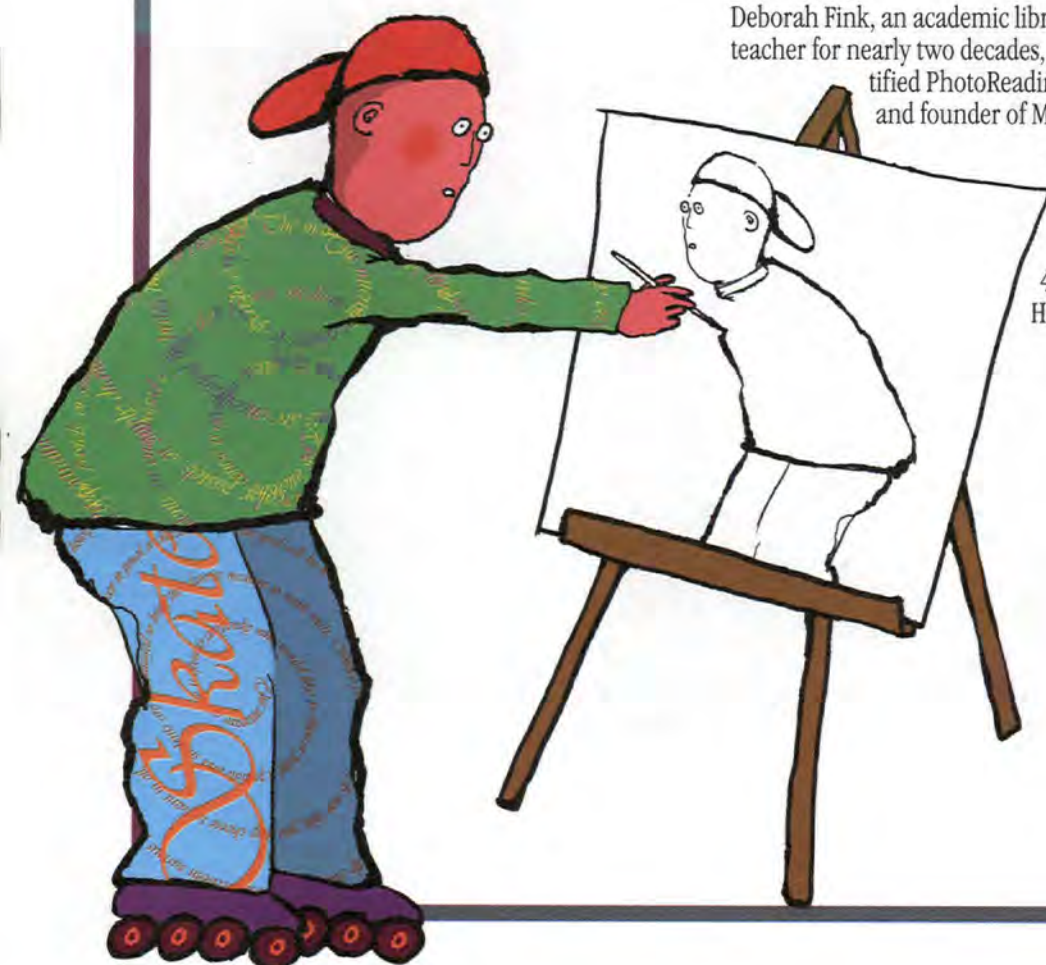
NCFA 365

Cartooning for Kids 8-12

In three fun-filled mornings, kids are introduced to the basics of cartooning including expression, movement, character, animals and more. This step-by-step introductory workshop provides kids with useful art techniques for creating greeting cards, comic strips, T-shirt designs and much more. Bring a fine-line black marker and a #2 pencil to each session. All other materials provided. New assignments for previous students.

Eric Teitelbaum, is a cartoonist with *The New Yorker* magazine and co-creator of the nationally syndicated cartoon "Bottom Liners."

Section 100: Monday, Tuesday, Wednesday, June 28-30, 9 a.m.-12 noon. 3 sessions. Baseline Middle School, Room 320. \$80.



**NCFA 364
Cartooning for Teens 13-18**

A cartoon class created especially for teens. Young people learn not only the basics of character design, expression and movement, but also special techniques for caricaturing famous people and celebrities, designing super heroes, and how to create and send cartoon ideas to comic book and publishing companies. A fun-filled, information-packed program and a lively experience for young artists. Bring a fine-line black marker and a #2 pencil to each session. All other materials provided. New assignments for previous students.

Eric Teitelbaum, is a cartoonist with *The New Yorker* magazine and co-creator of the nationally syndicated cartoon "Bottom Liners."

Section 100: Monday, Tuesday, Wednesday, June 28-30, 1-4 p.m. 3 sessions. Baseline Middle School, Room 320. \$80.

**NCT 034
Study Smarter: Grades 10-12**

Astound your family with new study skills and habits! Learn strategies that cut your study time and prepare you for college or your next year in high school. Topics covered are note taking, reading strategies, test preparation, concentration, time management and motivation vs. procrastination. This class can change your life!

Sherry Snyder, Ph.D., is Director of Student Programs in the College of Engineering.

Section 100: Mondays and Wednesdays, June 14-30, 6-7:30 p.m. 6 sessions. Duane Physics G1B25. \$65.

SCIENCE

**NCSO 003
An Introduction to the Universe**

Required background: None - just a keen interest in our universe. Take a guided tour of the solar system using slides obtained from NASA's manned and unmanned missions. Then, obtain an overview of the universe including: the origin, structure and evolution of stars; the nature of white dwarfs, neutron stars, and black holes; the dynamics of galaxies; and the origin and evolution of the universe, all illustrated with slides from ground-based and space-based telescopes, including Hubble. The June 7 class will be held at Fiske Planetarium where two shows will be presented: The Night Sky, an introduction to the stars, constellations, and Earth motions; and The Springtime of the Universe, on the origin and evolution of the universe.

Joe Romig, M.Sc., Ph.D., is a member of the NASA Voyager Science team and has been an instructor for 25 years.

Section 100: Sunday, Monday, and Tuesday, June 6-8, 6:30-8:30 p.m. 3 sessions. Duane Physics G131 and Fiske Planetarium. \$45.

**NCSO 010
Identification of Wildflowers of Boulder County**

General principles of taxonomy will be taught along with identifying features of major plant families. Emphasis will be placed on learning to use taxonomic keys to identify native plant species. Taxonomic and ecological features of flowering plants will be examined.

Joyce Gellhorn, Ph.D. in Botany, teaches field classes at CU-Boulder's Mountain Research Station.

Susan Parks Halabrin, M.B.S. in interdisciplinary studies, works with the Denver Museum of Natural History on educational curriculum development.

Section 100: Thursdays, June 10-17, 6:30-9:30 p.m. and Saturdays, June 12-19, 9 a.m.-3 p.m. 4 sessions. Ketchum 118. \$130.

**NCSO 027
A Field Trip: The Geology of Boulder**

This weekend class will take participants on a tour of the geologic formations around Boulder. Focus is on the geologic history at our feet and how the topography has changed over time. Bring a hand lens with you for examining rock samples.

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

Section 100: Saturday, June 5, 9 a.m.-4 p.m. 1 session. Ramaley N1B31. \$50.

**NCSO 036
Ethnoherbology**

Journey with us into the past, through slides and stories, to learn about the medicinal/edible uses of plants by ancient and not-so-ancient people, including your own ancestral roots. Learn also how to grow some of these plants in your garden as well as go "into the field" to identify plants. Samples of various plants will be provided in class as well as recipes for remedies, food, and the home. \$3 materials fee payable to the instructor in class. Saturday field trip in Boulder area to identify medicinal and edible plants is included.

Lynne Ihlstrom, M.A., P.C., M.G., is an Advanced Master Gardener with 25 years of organic gardening experience and is a trained herbalist.

Section 100: Wednesdays, June 9-30, 6:30-8:30 p.m. and Saturday June 26, 9 a.m.-12 noon. 5 sessions. Hale 260. \$80.



David Alessi has been to France and plans to go back and stay longer. He is taking Beginning French so that when he does, "I can feel more a part of it." He loves languages and hopes to study Italian as well. He says it's really exciting to be back in a classroom, ready, willing and eager to learn.

TESTING AND ACADEMIC PREPARATION

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

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

Heather Tolby, B.A., and Mary Johnson, B.A., are secondary teachers as well as test review instructors for PREP Associates.

Section 101: Verbal: Analytical Reasoning and Reading, Sentence Correction and Writing.

Tuesday and Thursday, July 13-15, 6-10 p.m.
2 sessions. Muenzinger E113. \$150.

Section 102: Quantitative: Problem Solving and Data Sufficiency.

Tuesday and Thursday, July 20-22, 6-10 p.m.
2 sessions. Muenzinger E113. \$150.

Section 103: Verbal and Quantitative.

Tuesdays and Thursdays, July 13-22, 6-10 p.m.
4 sessions. Muenzinger E113. \$250.

NCT 301 Preparing for the Graduate Record Exam (GRE)

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

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

Section 100: Monday and Tuesday, June 21-22, 6-10 p.m. and Wednesday and Thursday, June 23-24, 6-9 p.m. 4 sessions. Geology 121. \$175.

THEATRE AND MUSIC

NCTH 001 Behind the Scenes! The Colorado Shakespeare Festival

No-holds Bard! Come join us for a behind the scenes peek at the plays and productions of the 1999 Colorado Shakespeare Festival! Meet CSF actors and artists for backstage tours and informal pre-show discussions of the plays and productions! This year we offer the *Merry Wives of Windsor*, *Henry I*, *Henry II* and *Comedy of Errors*. Enrollment is limited. No refunds.

Registration deadline is June 14. Rain policy: plays proceed unless conditions threaten players or audience. If a performance is canceled before 10 p.m. because of weather, ticket stub serves as a rain check. See CSF brochure for details.

Ethelyn Friend, M.F.A., is Director of Education for the Colorado Shakespeare Festival and a CSF actor.

Section 101: Wednesday, July 7, 6:30-7:30 p.m.
Merry Wives of Windsor. Hellems 255. \$45.

Section 102: Wednesday, July 14, 6:30-7:30 p.m.
Henry I. Hellems 255. \$45.

Section 103: Wednesday, July 21, 6-7 p.m.
Henry II. Hellems 255. \$45.

Section 104: Tuesday, July 27, 6:30-7:30 p.m.
Comedy of Errors. Hellems 255. \$45.

NCTH 017 Acting Basics

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

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

Section 100: Mondays, June 14-July 26 (no class July 5), 6:30-8:30 p.m. 6 sessions. Economics 119. \$85.



La Dawn Oliver is taking French in preparation for a late summer vacation in France with her husband, and a joint sabbatical the couple is planning for 2001. She says she is "enjoying the class immensely."

NCTH 027**Acting for the Camera**

Contrary to how natural it looks, acting for the camera can be an unnerving and awkward experience. In this short course, actors may familiarize themselves with the basics. In just six sessions, learn tricks of the trade, such as how to adjust your acting style according to shot size, how to connect with someone off-screen, and how to put your best shoulder forward. Best of all, learn to turn on "visibility", the all-important quality that distinguishes successful screen actors. Leigh Kennicott, Ph.D. candidate, has more than twelve years experience in television and film production, has directed more than twenty plays in the Los Angeles area, and was a charter member of Tony Barr's Film Industry Workshops.

Section 100: Thursdays, June 24-July 29, 6:30-8:30 p.m. 6 sessions. Education 155. \$130.

WRITING AND LITERATURE

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

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

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

Section 100: Tuesdays, June 15-July 13, 6:30-8:30 p.m. 5 sessions. Hale 260. \$70.

NC W 006**Creative Writing**

Discover ways to express yourself in fiction, non-fiction and poetry. Strengthen characters, narration and writing style through a series of exercises designed to heighten the imagination. For beginners and more experienced writers.

June Favre is an award winning poet, playwright and performer.

Section 100: Mondays, June 14-July 19 (no class July 5), 6:30-8:30 p.m. 5 sessions. Hale 236. \$70.

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

Learn the fundamentals of writing fiction in one weekend. This innovative workshop is the place for beginners to get the basics and seasoned writers to sharpen skills. On Friday evening (bring popcorn and soda) we'll view a recent movie and then discuss the plot and story structure to see how film has affected the way in which popular fiction is written today. Saturday (bring something for a potluck lunch) we'll combine lecture, discussion and short writing exercises, featuring a different aspect of good fiction each hour. Topics include: creating dynamic characters, writing believable dialogue, pacing, and information about the business of writing.

Jerrie Hurd, M.F.A., is an experienced writing teacher, a frequent speaker at conferences, an award-winning writer and has recently published her third novel, *The Lady Pinkerton Gets Her Man*.

Section 100: Friday, July 30, 6-9 p.m. and Saturday, July 31, 9 a.m.-4 p.m. 2 sessions. Hale 236. \$80.

NC W 078**Writing Screenplays: The Team Approach**

Learn a new approach to writing screenplays, one in which Team Dynamics, commonly used in television sitcom writing is adapted to any dramatic form. While the group decides the bare bones of plot and genre, each participant is responsible to the group for one character's development within that plan. Utilizing this lively and dynamic method, the class will finish a completed one-act play, screenplay, or television script. Along the way, each participant will have learned about creating dynamic scenes, using the language of film imagery, and how to develop character-driven action through believable dialogue.

Leigh Kennicott, Ph.D. candidate, has worked in development for major motion picture studios as well as in television and film production in Los Angeles.

Section 100: Saturdays, June 19-July 31 (no class July 3), 9:30 a.m.-12:30 p.m. 6 sessions. Economics 117. \$130.

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

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

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

Section 100: Wednesdays, June 16-July 21, 6:30-8:30 p.m. 6 sessions. Education 138. \$85.



WAYS TO
5
REGISTER

see page 46

THE STORY CONTINUES. THE HERO IS YOU.

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

MANAGEMENT DEVELOPMENT CERTIFICATE OF ACHIEVEMENT

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

CERTIFICATE OF ENTREPRENEURSHIP

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

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

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

Classes will not meet on July 5.

BUSINESS COURSES, SUMMER, 1999

GETTING STARTED

Basic Skills for the Supervisor

ACCOUNTING AND FINANCE

Accounting and Budgeting for the Non-Accountant

ENTREPRENEURISM AND SMALL BUSINESS

Entrepreneurism - Are You Ready?

Starting a Business from the Ground Up

MANAGEMENT/SUPERVISION

Critical Issues in Current Management

MARKETING/SALES

Understanding Marketing: Developing and Promoting Your Product or Service

WRITING AND COMMUNICATION

Beginning Technical Writing

GETTING STARTED

NC B 100

Basic Skills for the Supervisor Beginning Level

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

Charles Rice, M.B.A., is an instructor at the CU-Denver College of Business Administration, and specializes in executive training and development. Section 100: Saturdays, June 19-26, 9 a.m.-4 p.m. 2 sessions. Economics 13. \$130.

SKILL LEVEL GUIDE

A Guide to Business Courses' Recommended Skills Levels

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

Beginning

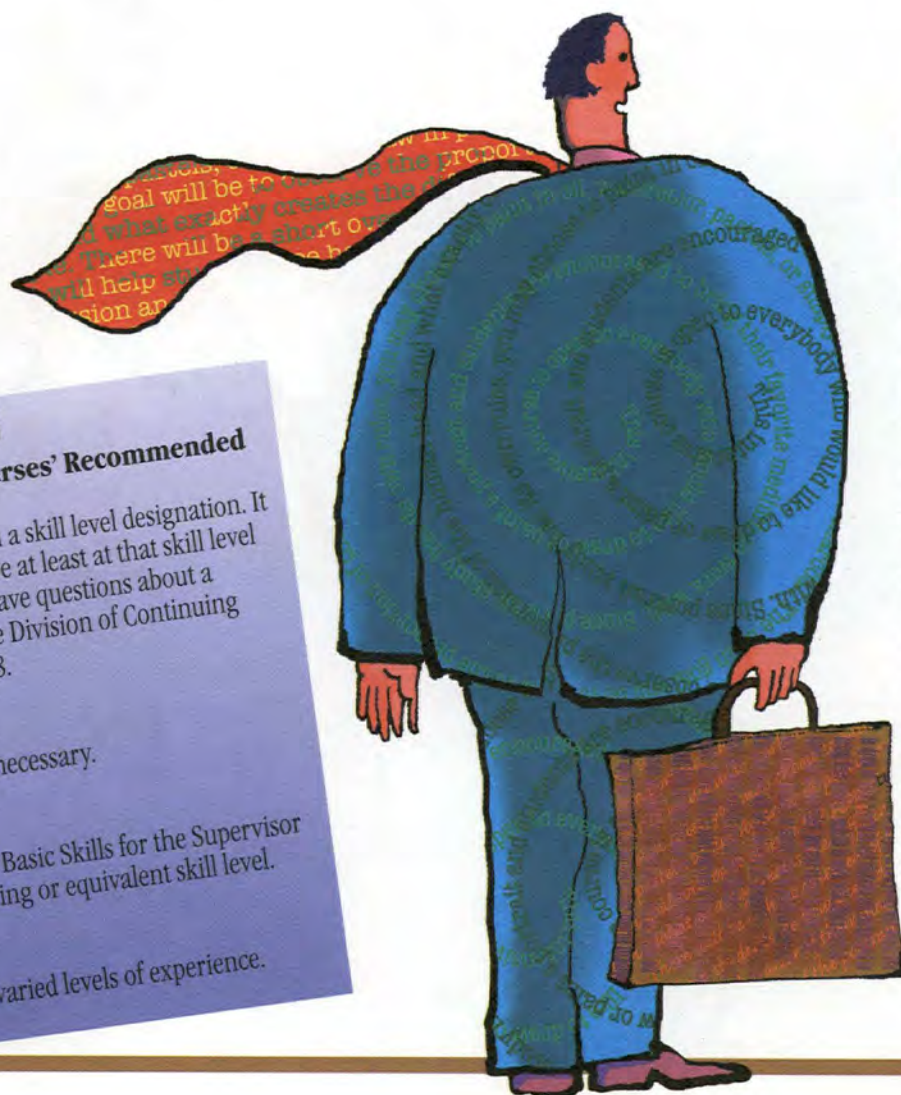
No previous experience necessary.

Intermediate

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

All Levels

Course encompasses varied levels of experience.



ACCOUNTING AND FINANCE

NC B 110 Accounting and Budgeting for the Non-Accountant Beginning Level

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

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

Section 100: Saturdays, June 19-26, 9 a.m.-4:30 p.m. 2 sessions. Business 251. \$160.

ENTREPRENEURISM AND SMALL BUSINESSES

NC B 400 Entrepreneurism - Are you Ready? All Levels

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

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

Section 100: Saturday, June 12, 9 a.m.-4:30 p.m. 1 session. Business 250. \$100.

Jennifer Lamb is taking Beginning French because she works for the International Mountain Bicycling Association in Boulder. The nonprofit organization just opened an office in Switzerland and Jennifer will be there on business a couple of times a year. She says "Nadia really gears the class to practical use of the language. That's the right approach for me because I want to become conversant as quickly as I can."

NC B 002 Starting a Business from the Ground Up Beginning Level

This course will cover the many requirements from various government agencies with which a new business must comply. We will cover incorporation, labor and employee requirements, payroll and sales taxes, property and income taxes, licensing and permits. The workshop will help you understand how to get through these regulations as easily as possible and how to look for opportunities which can save your business time and money.

Donald Kaniecki, has been a C.P.A. in Boulder County for more than 15 years, working with small businesses and small business owners.

Section 100: Saturday, July 17, 9 a.m.-1 p.m. 1 session. Business 250. \$50.

MANAGEMENT/SUPERVISION

NC B 230 Critical Issues in Current Management Intermediate Level

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

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

Section 100: Saturdays, July 17-24, 9 a.m.-3 p.m. 2 sessions. Muenzinger E118. \$110.

MARKETING/SALES

NC B 210 Understanding Marketing: Developing and Promoting Your Product or Service Intermediate Level

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

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

Section 100: Tuesdays, June 22-July 20, 5:30-8 p.m. 5 sessions. Economics 13. \$175.

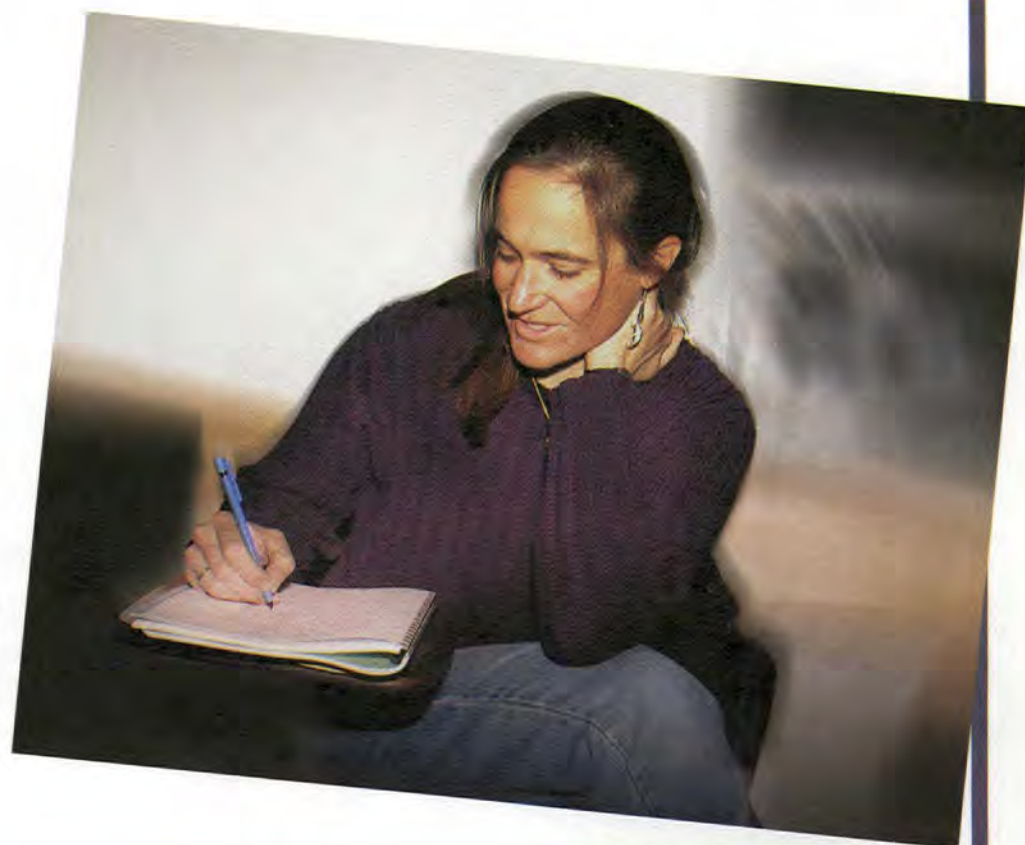
WRITING AND COMMUNICATION

NC B 470 Beginning Technical Writing All Levels

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

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

Section 100: Tuesdays, July 13-August 10, 6:30-9 p.m. 5 sessions. Duane Physics G1B27. \$140.





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

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

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

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

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

Issy Kilbride reads the manual cover to cover, so you don't have to. She can tell you why errors and crashes happen and how to avoid them. Through teaching, she translates those big techno books into plain usable English. And in her spare time, she tries to make trouble, noting, "That's my job. I dink with it for hours. I try to make things break. Then I know how to fix them." Issy is teaching Microsoft Office and Mac classes this summer. She says: "I like to teach shortcuts. I want the computer to do the work, to make it really simple." Issy started out in accounting. When her company decided to computerize, she got involved as a liaison to the programmers, who taught her a lot. Later, she took some applications classes and stumbled onto a keen interest that opened up a career in teaching and consulting. She says she sees some frustration just now as people transition from WordPerfect to the Microsoft environment but that, in general, computer users are quickly becoming a savvy group. Issy adds, "I love the students up here. They are wonderful, with-it, intelligent and motivated."

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

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

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



CERTIFICATE PROGRAMS

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

CERTIFICATE IN COMPUTER APPLICATIONS

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

A. Five required core courses:

1. CACS 100 Computer Literacy*
2. CACS 201 Concepts of Computer Information Technology
3. CACS 202 Computer Applications Overview
4. CACS 204 Computer Systems Overview
5. CACS 220 Introduction to Networks

***Computer Literacy**, the introductory course, is designed to be completed first, although you may take it at the same time as another course. *If you have a substantial background with computers*, you may request a waiver for this course or any other core requirement by submitting a letter to the Division of Continuing Education documenting the equivalent education and/or experience for each course you wish to waive.

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

C. Four elective courses chosen from the full range of computer topics. Any computer applications course not listed above qualifies as an elective. You may wish to focus on a specific subject area (i.e., computer graphics, databases) in order to become more proficient in a type of application.

CERTIFICATE IN NETWORK ADMINISTRATION

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

Choose one of three tracks:

A. Windows/Intel Track, B. Macintosh Track or C. UNIX Track.

A. Windows/Intel Track

CACS 220 Introduction to Networks and
CACS 321 Network Administration

B. Macintosh Track

CAMC 100 Introduction to the Macintosh

C. UNIX Track

CACS 211 Introduction to UNIX and
CACS 311 Intermediate UNIX

Operating System Courses (required for all students)

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

Administration Courses (select at least one)

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

Other Administration Course

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

Programming Courses

Choose at least one course in programming.

Database Courses

Choose at least one course in database management.

If you have a substantial background with computers, you may request a waiver for a course by submitting a letter to the Division of Continuing Education documenting the equivalent education and/or experience for the course you wish to waive.



Ed Zucker has been teaching Intro to UNIX for years. He says it's been consistently popular with periodic surges of interest—most recently because of the Internet. The course is comprehensive in scope with seven sessions providing an in-depth look at shells, file system and intervals.

CERTIFICATE IN PROGRAMMING

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

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

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

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

CACS 241 Introduction to Hands-On C++

CACS 242 Introduction to Application Programming

C Track

CACS 243 Introduction to C for Programmers

CACS 343 Intermediate/Advanced C Programming

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

C++ Track

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

CACS 344 Intermediate / Advanced C++

CACS 444 C++ Gotchas

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

CACS 342 Intermediate Application Programming

Students are required to take two Design Topics courses.

Java Track

CACS 247 Introduction to Object-Oriented Programming Using Java

CACS 347 Intermediate Java

CACS 447 Advanced Java Language

CACS 448 Advanced Java Library

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

Special Topics Courses

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

Java Topics:

CACS 246 One-Day Tour of the Java Programming Language

CACS 348 GUI Programming in Java

CACS 349 JavaBeans

CACS 449 2D and 3D Graphics with Java

Design Topics:

CACS 345 Object-Oriented Design Patterns

CACS 445 Introduction to Object-Oriented Analysis and Design

System Design

GUI Design

Visual Basics Topics:

CAPC 437 Visual Basic Programming Using Excel

CACS 245 Introduction to Hands-On Visual Basic Programming

CACS 350 Intermediate Hands-On Visual Basic

Database Design Topics:

CAPC 357 Database Design Concepts

Intermediate Database Systems

Relational Database Concepts and SQL Programming

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

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

COMING FALL 1999 CERTIFICATE IN PROFESSIONAL WEB DEVELOPMENT

The Division of Continuing Education will offer a Certificate in Professional Web Development for individuals responsible for development and maintenance of a professional web site. Any Internet course taken in the summer will count toward the Certificate requirements. Information regarding the requirements for this Certificate may be obtained by calling 303-492-5148 or by visiting the Computer Applications Program web site at: www.colorado.edu/conted/computer.htm

For general certificate information, call Continuing Education at 303-492-5148.

COMPUTER APPLICATIONS COURSES, SUMMER 1999

THE COMPUTER SYSTEM.....	26	Databases	35
Understanding Computers	26	Desktop Publishing	36
Networks	26	Computer Graphics	36
Operating Systems	27	Multimedia	37
The Internet	28	Computer Aided Design	37
Programming	29	THE MACINTOSH SYSTEM.....	38
THE PC SYSTEM	32	Word Processing	38
Office Packages	33	Spreadsheets	38
Word Processing	33	Presentations	39
Spreadsheets	34	Integrated Software	39
Presentations	35	Financial Management	39
Project Management	35	Desktop Publishing	39
Financial Management	35	Computer Graphics	40
		Multimedia	41

THE COMPUTER SYSTEM

UNDERSTANDING COMPUTERS

CACS 100 Computer Literacy

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

Beth Sigren, B.S.

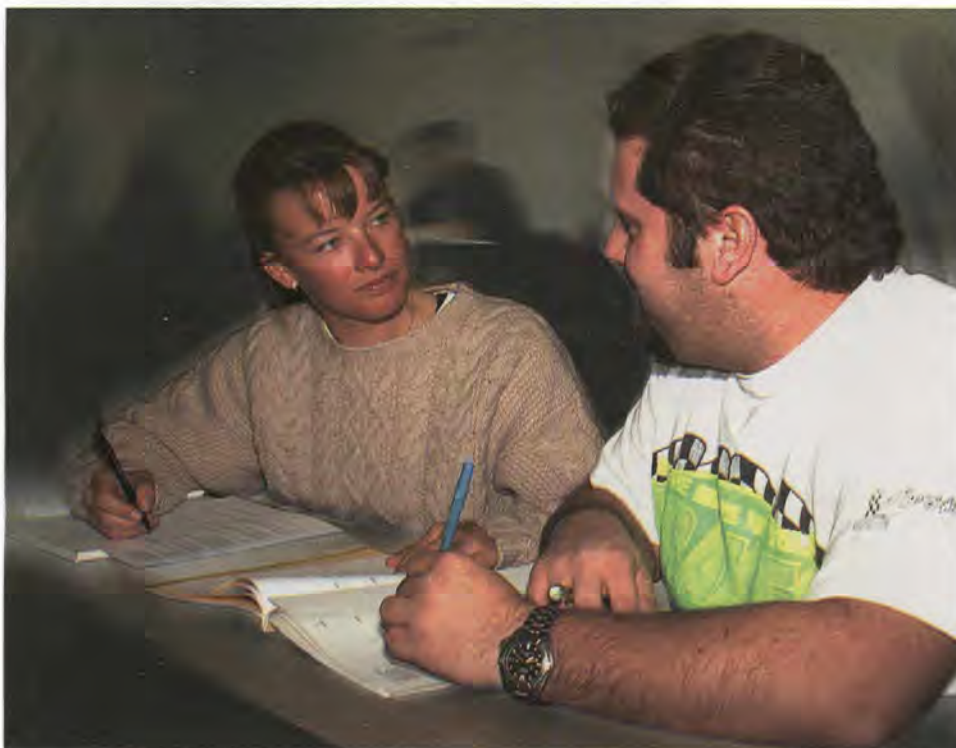
Section 101: Wednesday, June 2, 6-8 p.m. plus lab sections. Please indicate lab preference (10A or 10B) at registration: Lab Section 10A: Wednesdays, June 9-July 7, 6-8 p.m. Lab Section 10B: Wednesdays, June 9-July 7, 8-10 p.m.

Jeff Forrest, M.A.

Section 102: Thursday, June 24, 6-8 p.m. plus lab sections. Please indicate lab preference (10C or 10D) at registration: Lab Section 10C: Thursdays, July 1-July 29, 6-8 p.m. Lab Section 10D: Thursdays, July 1-July 29, 8-10 p.m.

All Sections: 6 sessions. University Computing Center 123. \$135.

Erik Kamm works in technical support for Sybase. He decided to take the UNIX course because he feels that "instead of hack and slash learning, it's better to learn it right the first time." He's already planning to take the advanced class. Kristin Koslow is working on the Network Administration Certificate. A Liberal Arts major interested in networks and the UNIX platform, she feels this credential will make her a more marketable graduate. This way, she says, she's gotten the strong liberal arts foundation she wants and the targeted vocational training she needs.



CACS 201 Concepts of Computer Information Technology

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

Cherie Quaintance, B.A.

Section 100: Tuesdays, June 8-July 13, 6-9 p.m. 6 sessions. University Computing Center 123. \$215.

CACS 202 Computer Applications Overview

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

Chris Mattson, B.S.

Section 100: Wednesdays, July 14-August 4, 6-9 p.m. 4 sessions. University Computing Center 124. \$175.

CACS 204 Computer Systems Overview

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

Dale Heuer, MBA

Section 100: Mondays, June 7-28, 6-9 p.m. 4 sessions. University Computing Center 126. \$175.

NETWORKS

CACS 220 Introduction to Networks

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

Valerie Parker, M.I.S.

Section 101: Saturdays, June 5 and 12, 9 a.m.-5 p.m. 2 sessions. University Computing Center 126.

Section 102: Saturdays, August 21 and 28, 9 a.m.-5 p.m. 2 sessions. University Computing Center 123.

All Sections: \$205.

CACS 305 Computer Architecture

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

Dave Bodnar, M.S.

Section 100: Thursdays, July 1-22, 6-9 p.m. 4 sessions. University Computing Center 123. \$180.

OPERATING SYSTEMS

CACS 321**Network Administration**

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

Introduction to Networks or equivalent.

Jeff Forrest, M.A.

Section 100: Wednesdays, July 7-28, 6-9 p.m. 4 sessions. University Computing Center 123. \$180.

CACS 323**Network Operating Systems**

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

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

Willie Hutton

Section 100: Saturdays, July 17 and 24, 9 a.m.-4 p.m. 2 sessions. University Computing Center 123. \$180.

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

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

Richard Jones, M.A.

Section 100: Mondays and Wednesdays, July 19-28, 6-9 p.m. 4 sessions. University Computing Center 126. \$350.

CACS 404**Intermediate Windows NT 4.0 Administration**

Expand on the topics covered in the introduction course by learning what it takes to adapt them to a larger scale, multi-server environment using Domains and Trusts. Also examine the Internet Information Server, Remote Access Service, and other network components.

Prerequisite: CACS 304 **Introduction to Windows NT 4.0 Administration** or equivalent. **Required text:** *Inside Windows NT Server 4*, 2nd edition, Heywood, University Bookstore, UMC 10.

Richard Jones, M.A.

Section 100: Mondays and Wednesdays, August 16-25, 6-9 p.m. 4 sessions. University Computing Center 126. \$350.

CACS 415**UNIX System Administration**

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

David Goldhammer

Section 100: Tuesdays and Thursdays, August 3-17, 6-9 p.m. 5 sessions. University Computing Center 126. \$375.

CACS 424**Wide Area Networking Topics**

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

Valerie Parker, M.I.S.

Section 100: Tuesdays and Thursday, August 3-10, 6-9 p.m. 3 sessions. University Computing Center 123. \$160.

CACS 303**Computer Operating Systems**

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

Willie Hutton

Section 100: Wednesdays, June 9-30, 6-9 p.m. 4 sessions. University Computing Center 123. \$180.

CACS 312**Hands-On UNIX**

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

Advanced topics include customization of the user environment, basic shell programming, and an overview of the different versions of UNIX available on the market today.

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

Orrie Gartner, B.S.

Section 100: Thursdays, July 1-29, 6-9 p.m. 5 sessions. University Management Systems 001. \$300.



OPERATING SYSTEMS

-CONTINUED

CACS 211
Introduction to UNIX

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

Ed Zucker, M.S.

Section 100: Mondays, June 7-July 26 (skip July 5), 6-9 p.m. 7 sessions. University Computing Center 123. \$325.

THE INTERNET

Also see Premiere (5.0) Level I, CAMC 274 using the Macintosh lab, page 41.

CACS 230
Internet Fundamentals

Learn what today's information SuperHighway, the Internet, offers. Topics include an overview of its history and technology, access providers and ways to join the Internet. Basic applications such as electronic mail, USENET news, finding and accessing information and the World Wide Web, will be covered. Lecture includes information on both PC and Macintosh platforms. **Prerequisite:** CACS 100 Computer Literacy or equivalent.

Beth Sigren, B.S.

Section 101: Mondays, June 7 and 14, 6-9 p.m. 2 sessions.

Section 102: Saturday, July 10, 9 a.m.-4 p.m. 1 session.

All Sections: University Computing Center 124. \$125.

CACS 237
Doing Business on the Internet

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

Jeff Forrest, M.A.

Section 100: Mondays, July 12-26, 6-9 p.m. 3 sessions. University Computing Center 124. \$160.

CACS 331
Internet Applications

This class will answer some of the most common questions asked by new Internet users. Subjects will include more efficient use of the World Wide Web and Internet Email, with hands-on application instruction and real-time Internet use. Less mainstream Internet services such as Telnet and FTP, and Internet security topics will also be discussed. **Prerequisite:** CAPC 203 Windows 95 Level I, CAPC 205 Windows 98 Level I or CAMC 100 Introduction to the Macintosh or equivalent.

Karl Glasgow

Section 101: Wednesdays, June 23 and 30, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 126.

Section 102: Mondays, July 12-26, 6-9 p.m. 3 sessions. University Management Systems 001. All Sections: \$160.

CACS 232
From Layout to On-line

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

Prerequisite: CACS 230 Internet

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

Section 100: Wednesday, July 7, 9 a.m.-4 p.m. 1 session. University Computing Center 123. \$130.

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

Learn to author documents and applications for delivering information on the Internet World Wide Web. HTML 3.2 will be covered. Topics will include HTML basics, formatting tags, lists, links, and images, tables and image maps. **Prerequisite:** CACS 331 Internet Applications or equivalent.

Beth Sigren, B.S.

Section 101: Saturdays, June 5 and 12, 9 a.m.-2:30 p.m. 2 sessions.

Karl Glasgow

Section 102: Wednesdays, July 7-21, 6-9 p.m. 3 sessions.

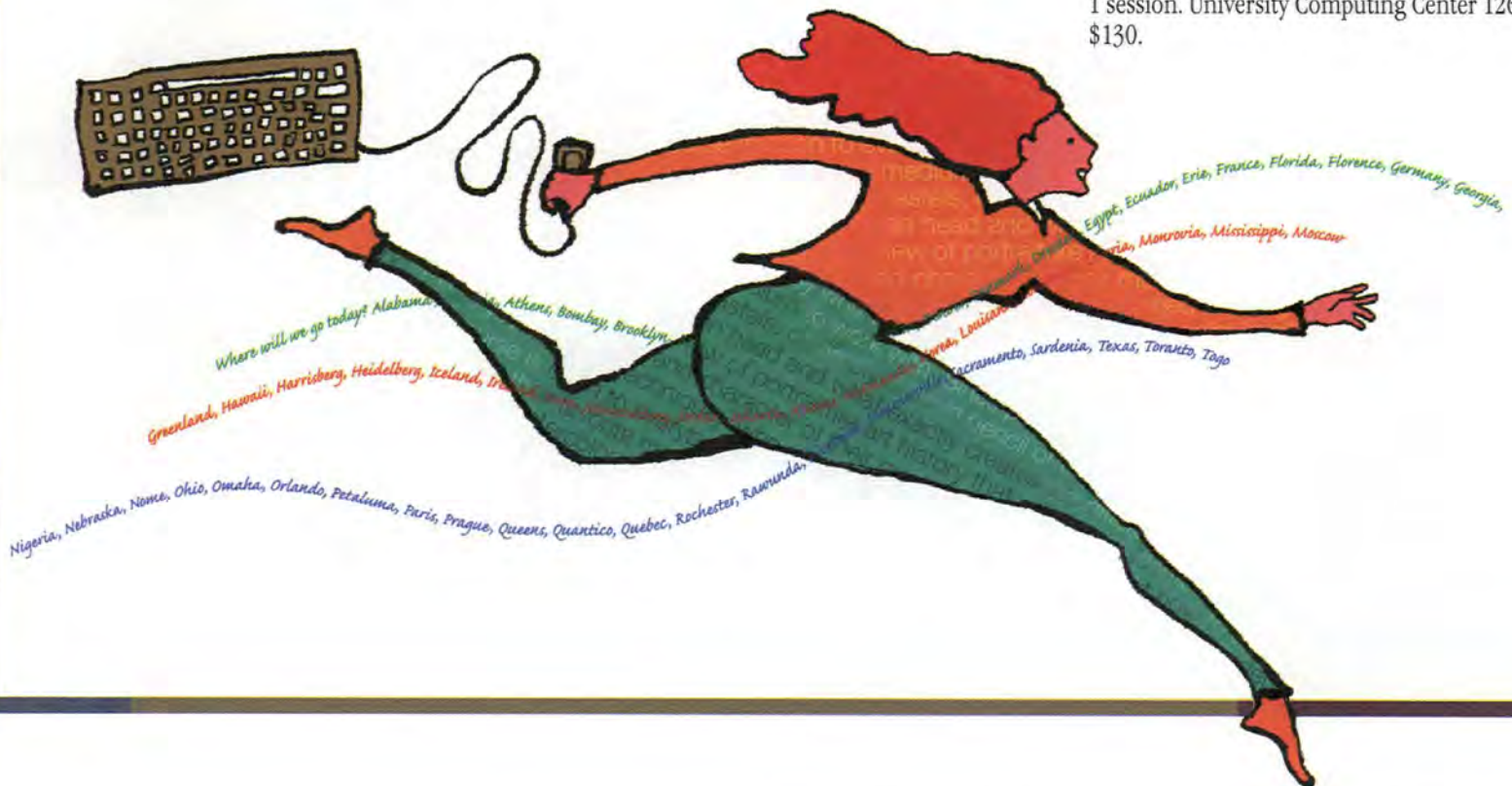
All Sections: University Management Systems 001. \$160.

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

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

Michelle Munroe, B.S.

Section 100: Tuesday, August 3, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$130.



CACS 432 Intermediate Hypertext Mark-up Language (HTML)

This class provides more details about HTML and developing interactive applications from the server. Topics include more formatting, interactive forms, frames, base references, absolute and relative addresses, Meta tags, client pull and Server push, security issues, search engines, and style sheets. **Prerequisite:** CACS 332 **Introduction to Hypertext Mark-up Language (HTML)** or equivalent.

Karl Glasgow

Section 101: Monday, June 28, 9 a.m.-4 p.m.
University Computing Center 126.

Michelle Munroe, B.S.

Section 102: Monday, August 2, 9 a.m.-4 p.m.
University Computing Center 124.

All Sections: 1 session. \$130.

CACS 532 Advanced Hypertext Mark-up Language (HTML)

Learn the important points of updating and uploading your page. HTML Slicing, security, sound, video, quicktime movies and tips and tricks of HTML on the web will be covered. **Prerequisite:** CACS 432 **Intermediate Hypertext Mark-up Language (HTML)** or equivalent.

Michelle Munroe, B.S.

Section 100: Wednesdays, August 4 and 11,
9 a.m.-2:30 p.m. 2 sessions. University
Computing Center 124. \$160.

CACS 334 Design Techniques for Web Sites

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

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

Becky Woulfe, B.F.A.

Section 101: Wednesday, July 7, 9 a.m.-4 p.m.

Section 102: Friday, August 6, 9 a.m.-4 p.m.

All Sections: 1 session. University Computing
Center 127. \$130.

CACS 336 Introduction to JavaScript

Learn how to apply JavaScript to enhance web pages. Topics include an overview of JavaScript and how to construct basic JavaScript programs such as rollovers, scrolling status bars, cycling banners, controlling frames and browser windows, and putting the current date into a web page. Hands-on exercises will be used to make your web pages up-to-date and impressive.

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

Susan Keen, B.A.

Section 101: Tuesday and Thursday, July 6 and 8,
9 a.m.-2:30 p.m. 2 sessions. University
Computing Center 126. \$160.

Section 102: Monday, Wednesday, and Thursday,
August 2-5, 6-9 p.m. 3 sessions. University
Management Systems 001. \$160.

CACS 436 JavaScript Language

Topics include programming techniques such as controlling program flow, defining and manipulating functions and variables. Hands-on exercises and practical applications include verifying forms, cookies, creating new pages dynamically, and mathematical operations. **Prerequisite:** CACS 336 **Introduction to JavaScript** or equivalent.

Susan Keen, B.A.

Section 100: Mondays, Wednesdays, and
Thursdays, August 9-19, 6-9 p.m. 6 sessions.
University Management Systems 001. \$225.

CACS 433 Web Server Administration

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

Art Smoot, M.S.

Section 100: Thursday, August 19, 9 a.m.-4 p.m.
1 session. University Computing Center 123.
\$160.

PROGRAMMING

CACS 240 Introduction to Programming

This is an excellent first course for students with minimal or no programming background who want to take Hands-On C++. Using an object-oriented approach, students will learn the logic patterns needed for structured programming in any language. They will work with if statements, loops and modularized code, and learn to write top-down, elegant code. **Prerequisite:** CAPC 203 **Windows 95 Level I** or equivalent.

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

Charry Stover, M.S.

Section 100: Saturdays, June 19 and July 10 (skip
June 26 and July 3), 9 a.m.-4 p.m. and Mondays,
Tuesday and Wednesday, June 21, 22, 23 and
July 12, 6-9 p.m. 6 sessions. Hellems 247. \$345.

Bob Anderson (left) and Don Dick work for Rocky Mountain Retail Systems. Both are experienced programmers. They are investigating use of LINUX for the business and knew that the UNIX course could help them get up to speed more quickly. Bob Anderson says, "We're by no means beginners but, even if you pick up one or two things, it's well worthwhile." He adds that the course is well organized with "good content and a good instructor."



PROGRAMMING

-CONTINUED

**CACS 241
Introduction to Hands-On C++ (Web-Based Course)**

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

Charry Stover, M.S.

More information is available in the Distance Learning section, page 42.

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

This course will cover pointers, arrays, strings, structures, and file handling. It is hands-on and partially self-paced. Students should be able to write a C program with functions before taking this class. **Prerequisite:** CACS 241 Introduction to Hands-On C++ or equivalent. **Required text:** *C++ How to Program*, Deitel & Deitel, University Bookstore, UMC 10.

Susan Ramirez, B.S.

Section 100: Saturdays, August 14 and 21, 9 a.m.-4 p.m. 2 sessions. University Management Systems 001. \$205.

**CACS 242
Introduction to Application Programming**

A more intensive first programming course covering the techniques used in designing common algorithms to solve practical problems. Topics include flow of control, functions with parameter passing, data structures, abstract data types, objects, classes, arrays and file I/O. The course combines a lecture and self-paced laboratory format with hands-on programming using Turbo C++. No programming experience is required. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent. **Recommended text:** *Problem Solving With C++*, Savitch, University Bookstore, UMC 10.

Tom Harrold, Ed.D.

Section 100: Tuesdays and Thursdays, June 1-24, 6-9 p.m. 8 sessions. University Management Systems 001. \$345.

**CACS 342
Intermediate Application Programming**

Using more advanced programming concepts, students learn to analyze problems encountered and solutions to building larger, more real-world type programs, including criteria for selecting data structures to fit their applications. Object-oriented design is emphasized. Topics include pointers, dynamic data structures (linked lists, queues, stacks, binary trees), recursion, and A/I. Course combines a self-paced laboratory format of hands-on, C++ programming with an in-lab lecture. **Prerequisite:** CACS 242 Introduction to Application Programming or equivalent. **Recommended text:** *Problem Solving With C++*, Savitch, University Bookstore, UMC 10.

Ray Tillman, M.A.

Section 100: Saturdays, July 10-24, 9 a.m.-4 p.m. 3 sessions. University Management Systems 001. \$325.

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

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

Prerequisite: CAPC 303 Windows 95 Level II or equivalent.

Michael Wyszinski, B.S.

Section 100: Saturdays, July 10-24, 9 a.m.-2:30 p.m. 3 sessions. University Computing Center 126. \$310.

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

Explore topics designed to expose an intermediate programmer to a wide range of Visual Basic features. All major elements of the language are covered and concepts of an object-oriented, event-driven application are introduced. Implement a graphical interface that includes pull down and pop up menus; use a wide range of the Visual Basic language elements; code effective event procedures; interact with mouse events; and use a variety of standard and custom Visual Basic controls. Understand the range of applications that are possible. **Prerequisite:** CACS 245 Introduction to Hands-On Visual Basic Programming or equivalent.

Steve Kaminski, MSEE

Section 100: Saturdays, July 31-August 21, 9 a.m.-4 p.m. 4 sessions. University Computing Center 126. \$325.



Kim Elkins is a research assistant in CU's Stable Isotope Lab, where they do analyses on ice cores to study climate change. She also does a little web page editing, so she is enjoying Ed Zucker's Intro to UNIX class.

WAYS TO
5
REGISTER
see page 46

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

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

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

Paul Jensen, M.S.

Section 100: Monday, Wednesday, Thursday, June 21-24, 6-9 p.m. and Saturday, June 26, 9 a.m.-4 p.m. 4 sessions. Stadium 140. \$310.

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

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

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

Section 100: Saturday, June 5, 9 a.m.-4 p.m. 1 session. University Computing Center 123. \$130.

CACS 345 Object-Oriented Design Patterns

Designers of object-oriented software have compiled many common architectural solutions to common problems, known as "design patterns". A pattern captures a recurring micro-architecture described in terms of how objects interact to perform a computation. Learning these patterns helps programmers evaluate, communicate, review, and implement software designs more effectively. They form a catalog of reusable architectural mechanisms (not a body of reusable source code). **Prerequisite:** CACS 244 Introduction to Object-Oriented Programming in C++ or CACS 247 Introduction to Object-Oriented Programming Using Java or familiarity programming with objects. **Recommended text:** *Design Pattern Elements of Reusable Object-Oriented Software*, Gamma, et al, University Bookstore, UMC 10.

George Watson

Section 100: Saturday, July 31, 9 a.m.-4 p.m. 1 session. University Computing Center 123. \$130.

CACS 445 Object-Oriented Analysis and Design

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

George Watson

Section 100: Friday and Saturday, July 16 and 17, 9 a.m.-5 p.m. 2 sessions. Chemistry 131. \$375.



PROGRAMMING

-CONTINUED

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

This course introduces object-oriented programming to programmers familiar with procedural programming but not object-oriented concepts. Focus is on the essential concepts underlying O-O programming (data abstraction, inheritance and polymorphism) and how these are supported in Java (classes and objects, class extension, dynamic method binding). We also cover managing objects collections. Time permitting, we will look at some gratuitous graphics and other fun applet programming stuff! The format is lecture with lab assignments to be completed between classes. **Prerequisite:** CACS 243

Introduction to C for Programmers or equivalent. As Java derives much of its syntax from C, knowledge of the C language is assumed, and we will discuss the places Java differs from C. **Recommended text:** *Just Java and Beyond*, Peter van der Linden, University Bookstore, UMC 10.

Carol J. Meier, M.S.

Section 100: Mondays and Wednesdays, June 7-30, 6-9 p.m. 8 sessions. Economics 205. \$390.

Mike Chhor is a computer operation technician for Stanford Cooperative Institute for Research for Environmental Science. He's taking Intro to UNIX as part of an on-going commitment to expand his skills.

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

This in-depth look at the Java programming language covers inheritance, packages and interfaces, exceptions, and the Java virtual machine. Details of the type system, compilation model and the dynamic character of the execution model are emphasized. Use of standard Java library packages is illustrated throughout the course. Programming exercises are provided for pursuit between classes. **Prerequisite:** CACS 247 **Introduction to Object-Oriented Programming Using Java** or fluency with object-oriented programming including inheritance and polymorphism. **Recommended text:** *The Java Programming Language*, Arnold & Gosling, University Bookstore, UMC 10.

Richard Wolniewicz, Ph.D.

Section 100: Tuesdays and Thursdays, July 6-29, 6-9 p.m. 8 sessions. Economics 205. \$390.

CACS 447**Advanced Java Programming Language Topics**

This course examines Java language features in depth. It presents the basic, coarse granularity, thread lifecycle model, with specific emphasis on portability considerations. This is followed by Java's fine-grain thread synchronization model for concurrent programming. The complexity of the java.io package is tamed by understanding its symmetry and the patterns that it uses. Other topics may include: inner classes, thread cancellation, and weak references. **Prerequisite:** CACS 347 **Intermediate Java Programming** or equivalent experience with complex, multi-layered software systems.

David Rodenbaugh, B.A.

Section 100: Tuesdays, August 3-31, 6-9 p.m. 5 sessions. Economics 205. \$345.

CACS 348**GUI Programming in Java**

Through the Swing components in the 1.2 Java Foundation Classes, this intermediate Java course will help you develop GUIs for stand-alone applications and applets for web pages. Topics include: events, graphics, fonts, colors, layout management, frames & dialogs, menus, toolbars, icons, split panes, tabbed panes, scroll panes, advanced text handling, trees, and tables. **Prerequisite:** CACS 247 **Introduction to Object-Oriented Programming Using Java** or equivalent.

Greg Holling, B.S.

Section 100: Tuesdays and Thursdays, July 8-29, 9 a.m.-noon. 7 sessions. University Computing Center 123. \$360.

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

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

Greg Holling, B.A.

Section 100: Saturday, August 14, 9 a.m.-4 p.m. 1 session. University Computing Center 123. \$130.

THE PC SYSTEM

CAPC 203**Windows 95 Level I**

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

Chris Mattson, B.S.

Section 101: Monday and Wednesday, June 21 and 23, 6-9 p.m. 2 sessions.

Issy Kilbride

Section 102: Wednesday, July 7, 9 a.m.-4 p.m. 1 session.

Beth Sigren, B.S.

Section 103: Saturday, August 7, 9 a.m.-4 p.m. 1 session.

All Sections: University Computing Center 124. \$120.

CAPC 303 Windows 95 Level II

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

Jeff Forrest, M.A.

Section 101: Wednesdays, June 9 and 16, 6-9 p.m. 2 sessions. University Management Systems 001.

Carol Pollard, Ph.D.

Section 102: Wednesday, July 21, 9 a.m.-4 p.m. 1 session. University Computing Center 124.

Beth Sigren, B.S.

Section 103: Monday and Wednesday, August 9 and 11, 6-9 p.m. 2 sessions. University Computing Center 124.

All Sections: \$120.

CAPC 205 Windows 98 Level I

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

Dale Heuer, MBA

Section 101: Tuesday and Thursday, June 8 and 10, 6-9 p.m.

Section 102: Monday and Wednesday, July 12 and 14, 6-9 p.m.

All Sections: 2 sessions. University Computing Center 126. \$120.

CAPC 403 Windows 95 Administration

Learn general tips on maintaining and troubleshooting the Windows system. View and edit the registry, create and analyze the bootlog.txt file. Discover which directories contain which components (fonts, drivers, extensions) and more. **Prerequisite:** CAPC 303 Windows 95 Level II or equivalent.

Valerie Parker, M.I.S.

Section 100: Mondays, August 2-23 (skip August 9), 6-9 p.m. 3 sessions. University Computing Center 124. \$160.

OFFICE PACKAGES

CAPC 216 Microsoft Office 97 Tips and Tricks

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

Issy Kilbride

Section 100: Tuesday and Thursday, July 13 and 15, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 124. \$155.

CAPC 217 Microsoft Outlook

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

Dale Heuer, MBA

Section 101: Saturday, July 17, 9 a.m.-4 p.m.

Section 102: Saturday, August 14, 9 a.m.-4 p.m.

All Sections: 1 session. University Computing Center 124. \$120.

WORD PROCESSING

WordPerfect training is available on request.

CAPC 213 Word 97 (8.0) Level I

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

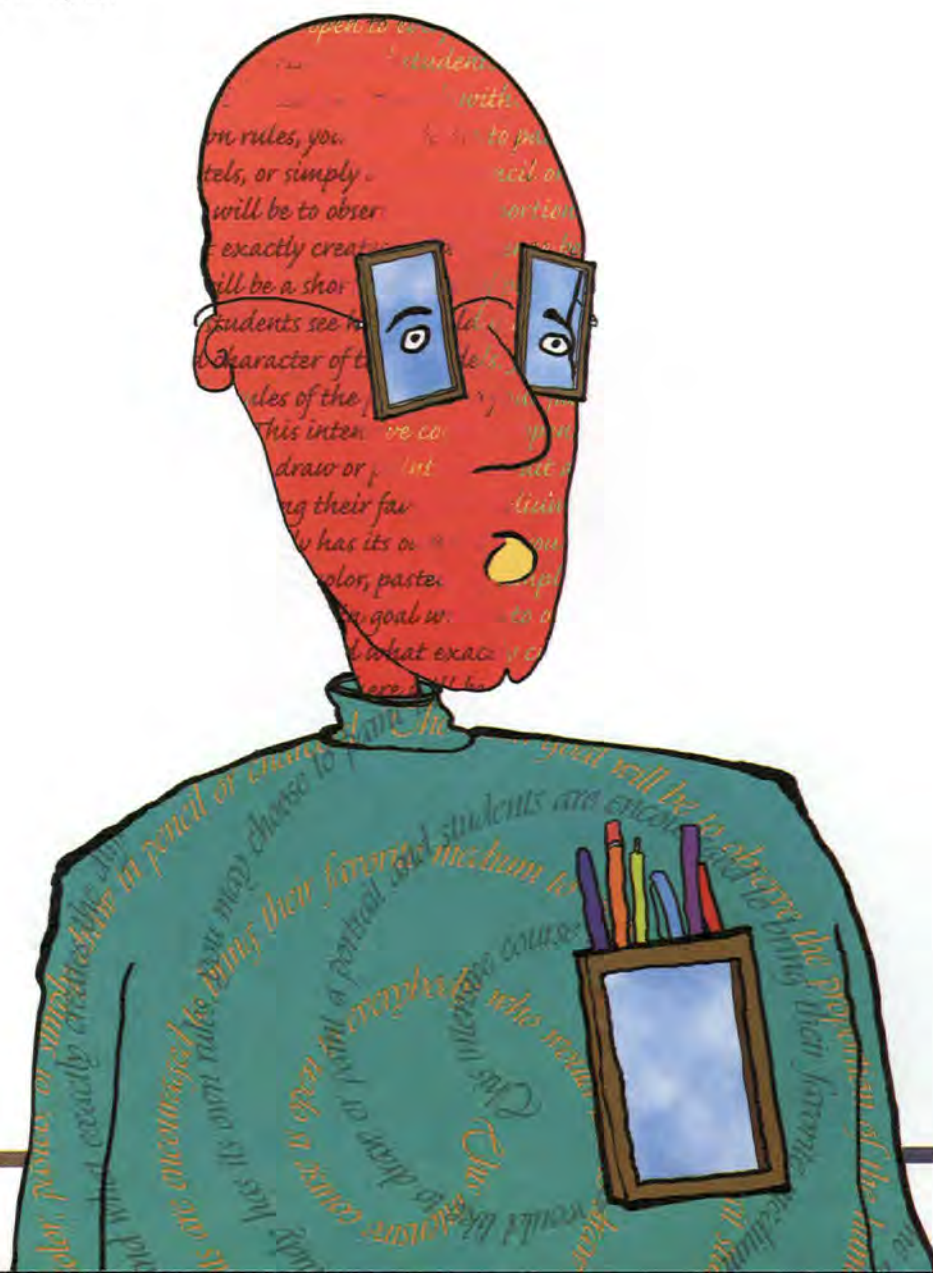
Jeff Forrest, M.A.

Section 101: Mondays, June 14-28, 6-9 p.m. 3 sessions. University Management Systems 001.

Chris Mattson, B.S.

Section 102: Mondays, July 12 and 19, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 124.

All Sections: \$155.



WORD PROCESSING

-CONTINUED

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

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

Chris Mattson, B.S.

Section 100: Monday, August 2, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$120.

CAPC 413**Word 97 (8.0) Level III**

Explore WordArt, draw, and picture toolbars to create various graphic and page design elements. Work with columns, drop caps, and watermarks. Learn how to link text boxes. Learn about section formatting to control document layout. Create template forms using text and date drop down, check-box, and number fields. **Prerequisite:** CAPC 313 Word 97 (8.0) Level II or equivalent.

Chris Mattson, B.S.

Section 100: Wednesday, August 11, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$120.



Amy Bailey is a network administrator with Access Health Group, Inc. in Broomfield, a nurse triage company operating worldwide. She's taking Intro to UNIX "to expand my skills."

**CAPC 414****Word 97 (8.0) Special Topics**

Create and use styles to automate repetitive tasks. Use built-in style headings to create a table of contents. Use section breaks to create multiple headers and footers. Explore cross-referencing and bookmarks, outlining, and footnotes. Learn how to link and embed objects such as Excel spreadsheets. **Prerequisite:** CAPC 313 Word 97 (8.0) Level II or equivalent.

Chris Mattson, B.S.

Section 100: Wednesday, August 18, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$120.

SPREADSHEETS**CAPC 234****Excel 97 (8.0) Level I**

Learn basic spreadsheet design and construction, file management, formulas, functions, worksheet editing, formatting and printing. Explore the integrated features of this version including extended filenames, easier number formatting, and enhanced drag and drop. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Chris Mattson, B.S.

Section 101: Monday and Wednesday, June 28 and 30, 6-9 p.m. 2 sessions.

Peggy Purvis

Section 102: Wednesday, July 14, 9 a.m.-4 p.m. 1 session.

All Sections: University Computing Center 124. \$120.

CAPC 334**Excel 97 (8.0) Level II**

Use the search and replace function, the date function, hiding columns and protecting cells, using absolute referencing and ranges. Explore the wealth of graphic features! Learn about integrated features such as desktop shortcuts, and templates for data tracking, expense tracking, and financial planning. **Prerequisite:** CAPC 234 Excel 97 (8.0) Level I or equivalent.

Peggy Purvis

Section 100: Wednesday, July 28, 9 a.m.-4 p.m. 1 session. University Computing Center 124. \$120.

CAPC 434**Excel 97 (8.0) Level III**

Use the database capabilities of sort, filter, advanced filter and subtotals. Use Pivot tables and learn to write and edit macros to automate repetitive tasks. As time allows, popular functions such as IF, LOOKUP, ROUND and others will be covered. **Prerequisite:** CAPC 334 Excel 97 (8.0) Level II or equivalent.

Peggy Purvis

Section 100: Tuesday, August 3, 9 a.m.-4 p.m. 1 session. University Computing Center 124. \$120.

CAPC 436**Excel 97 (8.0) Special Topics**

An introduction to some of the most powerful tools available with Excel. You will get a basic introduction to Visual Basic to build customized functions and create input boxes. Learn how the advanced data analysis tools like Goal Seek and Solver work. Learn how to create forms, display data using advanced charting features, and generate maps with the data map tool.

Prerequisite: CAPC 334 Excel 97 (8.0) Level II or equivalent.

Jeff Forrest, M.A.

Section 100: Tuesdays, August 3 and 10, 6-9 p.m. 2 sessions. University Management Systems 001. \$120.

CAPC 437**Visual Basic Programming Using Excel**

Visual Basic is the powerful macro programming language used to build customized worksheets. Gain a basic understanding by learning about object properties and methods, understanding scope, scope levels, how to interpret Visual Basic syntax, proper naming procedures, arguments, variables, and datatypes. Learn how to record and run macros, edit macrocode, and write basic procedures. **Prerequisite:** CAPC 436 Excel 97 (8.0) Special Topics or equivalent.

Jeff Forrest, M.A.

Section 100: Tuesday and Thursday, August 17 and 19, 9 a.m.-4 p.m. 2 sessions. University Computing Center 124. \$175.

PRESENTATIONS

CAPC 221 PowerPoint 97 (8.0)

Learn to create, edit and print exciting presentations! Enhance various slides with ClipArt drawings. Create bar or pie graphs to represent your numeric data and bullet and text charts with snazzy fonts and other attributes. Create sleek organizational charts, work with different color schemes, use the "Pick a Look" Wizard and more! **Prerequisite:** CAPC 213 Word 97 (8.0) Level I or equivalent.

Carol Pollard, Ph.D.

Section 100: Thursdays, July 22 and 29, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 124. \$155.

PROJECT MANAGEMENT

CAPC 343 Project 98 for Windows 95

Learn how you can benefit from using Microsoft Project as an automated tool for planning and tracking your project. This course introduces you to the concepts of project management and how to create a schedule for your project by developing a task list, defining dependencies and assigning resources. You will also learn to create reports showing project progress and plan discrepancies. **Prerequisite:** CAPC 234 Excel 97 (8.0) Level I or CAMC 231 Excel for the Macintosh (Office 98) Level I or equivalent.

Ulla Merz, Ph.D.

Section 100: Monday and Tuesday, July 26 and 27, 9 a.m.-4 p.m. 2 sessions. University Computing Center 124. \$175.

CAPC 443 Advanced Project 98 Seminar

Take your project management skills to the next level. Learn how new features can help with your advanced needs, including managing multiple projects, tracking and communicating project status. **Prerequisite:** CAPC 343 Project 98 for Windows 95 or equivalent.

Ulla Merz, Ph.D.

Section 100: Monday, August 9, 9 a.m.-4 p.m. 1 session. University Computing Center 124. \$130.

FINANCIAL MANAGEMENT

CAPC 241 Quicken 98 for Windows 95

Learn to manage money, keep a budget, simplify year-end tax preparation, manage rentals, track investments, bank accounts and credit card use. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Jeff Forrest, M.A.

Section 100: Tuesday and Thursday, June 15 and 17, 6-9 p.m. 2 sessions. University Computing Center 126. \$120.

CAPC 242 QuickBooks for Windows 95 (6.0)

An excellent accounting system solution for small businesses. Learn to create a chart of accounts, client and vendor lists, and custom lists. Produce invoices, purchase orders, special reports and other reports specific to your type of business. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Pat Melton, M.A.

Section 100: Saturday, June 19, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$120.

DATABASES

CAPC 251 FileMaker Pro for Windows 95 (4.1) Level I

Create a variety of databases, formats and merge documents including form generation, field formatting, numeric calculations and summary fields. Learn how to layout graphic screens. Auto entry configuration and report options will also be explored. Other features include sorting, finding, the use of scripting, buttons, and exporting files for merge purposes. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Nancy Fladstol, B.A.

Section 100: Monday, July 12, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$120.

CAPC 351 FileMaker Pro for Windows 95 (4.1) Level II

Expand and automate your database. This class builds upon material from the first session. Explore FileMaker calculations in depth, develop field options, scripts, and buttons for error free operation and ease of use. Set multi user access levels and create lookups and relationships to communicate with other databases.

Prerequisite: CAPC 251 FileMaker Pro for Windows 95 (4.0) Level I or equivalent.

Nancy Fladstol, B.A.

Section 100: Friday, July 23, 9 a.m.-4 p.m. 1 session. University Computing Center 126. \$120.

CAPC 255 Access 97 (8.0) Level I

Create and edit databases, manipulate data elements, and create summary reports in a few easy-to-learn steps. Build on the principles of good data management to enter, organize, access and report virtually unlimited amounts of information. Explore the integrated features including extended filenames, desktop shortcuts, intelligent tables, and improved form and report wizards. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Issy Kilbride

Section 101: Monday and Wednesday, June 14 and 16, 9 a.m.-4 p.m.

Chris Mattson, B.S.

Section 102: Tuesday and Thursday, July 13 and 15, 9 a.m.-4 p.m.

Section 103: Mondays, August 9 and 16, 9 a.m.-4 p.m.

All Sections: 2 sessions. University Computing Center 126. \$185.



DATABASES-CONTINUED

CAPC 355

Access 97 (8.0) Level II

Use macros in database design as well as enhanced query form and report design. Learn to create forms and reports that are customized for your personal and business needs.

Prerequisite: CAPC 255 Access 97 (8.0) Level I or equivalent.

Chris Mattson, B.S.

Section 101: Wednesday, July 7, 9 a.m.-4 p.m.

Section 102: Thursday, August 19, 9 a.m.-4 p.m.

All Sections: 1 session. University Computing Center 126. \$130.

CAPC 357

Database Design Concepts

Learn insights into the processes of planning a database. The class introduces the concepts of "Normalization" and the five normal forms.

Emphasis is placed on the use of indexing and keys to relate tables of data together into a balanced system that can be used for data input and maintenance. Access for Windows and Excel for Windows will be the application software for lab exercises. **Prerequisites:** CAPC 255 Access 97 (8.0) Level I or equivalent and a good working knowledge of the Windows 95 interface. A basic understanding of Excel for Windows is recommended.

Chris Mattson, B.S.

Section 100: Thursdays, July 22 and 29, 9 a.m.-4 p.m. 2 sessions. University Computing Center 126. \$185.

DESKTOP PUBLISHING

CAPC 271

PageMaker for Windows 95 (6.5) Level I

Explore page layouts, creative formats, and type font styles. We cover innovative type management and style issues, building art into page construction, and using scanner technology in graphics and text for designing newsletters, restaurant menus or financial statements.

Prerequisites: CAPC 203 Windows 95 Level I or equivalent and some experience with a word processing package is recommended.

Bruce Frehner, M.A.

Section 100: Saturdays, June 19 and 26, 9 a.m.-5 p.m. 2 sessions. University Computing Center 124. \$205.

CAPC 371

PageMaker for Windows 95 (6.5) Level II

Develop your skills and potential in printed media communications with time-saving techniques and graphics that enhance your message. Topics include useful illustration/text merging, font design for total impact, personal and "off-the-shelf" clip art libraries, maintaining high standards of technical quality, a product overview from software to high-quality printers, using scanner technology in graphics and text for creative impact, and the overall polished look for your work. **Prerequisite:** CAPC 271

PageMaker for Windows 95 (6.5) Level I or equivalent.

Bruce Frehner, M.A.

Section 100: Saturdays, July 24 and 31, 9 a.m.-5 p.m. 2 sessions. University Computing Center 124. \$205.

CAPC 273

QuarkXPress for Windows 95 (4.0) Level I

Create page layouts quickly and easily, manipulate graphics and text in basic page composition functions that are easy to understand and use. The class addresses issues of typography, graphic image file formats and camera-ready production. **Prerequisite:** CAPC 213 Word 97 (8.0) Level I or equivalent.

Becky Woulfe, B.F.A.

Section 100: Tuesday and Thursday, June 15 and 17, 9 a.m.-5 p.m. 2 sessions. University Computing Center 126. \$205.

CAPC 373

QuarkXPress for Windows 95 (4.0) Level II

Focus will be on professional use of this software and how to exploit its unique features and precision in higher-end, pre-press graphics production. Fine typography, graphic image manipulation and control, process and spot color separation, publication design and management as well as some favorite tricks will be discussed. **Prerequisite:** CAPC 273

QuarkXPress for Windows 95 (4.0) Level I or equivalent.

Becky Woulfe, B.F.A.

Section 100: Monday and Wednesday, July 19 and 21, 9 a.m.-5 p.m. 2 sessions. University Computing Center 126. \$205.

COMPUTER GRAPHICS

CAPC 280

Windows Computer Art Level I

This course is an overview of the various Windows based graphic programs. This course will cover drawing programs in Windows and Microsoft Works. It will include an overview of illustration applications such as Adobe Illustrator and CorelDRAW! **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Jerry Reynolds, MSEE

Section 100: Tuesday and Thursday, June 22 and 24, 6-9 p.m. 2 sessions. University Computing Center 126. \$130.

CAPC 281

CorelDRAW! for Windows 95 (8.0) Level I

This course gives you the ability to do complex drawings such as blends, fitting text to a curve, and other special effects. Learn how to make buttons, icons, and drawings for web applications. Learn how to import and export file types with CorelDRAW! Expand your ability to use graphics to achieve professional looking illustrations. Explore the power and possibilities of this new version. **Prerequisite:** CAPC 280

Windows Computer Art Level I, or equivalent.

Jerry Reynolds, MSEE

Section 100: Fridays, July 9 and 16, 9 a.m.-4 p.m. 2 sessions. University Computing Center 126. \$175.



CAPC 381**CorelDRAW! for Windows 95 (8.0) Level II**

Gain hands-on experience creating professional quality art work, technical illustrations and web site applications. This course covers design considerations for web applications, logos, fill patterns, and advanced illustration techniques. Work with color and color separations. Learn about Corel CAPTURE 8 and Corel OCR-TRACE 8. **Prerequisite:** CAPC 281 CorelDRAW! for Windows 95 (8.0) Level I or equivalent.

Jerry Reynolds, MSEE

Section 100: Tuesdays, August 10 and 17, 9 a.m.-4 p.m. 2 sessions. University Computing Center 126. \$175.

CAPC 282**Photoshop for Windows 95 (5.0) Level I**

Learn to use the premier photographic editing application. Learn basic scanning techniques and how best to capture your photos. The basic skills of photo editing are taught in this course. Special attention will be given to web site requirements. **Prerequisite:** CAPC 280 Windows Computer Art Level I or equivalent.

Jerry Reynolds, MSEE

Section 100: Tuesdays and Thursdays, July 6-15, 6-9 p.m. 4 sessions. University Computing Center 126. \$185.

CAPC 382**Photoshop for Windows 95 (5.0) Level II**

Learn advanced photo editing techniques. Sharpen your skills on scanning and image editing. Edit your photos and drawings to achieve professional quality work. Learn prepress and production techniques. Learn requirements for web site applications. **Prerequisite:** CAPC 282 Photoshop for Windows 95 (5.0) Level I or equivalent.

Jerry Reynolds, MSEE

Section 100: Thursdays, August 5 and 12, 9 a.m.-4 p.m. 2 sessions. University Computing Center 126. \$185.

CAPC 283**Illustrator for Windows 95 (7.0) Level I**

Create and edit lines and shapes, combine them into full color illustrations and add stunning text effects. Work can be printed as proofs or separations, or uploaded for web applications. Learn how to take photos from Adobe Photoshop and integrate them into illustrations using Adobe Illustrator. **Prerequisite:** CAPC 280 Windows Computer Art Level I, or equivalent.

Jerry Reynolds, MSEE

Section 100: Tuesdays, July 20 and 27, 9 a.m.-4 p.m. 2 sessions. University Computing Center 126. \$185.

MULTIMEDIA

See courses on page 41 under same section heading. These applications are consistent on both PC and Macintosh platforms.

COMPUTER AIDED DESIGN**CAPC 161****Beginning Computer Aided Design**

This stand-alone class covers the basics of systems start-up and a review of potential micro-computer-based applications for anyone interested in drafting and design. Topics include an overview of CAD applications in engineering, design, drafting and architecture; third party software, hardware and peripherals; and managing CAD system issues. **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent.

Required text: *A Tutorial Guide to AutoCAD Release 14*, Lockhart, University Bookstore, UMC 10.

Michael George, B.A.

Section 100: Tuesday and Thursday, June 1 and 3, 6-9 p.m. 2 sessions. University Computing Center 124. \$125.



Steven Bertram works in telecommunications and thought that the Intro to UNIX course "would be good for me."

**CAPC 261****Computer Aided Design for Windows (R14) Level I**

Focus on the 2D drafting features of AutoCAD with an emphasis on setting up new drawings (including units, limits, scaling, and layers), basic drawing construction and modification techniques and the production of hardcopy. You will also learn how to use prototype drawings and blocks to complete new projects with much less effort! **Prerequisite:** CAPC 203 Windows 95 Level I or equivalent. Some understanding of drafting concepts/techniques is helpful.

Required text: *A Tutorial Guide to AutoCAD Release 14*, Lockhart, University Bookstore, UMC 10.

David Kingsley

Section 100: Tuesdays and Thursdays, June 8-July 1, 6-9 p.m. 8 sessions. University Computing Center 124. \$400.

CAPC 361**Computer Aided Design for Windows (R14) Level II**

Topics include semiautomatic dimensioning, dimensioning variables, isoplanar grids, prototype drawings, highly useful but less known commands, compatibility with other software, external references, symbol libraries, cross hatching, attributes, and advanced file management. **Prerequisite:** CAPC 261 Computer Aided Design for Windows (R14) Level I or equivalent. **Required text:** *A Tutorial Guide to AutoCAD Release 14*, Lockhart, University Bookstore, UMC 10.

David Kingsley

Section 100: Tuesdays and Thursdays, July 6-22, 6-9 p.m. 6 sessions. University Computing Center 124. \$315.

COMPUTER AIDED DESIGN-CONTINUED

CAPC 362 Computer Aided Design for Windows (R14) 3D Modeling

This course will introduce the AutoCAD 2D user to the fundamentals of three dimensional modeling in AutoCAD 14. It will provide general skills common to all disciplines. The concepts of wireframe, surface and solid modeling will be discussed. The student will create 3D models and generate drawing documents from the models. The course will include the Designer, AutoSurf, or Mechanical Desktop modules but will provide a valid foundation for future study. **Prerequisite:** CAPC 361 Computer Aided Design for Windows (R14) Level II or equivalent. **Required text:** *A Tutorial Guide to AutoCAD Release 14*, Lockhart, University Bookstore, UMC 10.

David Kingsley

Section 100: Tuesdays and Thursdays, July 27-August 5, 6-9 p.m. 4 sessions. University Computing Center 124. \$290.

CAPC 461 Computer Aided Design for Windows (R14) Level III

Use techniques, processes and advanced command usage to facilitate project coordination. Topics include disk management, layering and dimensioning standards, basic menu customization, document tracking, and archiving and retrieval practices. Information to assist in the development of operational standards for departments and the exchange of data with other sources will also be covered.

Prerequisites: CAPC 361 Computer Aided Design for Windows (R14) Level II or equivalent and some professional AutoCAD experience. **Required text:** *A Tutorial Guide to AutoCAD Release 14*, Lockhart, University Bookstore, UMC 10.

Michael George, B.A.

Section 100: Tuesdays and Thursdays, August 10-19, 6-9 p.m. 4 sessions. University Computing Center 124. \$290.

THE MACINTOSH SYSTEM

CAMC 100 Introduction to the Macintosh

Meet the friendly system that is a powerful productivity tool. Learn practical business options, system management, and basic graphics, with hands-on practice. As time permits, we will demonstrate other, more advanced applications for business and personal use. Obtain the confidence and expertise required for other Macintosh courses. **Prerequisite:** CACS 100 Computer Literacy or equivalent.

Wendy Rochman, M.Ed.

Section 100: Saturday, June 26, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$120.

THE INTERNET

Design Techniques for Web Sites using the Macintosh lab. See CACS 334, page 29.



WORD PROCESSING

CAMC 211 Word for Macintosh (Office 98) Level I

Tap the full power of flexible, efficient word processing through mastery of Word, the leading Macintosh software package. Learn basics that enable you to produce practical business documents including editing, text/graphic interfaces, and use of key features. **Prerequisite:** CAMC 100 Introduction to the Macintosh or equivalent.

Chris Mattson, B.S.

Section 100: Tuesdays and Thursdays, June 8-17, 6-9 p.m. 4 sessions. University Computing Center 127. \$155.

CAMC 311 Word for Macintosh (Office 98) Level II

Learn how to use styles and templates to simplify formatting; tables and columns to structure documents and graphics; and desktop publishing features to create complex, professional looking documents. **Prerequisite:** CAMC 211 Word for Macintosh (Office 98) Level I or equivalent.

Wendy Rochman, M.Ed.

Section 100: Thursday, July 22, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$120.

CAMC 411 Word for Macintosh (Office 98) Level III

Master the most popular advanced features of Word. We emphasize time-saving skills, formatting style sheets, mail merge facility, formulas and how to produce professional-looking documents. **Prerequisite:** CAMC 311 Word for Macintosh (Office 98) Level II or equivalent.

Wendy Rochman, M.Ed.

Section 100: Wednesday, August 11, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$120.

SPREADSHEETS

CAMC 231 Excel for Macintosh (Office 98) Level I

Learn the basics of spreadsheet design, including editing, formatting and printing a worksheet. Study formulas and explore other powerful features. **Prerequisite:** CAMC 100 Introduction to the Macintosh or equivalent.

J. Burke Taft, M.Ed.

Section 100: Mondays, June 7 and 14, 6-9 p.m. 2 sessions. University Computing Center 127. \$120.

CAMC 331 Excel for Macintosh (Office 98) Level II

Expand upon the formulas and functions used in this introductory course by learning to build a database, explore charting and begin to build macros. **Prerequisite:** CAMC 231 Excel for the Macintosh (Office 98) Level I or equivalent.

J. Burke Taft, M.Ed.

Section 100: Wednesday, July 21, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$120.

CAMC 431**Excel for Macintosh (Office 98) Level III**

Explore "what if" scenarios by writing more advanced macros, apply more advanced functions and look at some of the most recently added features of this software. **Prerequisite:** CAMC 331 Excel for Macintosh (Office 98) Level II or equivalent.

J. Burke Taft, M.Ed.

Section 100: Thursday, August 12, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$120.

PRESENTATIONS**CAMC 221****PowerPoint for Macintosh (Office 98)**

Learn to create, edit and print exciting presentations! Enhance various slides with ClipArt drawings. Create bar or pie graphs to represent your numeric data and bullet and text charts with snazzy fonts and other attributes. Create sleek organizational charts, work with different color schemes, use the "Pick a Look" Wizard and more! **Prerequisite:** CAMC 211 Word for Macintosh (Office 98) Level I or equivalent.

Chris Mattson, B.S.

Section 100: Wednesday and Friday, June 23 and 25, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 127. \$155.

INTEGRATED SOFTWARE**CAMC 205****AppleWorks for Macintosh (5.0)**

Formerly known as ClarisWorks, this software package uses an integrated approach of combining software applications such as word processing, spreadsheets, databases, and graphics for a variety of needs. This introductory course will provide an overview of each area. Something for everyone, get the Works! **Prerequisite:** CAMC 100 Introduction to the Macintosh or equivalent.

Wendy Rochman, M.Ed.

Section 100: Mondays, June 21 and 28, 9 a.m.-2:30 p.m. 2 sessions. University Computing Center 127. \$155.

FINANCIAL MANAGEMENT

See CAPC 241 Quicken for Windows 95 using the PC lab, page 35. This application is consistent on both platforms.

DESKTOP PUBLISHING

See CAPC 271 and 371 PageMaker for Windows 95 (6.5) Levels I and II, page 36. These applications are consistent on both platforms.

CAMC 273**QuarkXPress for Macintosh (4.0) Level I**

Create page layouts quickly and easily, manipulate graphics and text in basic page composition functions that are easy to understand and use.

The class addresses issues of typography, graphic image file formats and camera-ready production. **Prerequisite:** CAMC 211 Word for Macintosh (Office 98) Level I or equivalent.

Recommended text: *The Official Adobe Print Publishing Guide*, Cottrell, Adobe Press, University Bookstore, UMC 10.

Tim Meehan

Section 101: Tuesdays, June 22-July 20, 6-9 p.m. 5 sessions.

Becky Woulfe, B.F.A.

Section 102: Tuesday and Thursday, July 27 and 29, 9 a.m.-5 p.m. 2 sessions.

All Sections: University Computing Center 127. \$205.

CAMC 373**QuarkXPress for Macintosh (4.0) Level II**

Focus will be on professional use of this software and how to exploit its unique features and precision in higher-end, pre-press graphics production. Fine typography, graphic image manipulation and control, process and spot color separation, publication design and management as well as some favorite tricks will be discussed. **Prerequisite:** CAMC 273

QuarkXPress for Macintosh (4.0) Level I or equivalent. **Recommended text:** *Designing Business*, Mok, University Bookstore, UMC 10.

Tim Meehan

Section 100: Mondays, August 2 and 9, 9 a.m.-5 p.m. 2 sessions. University Computing Center 127. \$205.

CAMC 473**QuarkXPress for Macintosh (4.0) Level III**

Automate production using tools like multiple master-pages, stylesheets and all the floating palettes and keyboard shortcuts. Watch QuarkXPress automatically create documents using AppleScript. Learn to create your own diverse collection of custom designs and production tricks. **Prerequisite:** CAMC 373

QuarkXPress for Macintosh (4.0) Level II or equivalent. **Recommended text:** *Designing Business*, Mok, University Bookstore, UMC 10.

Tim Meehan

Section 100: Saturday, August 14, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$130.

Terri Goon works for Veterinary Centers of America based in Santa Monica. She says the company is switching to a UNIX version of the software they're using so she needs to become more familiar with the platform. She says the course is "great—it's been very helpful."



COMPUTER GRAPHICS

CAMC 280

Macintosh Computer Art Level I

Spray cans, paint brushes and buckets of paint appear and disappear. And no mess to clean up when you're done! Discover electronic graphic design with object-oriented and bit-mapped design capabilities. With training in scanning and laser printing plus instruction in aesthetics of electronic imaging, you'll be ready to make your own camera-ready images. **Prerequisite:** CAMC 100 Introduction to the Macintosh or equivalent.

Barry Ratliff, M.F.A.

Section 100: Saturday, June 12, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$130.

CAMC 380

Macintosh Computer Art Level II

Using your basic Macintosh art skills, we will focus on creativity and experimentation as we create your personal or corporate logo. A flatbed scanner and laser printer will be tools that transform your ideas and materials into a final product. Service bureau output (linotronic and color) are discussed. The emphasis of this class is on individual pacing and problem solving. Bring plenty of photos, drawings, and ideas.

Prerequisite: CAMC 280 Basic Macintosh Computer Art Level I or equivalent.

Barry Ratliff, M.F.A.

Section 100: Saturday, July 10, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$130.

CAMC 282

Photoshop for Macintosh (5.0) Level I

Learn to use "standard photographic manipulation" of electronic images and how to create special effects using filters, paint tools, masking and image overlay. In addition, investigate output options such as color proofs and separations.

Prerequisite: CAMC 280 Macintosh Computer Art Level I or equivalent. **Recommended text:** *Adobe Photoshop 5.0 Classroom in a Book*, University Bookstore, UMC 10.

Becky Woulfe, B.F.A.

Section 101: Tuesday and Thursday, June 22 and 24, 9 a.m.-4 p.m.

Rick Hoyt, B.S.

Section 102: Saturdays, July 17 and 24, 9 a.m.-4 p.m.

All Sections: 2 sessions. University Computing Center 127. \$185.

CAMC 382

Photoshop for Macintosh (5.0) Level II

Expand your knowledge of this application by gaining a greater understanding of its use from a production point of view. Learn pre-press techniques and quality control that can help avoid costly mistakes and time consuming duplication. **Prerequisite:** CAMC 282 Photoshop for Macintosh (5.0) Level I or equivalent.

Recommended text: *Official Adobe Photoshop 5.0 Studio Techniques*, Willmore, University Bookstore, UMC 10.

Tim Meehan

Section 100: Wednesdays and Thursdays, August 4-12, 6-9 p.m. 4 sessions. University Computing Center 127. \$185.

CAMC 482

Photoshop for Macintosh (5.0) Level III

If you have some knowledge of Photoshop and want to hone your skills creatively, you will enjoy this class. A weekly assignment will be looked at in class and each class member's approach to the problem will be shared - all will benefit! **Prerequisite:** CAMC 382 Photoshop for Macintosh (5.0) Level II or equivalent. You must have access to a Macintosh with Photoshop installed and have some experience with software applications. It isn't necessary to be an expert, though! **Recommended text:** *Official Adobe Photoshop 5.0 Studio Techniques*, Willmore, University Bookstore, UMC 10.

Tim Meehan

Section 100: Monday and Wednesday, August 16 and 18, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$185.

CAMC 283

Illustrator for Macintosh (7.0) Level I

Create and edit lines and shapes, combine them into full color illustrations and add stunning text effects. Work can be printed as proofs or separations on paper or film, exported as EPS documents to page layout programs or taken directly into Adobe Photoshop. **Prerequisite:** CAMC 280 Macintosh Computer Art Level I or equivalent. **Recommended text:** *Adobe Illustrator for Macintosh Classroom in a Book*, Adobe Press, University Bookstore, UMC 10.

Rick Hoyt, B.S.

Section 100: Tuesdays, June 29 and July 6, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$185.

CAMC 383

Illustrator for Macintosh (7.0) Level II

Explore advanced techniques and address pre-press issues to avoid costly redos and improve work time productivity. Gain a greater understanding of fonts and output parameters and broaden your ability to work with other graphics applications. **Prerequisite:** CAMC 283 Illustrator for Macintosh (7.0) Level I or equivalent. **Recommended text:** *Adobe Illustrator for Macintosh Classroom in a Book*, Adobe Press, University Bookstore, UMC 10.

Rick Hoyt, B.S.

Section 100: Wednesday and Friday, July 14 and 16, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$185.

David Fox is a web developer for NexData Solutions. The company is taking over management of a web site in New York, and he's been put in charge of bringing it in house. David says Ed Zucker's Intro to UNIX class has been really helpful because "It's not a cursory overview. For an intro class, we covered a lot of material—we really got into the guts of UNIX."



see page 46

CAMC 483**Illustrator for Macintosh (7.0) Level III**

This class takes you into a new and advanced world of power-user skills and techniques. Learn all the most powerful productivity hints, tips and techniques for today's demanding art creation environment. New tools, new filters and new features are combined in this latest version making it the most powerful, reliable and comprehensive PostScript drawing program on the market today. **Prerequisite:** CAMC 383 **Illustrator for Macintosh (7.0) Level II** or equivalent. **Recommended text:** *Adobe Illustrator for Macintosh Classroom in a Book*, Adobe Press, University Bookstore, UMC 10. Tim Meehan

Section 100: Tuesday, August 10, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$130.

MULTIMEDIA**CAMC 292****QuarkImmedia**

Design high-end interactive multimedia on your desktop without becoming a programmer. Whether you are adapting existing print content for the screen or developing original multimedia titles from scratch, you will incorporate interactivity and dynamic media, including sound, video, and animation. Convert your existing QuarkXPress documents into QuarkImmedia interactive projects with a single mouse click. **Prerequisite:** CAMC 273 **QuarkXPress for Macintosh Level I** or equivalent. **Recommended text:** *Interactivity By Design*, Satran and Kristof, University Bookstore, UMC 10.

Tim Meehan

Section 100: Mondays and Wednesdays, July 12-21, 6-9 p.m. 4 sessions. University Computing Center 127. \$185.

CAMC 293**Multimedia Solutions**

This class introduces the types of equipment and technical considerations used in multimedia productions. It will focus on current types of equipment such as scanners, printers, digital cameras, and computers. The latest add-on boards to enhance productions and other peripheral devices are also covered. There will be hands-on experience with graphic animation authoring software. **Prerequisite:** CAMC 280 **Macintosh Computer Art Level I** or equivalent. William Busch

Section 100: Tuesday and Thursday, July 13 and 15, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$185.

CAMC 294**Multimedia Authoring**

Explore the interactive process of program design, authoring, and delivery techniques. It will introduce CD-ROM technology techniques that can be accomplished using the software packaged in Macromedia Director Studio 6. The programs introduced are Extreme 3D, ResEdit, Sound Studio, and Deck 2, all of which are bundled with Macromedia Studio. **Prerequisite:** CAMC 291 **Macromedia Director (6) Level I** or equivalent.

William Busch

Section 100: Monday and Wednesday, July 26 and 28, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$185.

CAMC 392**Digital Video**

Put a little pizzazz in your multimedia presentations. Learn how to use a digitizing compression board for integrating video, audio and graphics into a single project. Cross platform issues are also considered. Final project consists of creating a CD-ROM. Software used is Adobe Premiere. **Prerequisite:** CAMC 294 **Multimedia Authoring** or equivalent.

William Busch

Section 100: Saturday, August 7, 9 a.m.-4 p.m. 1 session. University Computing Center 127. \$130.

CAMC 295**Premiere (5.0)**

Step into digital editing. Create dynamic video or film, incorporating video, audio, stills, titles and graphics. Include special effects using filters, transitions, transparency, and motion. Class will cover file management, NTSC and cross platform and web output issues.

Prerequisite: CAMC 211 **Word for Macintosh (Office 98) Level I** or equivalent.

Recommended text: *Adobe Premiere 5.0 Classroom in a Book*, Adobe Press, University Bookstore, UMC 10.

Tim Meehan

Section 100: Tuesday and Thursday, August 3 and 5, 9 a.m.-4 p.m. 2 sessions. University Computing Center 127. \$205.

CAMC 291**Macromedia Director (6) Level I**

Learn the production of interactive multimedia presentations, including animation, still graphics, voice and sound and text and video. A host of other graphics and sound software will be used. Emphasis will be on high quality presentations and finished productions that will run on both Macintosh and PC platforms. **Prerequisite:** CAMC 280 **Macintosh Computer Art Level I** or equivalent.

J. Burke Taft, M.Ed.

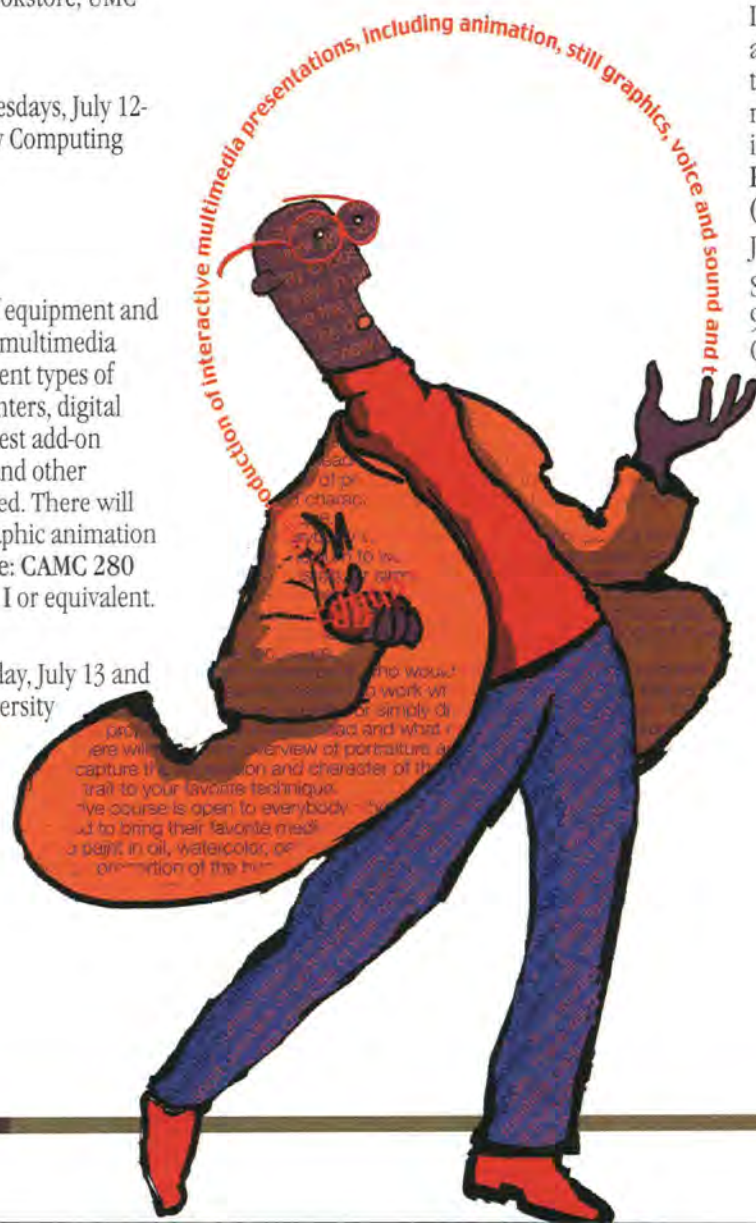
Section 100: Mondays and Tuesdays, July 26-August 3, 6-9 p.m. 4 sessions. University Computing Center 127. \$185.

CAMC 391**Macromedia Director (6) Level II**

Learn to create a storyboard, build an interface and develop a presentation that includes still pictures, animation, voice, text, and Quicktime movies. You will have an opportunity to share ideas and solve problems with other students. **Prerequisite:** CAMC 291 **Macromedia Director (6) Level I** or equivalent.

J. Burke Taft, M.Ed.

Section 100: Mondays and Tuesdays, August 9-17, 6-9 p.m. 4 sessions. University Computing Center 127. \$185.



DISTANCE LEARNING

CU INTRODUCES THE VIRTUAL CAMPUS, SO YOU CAN BE HERE NO MATTER WHERE YOU ARE.

As part of your academic planning, we invite you to consider Distance Learning—a variety of solutions that give you access to CU-Boulder without coming to campus. These alternative formats allow you to work at your own pace, on your own schedule, wherever you are—whether it's half way down the street or half way around the world. Distance Learning courses are as demanding as those you'll find on campus. But they represent a strategic alternative that enables motivated learners to pursue their academic goals.

Consider Distance Learning. For enrichment. For credit. For completion of short-term courses that meet targeted business and professional needs. For work on accredited degree programs. Options are growing all the time. Watch this space for news.

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

CATECS delivers graduate engineering courses directly to your worksite via live microwave broadcasts with two-way audio interaction. Videotapes of past courses are also available for credit and noncredit. Master's degree programs are available in Aerospace Engineering, Computer Science, Electrical and Computer Engineering, Engineering Management, and Telecommunications. For more information on the CATECS option, call 303-492-6331 or visit the web site at www.colorado.edu/CATECS

INDEPENDENT LEARNING

...VIA THE INTERNET.

From any computer with an Internet connection, you have access to more than 25 CU-Boulder web based courses. Complete assignments, communicate with your instructor and your classmates on the course bulletin board and take tests at times that fit your schedule. Courses are offered both as self-paced, with 12 months to complete, and as term based courses following a real calendar. Listed below are a few of the courses available. The full list is available at www.colorado.edu/cewww

ANTH 2070-3 Bones, Bodies and Disease, Section 640.

PSYC 2012-3 Biological Psychology 1, Section 580. Term based: June 1-August 6, 1999.

SLHS 4030/5030-3 The Linguistic Structure of American Sign Language, Section 580. Term based: June 1-August 6, 1999

UWRP 3020-3 Topics in Writing: *The Catcher in the Rye*, Section 580. Term based: June 1-August 6, 1999.

UWRP 3020-3 Topics in Writing: Culture, Section 581. Term based: July 6-August 6, 1999.

...VIA CORRESPONDENCE.

An excellent solution for disciplined independent learners. More than 85 university credit correspondence courses are available. Professional real estate licensing and high school correspondence courses are also available. Call 303-492-8757 (toll free 800-331-2801) to request the bulletin.

COMPUTER APPLICATIONS: WEB BASED COURSE

All you need to successfully complete this course is an Internet connection, an email account and Microsoft Internet Explorer 4.0 or Netscape Navigator 4.05 or later. You must register two weeks prior the course start date to receive the required software and to participate in the on-line orientation. Information on how to register and other computer applications courses can be found on pages 23 to 41.

CACS 241

Introduction to Hands-On C++

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

Charry Stover, M.S.

Section 10W: Class meets on-line Thursday, July 15-Wednesday, August 11. \$345.

Continuing Education is proud of its commitment to provide access to all students through its distance programs. For information on other programs available at the University of Colorado, visit the web site at www.cuonline.edu



ADDITIONAL OPPORTUNITIES

ACCESS PROGRAM

Want to take a credit course at CU-Boulder during the day? Perhaps you're interested in a particular class for personal or professional development or plan to enroll in a degree program in the future. Each Fall and Spring, the ACCESS Program (formerly SAVE) enables nondegree students to enroll in on-campus undergraduate or graduate courses. Call 303-492-6226 for more information.

HIGH SCHOOL CONCURRENT PROGRAM

Colorado high school juniors and seniors who meet the guidelines of the "Postsecondary Enrollment Options Act" (HB 1162) may enroll in two courses each Fall and Spring semesters, either through the Boulder Evening or ACCESS programs. Call 303-492-6226 for more information.

APPLIED MUSIC PROGRAM

The College of Music and Continuing Education offer private instruction for voice and most popular instruments. Group classes are offered for beginning guitar and piano. Private lessons are by arrangement. Instruments, except piano, must be furnished by students. Tuition for 9 hours of instruction is \$240 (resident). For more information, contact the Independent Study office at 303-492-8757.

INTERNATIONAL ENGLISH CENTER

In addition to its intensive, full-time program for international students, the International English Center (IEC) provides evening classes in English as a second language for community residents or interested visitors from other countries. Meeting on Mondays and Wednesdays at a cost of \$225 (text included) for six weeks, the classes are offered at three different proficiency levels – beginning, intermediate and advanced. Courses in academic writing and pronunciation are offered on Tuesdays and Thursdays for \$225 for six weeks. For registration information, visit the IEC at 1333 Grandview Avenue or call 303-492-5547.

USE SUMMER TO ACCELERATE YOUR ACADEMIC PROGRESS

Summer session on the Boulder campus is special. With over 500 campus courses to choose from, and 6,000 enrolled students, it's a relaxed, intimate learning environment. Classes are smaller. Parking is easier and dress code is casual.

Summer is a great time to get a jump on the next phase of your academic career.

FOR MORE INFORMATION ON SUMMER SESSION call 303-492-5146 or visit the web site (www.colorado.edu/conted/summer) to request a catalog.

HIGH SCHOOL SUMMER SCHOLARS PROGRAM

An introduction to college life for high school students who have completed at least their sophomore year are eligible to participate in this program. Credit and noncredit classes are taught by instructors selected for their knowledge, experience, warmth and enthusiasm. Staff and residence hall program assistants coordinate social, cultural, academic, and special activities for residential and day students. To place your name on the mailing list, call 303-492-5146 or visit our website www.colorado.edu/conted/scholars

REAL ESTATE AND APPRAISAL PROGRAM

Our **Real Estate and Appraisal Program (REAP)** exists to serve and support the Colorado real estate industry. It offers the most comprehensive real estate curriculum in the state and includes all of the hours required for the real estate broker's license, for all four levels of appraiser licenses, and for the mandatory and elective courses for license renewal. These courses are conducted at a number of locations around the state, including Boulder, and are approved for continuing education credit by the Colorado Real Estate Commission.

ENTER THE PROFESSION!

The "associate broker" is the first level of licensing for those entering the real estate profession. A license candidate must successfully complete 168 hours of designated classroom work and score a minimum of 75% on the state licensing examination. The six CU courses which satisfy the 168-hour requirement are:

NCRE 007 Practice and Law – 48 class hours

NCRE 020 Colorado Contracts and Regulations – 48 class hours

NCRE 022 Record Keeping and Trust Accounts – 8 class hours

NCRE 029 Real Estate Closings – 24 class hours

NCRE 032 Practical Applications – 32 class hours

NCRE 034 Current Legal Issues – 8 class hours

The "registered appraiser" is the first level of licensing for those entering the real estate appraisal profession. A license candidate must successfully complete 75 hours of designated classroom work and pass the *Level A* licensing examination. The three CU courses which satisfy the 75-hour requirement are:

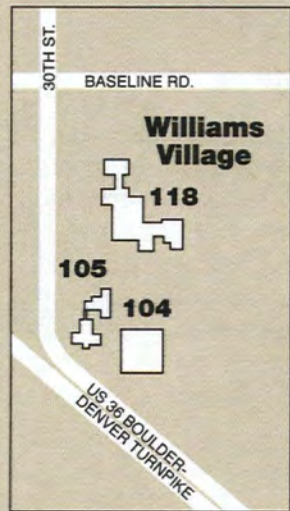
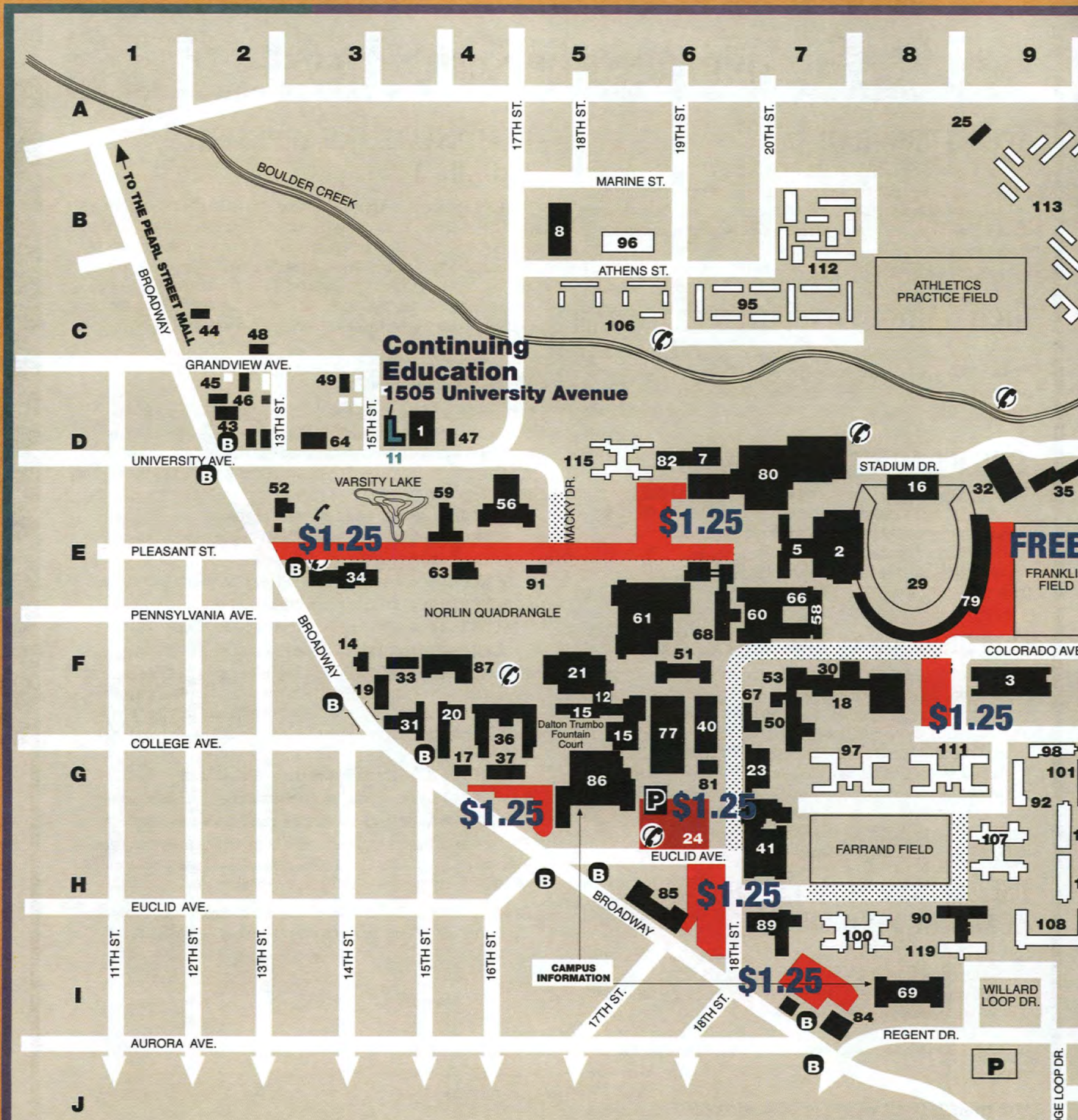
NCRE 200 Registered Appraiser – 40 class hours

NCRE 201 Basic Appraisal Applications – 24 class hours

NCRE 208 Appraisal Standards and Ethics – 16 class hours

The above associate broker license courses are offered as an evening and weekend program in Boulder, and the appraisal license courses are offered as intensive daytime classes in the Denver/Boulder area.

Please call 303-492-5148 or 1-800-331-2801 and request a real estate catalog. Or visit the web site at www.colorado.edu/conted/RealEstate



Legend

- Streets (many main campus streets are limited access during certain hours)
- Limited access streets
- Major buildings
- Housing (residence halls and family housing)
- Pedestrian/bicycle underpass
- FREE** Free parking after 5 p.m., and Saturdays
- \$1.25** \$1.25 parking after 5 p.m., and Saturdays. Bring 4 quarters or a dollar bill
- Emergency telephones
- RTD bus stops bordering campus



University Buildings

1. Armory (D-4)
2. Balch Fieldhouse (E-7)
3. Benson Earth Sciences Building (F-9)
4. Business (H-10)
5. Carlson Gymnasium (E-7)
6. Center for Astrophysics and Space Astronomy (L-3)
7. Clare Small Arts and Sciences (D-6)
8. College Inn Conference Center (B-5)
9. Communication Disorders and Speech Science (I-11)
10. Computing Center (K-3)
11. Continuing Education (D-2)
12. Cooperative Institute for Research in Environmental Sciences (CIRES) (F-5)
13. Coors Events/Conference Center (I-12)
14. Cottage No. 1 (F-3)
15. Cristol Chemistry (G-5)
16. Dal Ward Athletic Center (D-8)
17. Denison Laboratory (G-4)
- * Duane Physical Laboratories (F-7). See Duane Physics and Astrophysics, Gamow Tower, Laboratory for Atmospheric and Space Physics, and Joint Institute for Laboratory Astrophysics.
18. Duane Physics and Astrophysics (F-7)
19. Economics (F-3)
20. Education (G-4)
21. Ekeley Sciences (F-5)
22. Engineering Center (F/G-10/11)
23. Environmental Design (G-7)
24. Euclid Avenue Autopark (G-6)
25. Family Housing Children's Center- Main Offices (A-9)
26. Family Housing Children's Center- Colorado Court (L-2)
27. Fiske Planetarium and Science Center (J-10)
28. Fleming Law (K-10)
29. Folsom Stadium (E-8)
30. Gamow Tower (F-7)
31. Geology (G-3)
32. Grounds and Service Center (D-9)
33. Guggenheim Geography (F-3)
34. Hale Science (E-3)
35. Health Physics Laboratory (D-9)
36. Helms Arts and Sciences/Mary Rippon Theatre (G-4)
37. Henderson Building, University of Colorado Museum (G-4)
38. Housing System Maintenance Center (K-2)
39. Housing System Service Center (K-2)
40. Hunter Science (F-6)
41. Imig Music (H-7)
42. Institute for Behavioral Genetics (K-1)
43. Institute of Behavioral Science (IBS) No. 1 (D-2)
44. IBS No. 2 (C-2)
45. IBS No. 3 (D-2)
46. IBS No. 4 (D-2)
47. IBS No. 5 (D-4)
48. IBS No. 6 (C-2)
- * Integrated Teaching and Learning Laboratory. See Engineering Center.
49. International English Center (C-3)
50. Joint Institute for Laboratory Astrophysics (G-7)
51. Ketchum Arts and Sciences (F-6)
52. Koenig Alumni Center (E-2)
53. Laboratory for Atmospheric and Space Physics (LASP) (F-7)
54. LASP Space Technology Center (L-3)
55. Lesser House (F-11)
- * Life Sciences Laboratories Complex (E-7). See Muenzinger Psychology, Porter Biosciences, and Ramaley Biology.
56. Macky Auditorium (D-4)
57. Mathematics Building (F-10)
58. MCDB expansion (E-7)
59. McKenna Languages (E-4)
60. Muenzinger Psychology (E-7)
61. Norlin Library (E-6)
62. Nuclear Physics Laboratory (K-2)
63. Old Main (E-4)
64. Page Foundation Center (D-3)
65. Police and Parking Services (G-12)
66. Porter Biosciences (E-7)
67. Power House (F-6)
68. Ramaley Biology (E-6)
69. Regent Administrative Center (I-8)
70. Regent Drive Autopark (G-12)
71. Research Laboratory No. 1 (K-1)
72. Research Laboratory No. 2-WICHE (K-1)
73. Research Laboratory No. 3 (K-2)
74. Research Laboratory No. 4 (K-1)
75. Research Laboratory No. 6 (Marine Street Science Center) (K-2)
76. Research Park Greenhouse (K-1)
77. Sibell Wolle Fine Arts (G-6)
78. Sommers-Bausch Observatory (I-11)
79. Stadium Offices (E-8)
80. Student Recreation Center (D-6/7)
81. Telecommunications Building (G-6)
82. Temporary Building No. 1 (D-6)
83. Transportation Center (K-2)
84. University Administrative Center and Annex (I-7)
85. University Club (H-6)
86. University Memorial Center (UMC) (G-5)
87. University Theatre (including Charlotte York Irey Studios) (F-4)
88. US West Research Park (L-4)
89. Wardenburg Student Health Center (H-7)
90. Willard Administrative Center-North Wing (H-8)
91. Woodbury Arts and Sciences (E-5)

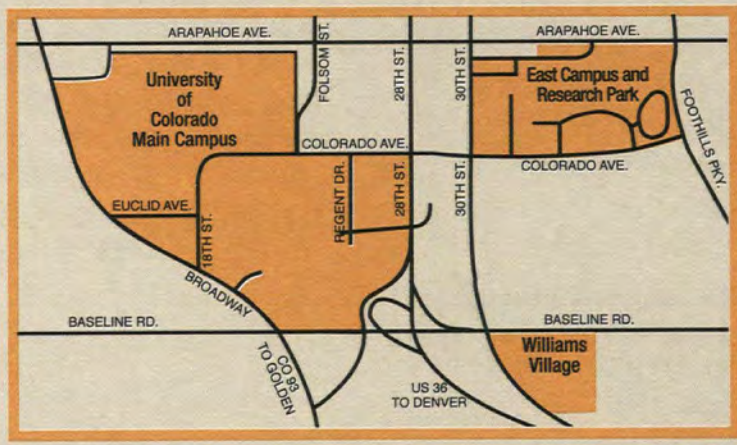
University Housing

92. Aden Hall (G-9)
93. Andrews Hall-Kittredge Complex (J-12)
94. Arnett Hall-Kittredge Complex (J-12)
95. Athens Court (B/C-6/7)
96. Athens North Court (B-6)
97. Baker Hall (G-7)
98. Brackett Hall (G-9)
99. Buckingham Hall-Kittredge Complex (K-12)
100. Cheyenne Arapaho Hall (H-7)
101. Cockerell Hall (G-10)
102. Colorado Court (L-1)
103. Crosman Hall (G-10)
104. Darley Commons- Williams Village (L-6)
105. Darley Towers-Williams Village (L-5)
106. Faculty-Staff Court (B-5)
107. Farrand Hall (H-9)
108. Hallett Hall (H-9)
109. Kittredge Commons- Kittredge Complex (J-10)
- * Kittredge Complex. See Kittredge Commons, and Andrews, Arnett, Buckingham, Kittredge West, and Smith Halls.
110. Kittredge West Hall- Kittredge Complex (J-10)
111. Libby Hall (G-8)
112. Marine Court (B-7)
113. Newton Court (B/C-9/10)
114. Reed Hall (H-10)
115. Sewell Hall (D-5)
116. Smiley Court (L-1)
117. Smith Hall-Kittredge Complex (K-11)
118. Stearns Towers- Williams Village (K-6)
119. Willard Hall-South Wing (H-8)
- * Williams Village. See Darley Commons, Darley Towers, And Stearns Towers.

During any special event, Continuing Education students shall present their registration receipt to obtain parking at no extra charge (Parking Regulation III-D-6a).

Continuing Education students may also purchase parking permits from Parking Services for an additional fee. University meters are enforced between 7:00 a.m. and 5:00 p.m. seven days a week, including Saturdays and Sundays.

Based on map produced by Student Affairs Communications.



WAYS TO 5 REGISTER

- 1. REGISTER BY MAIL.** A postage-paid envelope is located in this catalog. Registration forms are on page 47 for credit, page 48 for noncredit and certificate courses.
- 2. FAX YOUR REGISTRATION.** Fast and easy. Day or night to 303-492-3962. Send page 47 for credit courses. Send page 48 for noncredit and certificate courses.
- 3. IN PERSON.** Come to the Continuing Education Office, 1505 University Avenue, between 7:30 a.m. and 5:30 p.m. Monday through Thursday (7:30 a.m. to 5 p.m. Fridays).
- 4. BY PHONE FOR NONCREDIT AND CERTIFICATE COURSES USING VISA, MASTERCARD, AND DISCOVER.** Complete the registration form (page 48) and have your credit card information handy. Then call 303-492-5148 or 800-331-2801.
- 5. USE CU CONNECT OR THE WEB FOR BOULDER EVENING COURSES.** See page 4 for more information.

Costs vary. Tuition is listed at the end of each course description. You may pay by MasterCard, VISA, Discover, cash, or check.

Credit Programs You can earn academic credit at every level, high school through graduate school. Credit programs include:

- Boulder Evening Credit Classes**
- Independent Learning Programs**
- ACCESS and High School Concurrent Programs**
- Center for Advanced Training in Engineering and Computer Science (CATECS)**

Learning for Learning's Sake: Noncredit Courses The broad range of noncredit courses offered at convenient evening and weekend hours, means no tests, no grades, and no prerequisites. Yet noncredit courses, encompassing both personal and professional interests, are taught by highly qualified instructors. Enjoy non-competitive learning with others who share your interests.

Professional Enhancement: Certificate Programs To polish skills or acquire new ones, enhance a career or explore another field, Continuing Education offers a full spectrum of programs.

- Computer Applications**
- Entrepreneurship**
- Management Development**
- Network Administration**
- Programming**

Professional Development Programs for working professionals to build skills and enhance your understanding of business today.

- Real Estate and Appraisal Program**
- International English Center**

Where Are Courses Given? Course locations are given at the end of most course descriptions. Many campus parking lots offer \$1.25 parking after 5 p.m. and on Saturdays. Some are free evenings and weekends. The Campus Map gives both building and parking lot locations. To skip parking altogether, take the RTD bus to campus.

Change Your Mind? Please let us know. If you withdraw before a course begins, you may receive a full refund. Refer to each program description for refund policies after a course starts.

Student Privacy You may elect to have directory information withheld about yourself which includes requesting transcripts over the phone. To do this, please visit our office or call to receive the form.

Severe Weather Classes are held when scheduled. The Chancellor closes the campus only because of extreme weather conditions. Closings are announced on local radio stations. Or call 303-735-5000 for course closing information.

Other Questions? Problems? Special Needs? Disabled individuals should feel free to call our registration staff (TTY 303-492-8905) for special needs and arrangements. We'll gladly assist you.

Books and Supplies required for courses are available at the University Bookstore in the basement of the University Memorial Center on campus.

Call us at 303-492-5148 or 1-800-331-2801 if you need help or additional information.

The University of Colorado at Boulder does not discriminate on the basis of race, color, national origin, sex, age, disability, creed, religion, or veteran status in admission and access to, and treatment and employment in, its educational programs and activities. The University takes affirmative action to increase ethnic, cultural, and gender diversity; to employ qualified disabled individuals; and to provide equal opportunity to all students and employees.

The Department of Equity and Access Services is responsible for educational and employment opportunity, implementation of affirmative action programs, and coordination of Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1973, the Vietnam Era Veteran's Readjustment Act of 1974, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. For further information about these provisions, or about issues of equity, discrimination, or fairness, write Garnett K. Tatum, Director, Equity and Access Services and ADA Coordinator, Willard Hall, Room 209, Campus Box 144, University of Colorado at Boulder, Boulder, CO 80309-0144, or call 303-492-6706.

This publication was printed and mailed using funds generated solely by Continuing Education programs. Continuing Education regrets any printing errors, but accepts no liability for them.

Design/Illustration: Ed Huston
Art Direction: Alana Shaw
Photography: Benko Photographics
Printing: AB Hirschfeld Press

Last Name	First Name	Middle Name	Former or Maiden Name	Suffix
-----------	------------	-------------	-----------------------	--------

Mailing address _____
No. and Street, Apt. No. City State Zip Code + 4

E-mail address _____
Home Phone Work Phone

BIRTHDATE

Month	Day	Year
-------	-----	------

SEX:
 Male
 Female

ETHNICITY:
 American Indian or Alaskan Native
 Asian or Pacific Islander
 Black
 Caucasian/White
 Hispanic
 I do not wish to provide this information

RESIDENCY:
 Colorado
 Other State
 Abbr. _____

MILITARY SERVICE:
 Non-veteran
 Veteran
 Active Duty
 Dates _____
 to _____

SOCIAL SECURITY NUMBER:

--	--	--

For identification purposes. If you wish to claim continuing education tax credits, your social security number must be provided.

FORMER CU STUDENT NUMBER:

--

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

1. Do you have a high school diploma or a G.E.D. Certificate? No (Submit HS Concurrent Form) Yes
 High School Name/City/State _____ Graduation Date _____
2. Have you ever enrolled for credit course(s) at any campus of the University of Colorado?
 No Yes Campus _____ Term _____ Year _____ of most recent attendance
 Degree Student or Nondegree Student
3. Are you currently on suspension from any Campus/School of CU? No Yes School _____
4. Do you owe a debt to any University of Colorado campus? No Yes
5. Do you have a college degree? No Yes Highest Degree _____ Date Awarded _____
 College Name/City/State _____
6. Have you ever been convicted of a felony? (other than traffic violation) No Yes (Attach statement)

SELECTIVE SERVICE REGISTRATION CERTIFICATION:
 I certify that I am registered with the Selective Service
 I am not required to register with the Selective Service because:
 I am a female.
 I am in the U.S. Armed Forces on active duty.
 I have not yet reached my 18th birthday.
 I am age 26, or older, as of the date of the first day of class.
 I am a non-immigrant alien lawfully admitted in the U.S.

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

COMPLETE THIS SECTION IF YOU HAVE NOT ATTENDED ANY UNIVERSITY OF COLORADO CAMPUS WITHIN THE LAST 12 MONTHS AND ARE CLAIMING IN-STATE TUITION CLASSIFICATION.

Students already classified as nonresidents must submit a separate "Petition for In-State Tuition" in order to change their tuition classification.

FAILURE TO ANSWER EACH QUESTION MAY RESULT IN YOUR BEING CLASSIFIED AS A NONRESIDENT.

	YOU	CHECK ONE: <input type="checkbox"/> PARENT <input type="checkbox"/> GUARDIAN <input type="checkbox"/> SPOUSE
Dates of continuous physical presence in Colorado (mo./day/yr.)	____/____/____ to ____/____/____	____/____/____ to ____/____/____
Dates of employment in Colorado (mo./day/yr.)	____/____/____ to ____/____/____	____/____/____ to ____/____/____
List exact years for which Colorado income taxes have been filed	_____	_____
Dates of extended absences from Colorado of more than two months within the past two years (mo./day/yr.)	____/____/____ to ____/____/____	____/____/____ to ____/____/____
Dates of active duty military service, if applicable (mo./day/yr.)	____/____/____ to ____/____/____	____/____/____ to ____/____/____
Dates stationed in Colorado (mo./day/yr.)	____/____/____ to ____/____/____	____/____/____ to ____/____/____
Date of your marriage, if applicable (mo./day/yr.)	____/____/____ to _____	_____ to _____
Date current Colorado driver's license, if applicable (mo./day/yr.)	____/____/____ to _____	____/____/____ to _____
Issue date of previous Colorado license, if applicable (mo./day/yr.)	____/____/____ to _____	____/____/____ to _____
List exact years of Colorado motor vehicle registration	_____	_____
Date of Colorado voter registration (mo./day/yr.)	____/____/____ to ____/____/____	____/____/____ to ____/____/____
Dates of ownership of any Colorado residential property (mo./day/yr.)	____/____/____ to ____/____/____	____/____/____ to ____/____/____
Are your parents separated or divorced?	Yes _____ No _____	_____

I hereby certify that to the best of my knowledge the information furnished on this application is true and complete without evasion or misrepresentation. I understand that if found to be otherwise, it is sufficient cause for rejection or dismissal.

Student's Signature _____ Date _____

TUITION PAYMENT

Please send a check, payable to University of Colorado, to:
 Division of Continuing Education
 Campus Box 178
 University of Colorado at Boulder
 Boulder, CO 80309-0178
 If using MasterCard, VISA, Discover enclose the following information.

Charge: VISA MasterCard Discover (check one)

_____/_____/_____/_____/_____/_____

Expiration Date _____/_____/_____

_____/_____/_____

Print cardholder's name, as it appears on the charge card.

REGISTRATION FOR CERTIFICATE AND NONCREDIT COURSES

PLEASE PRINT

S.S. No. # _____
For identification purposes. If you wish to claim continuing education tax credits, your social security number must be provided.

Former Student Number _____

Birthdate _____
Month/Day/Year

Mr. Ms. _____
Last First Middle Initial Maiden Name

Mailing Address _____ Home Telephone _____

City _____ State _____ Zip _____

Business Name _____

Business Address _____ Office Telephone _____

City _____ State _____ Zip _____

E-mail address _____

Have you ever enrolled for credit or noncredit course(s) at any campus of the University of Colorado? No Yes

Campus _____ Term _____ Year _____ of most recent attendance.

Have you ever been convicted of a felony (other than a traffic violation)? No Yes (attach statement)

Course No.	Section No.	Course Title	Tuition
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Attach additional sheet if needed Total Enclosed _____

Please register me for the course(s) listed above.

Signature _____ Date _____

TUITION PAYMENT

Please send a check, payable to University of Colorado, to:
 Division of Continuing Education
 Campus Box 178
 University of Colorado at Boulder
 Boulder, CO 80309-0178
 If using MasterCard, VISA, Discover enclose the following information.

Charge: VISA MasterCard Discover (check one)
 _____/_____/_____
 Expiration Date _____/_____

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

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

SELECTIVE SERVICE REGISTRATION CERTIFICATION:

I certify that I am registered with the Selective Service

I am not required to register with the Selective Service because:

I am a female.

I am in the U.S. Armed Forces on active duty.

I have not yet reached my 18th birthday.

I am age 26, or older, as of the date of the first day of class.

I am a non-immigrant alien lawfully admitted in the U.S.



- A**
 Academic Preparation17, 18
 ACCESS Program43
 Access (database software)35-36
 Accounting and Finance21
 Acting18, 19
 American Sign Language13
 AppleWorks39
 Applied Music43
 Appraisal courses43
 Architecture and Landscape12
 Art Appreciation14
 Astronomy17
 AutoCAD37-38
- B**
 Boulder Evening Credit Program3-9
 Budgeting15, 21
 Business Classes20-21
- C**
 C++ Programming30, 31, 42
 Campus Map44-45
 Cartooning16-17
 CATECS42
 Certificate Programs
 Computer Applications24
 Entrepreneurship20
 Management Development20
 Network Administration24
 Programming25
 Chicano Studies8
 Communication8, 13
 Computer Aided Design37-38
 Computer courses23-41, 42
 Macintosh38-41
 PC32-38
 Computer Graphics
 Macintosh40-41
 PC36-37
 Correspondence Study42
 CorelDraw!36-37
 Creative Writing19
 Credit courses3-9
 CU Connect registration5-6
- D**
 Databases35-36
 Desktop Publishing
 Macintosh39
 PC36
 Digital Video41
 Distance Learning42
 Drawing13
- E**
 Engineering42
 English8
 English as a Second Language43
 Entrepreneurism21
 Ethnic Studies8
 Ethnoherbology17
 Excel
 Macintosh38-39
 PC34
- F**
 FileMaker Pro35
 Film Studies8
 Financial Management15, 35, 39
 Fine Arts13-14
 Foreign Languages9, 14-15
 French14
- G**
 Geography8
 Geology17
 GMAT preparation18
 GRE preparation18
 GUI Programming32
- H**
 Handmade Books14
 Health9
 High School Concurrent Program43
 High School Summer Scholars43
 History8, 15
 HTML28-29
- I**
 Illustrator
 Macintosh40-41
 PC37
 Independent Learning42
 Integrated Software39
 International English Center43
 Internet28-29
 Investments and Personal Finance15-16
 Italian14-15
- J**
 Java Programming31, 32
 JavaScript29
 Journalism8
- K**
 Kinesiology9
- L**
 Landscaping12
 Lifestyles16
 Literature8
- M**
 Macintosh courses38-41
 Macromedia Director41
 Management Development20-21
 Management/Supervision21
 Marketing/Sales21
 Multimedia41
 Music Lessons43
- N**
 Networks26-27
 Noncredit courses11-19
 Nutrition9
- O**
 Object-Oriented Design Patterns31
 Office Packages33
 Oil Painting14
 On-line courses42
 Organic Farming16
 Outlook33
- P**
 Pagemaker
 Macintosh39
 PC36
 Painting14
 Parking44-45
 PC courses32-38
 Philosophy9
 Photography13
 Photoshop
 Macintosh40
 PC37
 Political Science9
 PowerPoint
 Macintosh39
 PC35
- Q**
 Premiere41
 Programming29-32, 42
 Project Management35
 Psychology9
 Public Speaking8
- Q**
 QuarkImmedia41
 QuarkXPress
 Macintosh39
 PC36
 QuickBooks35
 Quicken
 Macintosh39
 PC35
- R**
 Real Estate and Appraisal Program43
 Refunds
 Boulder Evening4
 Business20
 Computer Applications23
 Noncredit11
 Registration Information46
 Retirement Planning15
- S**
 Sales/Marketing21
 Science (noncredit)17
 Screenwriting19
 Shakespeare18
 Sign Language13
 Sociology9
 Spanish9, 15
 Spreadsheets
 Macintosh38-39
 PC34
 Supervision/Management21
- T**
 Taxonomy17
 Technical Writing21
 Testing and Academic Preparation18
 Theatre18-19
- U**
 University Writing Program9
 UNIX27, 28
- V**
 Video Production41
 Visual Basic Programming30, 34
 Voice Lessons43
- W**
 Water Media13
 Web based courses30, 42
 Web registration (Boulder Evening)5-6
 Web Server Administration29
 Web Site Design28, 29
 Windows32-33
 Windows NT27
 Word Processing
 Macintosh38
 PC33-34
 Writing8, 9, 19, 21



