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**University of Colorado, Boulder  
Division of Continuing Education  
Fall 1983**

**Schedule of Courses, Seminars and Workshops**



# University of Colorado, Boulder

## Division of Continuing Education

### *Adult Learning Opportunities*

#### **Audiovisual College Education (ACE)**

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

#### **Boulder Evening Credit Courses**

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

#### **Center for Management and Technical Programs**

The Center for Management and Technical Programs (CMT) develops and produces high-quality, results-oriented training seminars for business and industry, government agencies, and service organizations. Learning in a seminar format provides distinct advantages. The content is targeted and the time spent is short, learning is condensed and intensive, and meetings provide an opportunity to acquire important new skills. CMT faculty excel in their fields and in their ability to teach adults. Energetic and up-to-date, they are chosen from the best available across the state and the nation. Seminars cover a broad range of secretarial, managerial, and technical areas. CMT offers team discounts for organizations sending three or more participants, CEUs (Continuing Education Units), and tailored in-company presentations. Catalogs describing CMT seminars in greater detail and brochures for individual programs are available upon request. Call CMT at 492-8666.

#### **Certificate in Commercial Design**

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

#### **Certificate in Computer Applications**

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

#### **Certificate in Multi-Image/ Multi-Media Communications**

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

#### **Independent Study Program**

The Independent Study Program gives a student or anyone else in the community an opportunity to achieve skills at his own pace. Whether you seek University credit hours, certain professional license requirements, or various self-enrichment skills, this program might offer what you seek. The courses of study include Individualized Instruction, Applied Music, Independent Study through correspondence, Keyboard Musicianship community classes, as well as a new Paralegal Education series. More complete descriptions are in this brochure. Call 492-8756 for information and a catalogue.

#### **Longmont Program**

The Division is now offering both credit and noncredit courses designed specifically for Longmont residents during the fall semester. Check the following pages for course descriptions or call our toll free number 1 (800) 332-5839. Boulder number is 492-5148.

#### **Management Development Certificate Program**

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

#### **Noncredit Courses**

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

#### **Cooperative Real Estate Certificate Program**

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

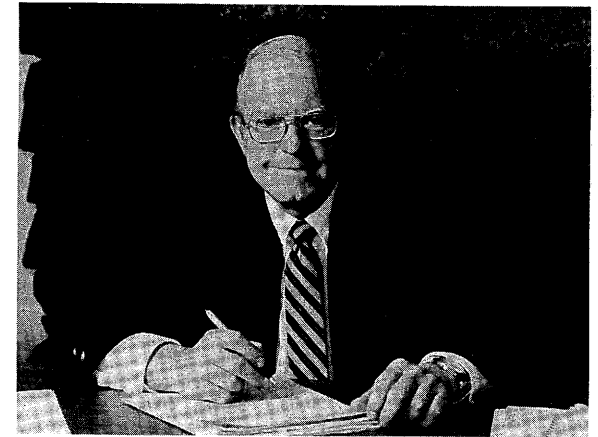
#### **Space Available Voluntary Education (SAVE)**

Fall and spring semesters, the University's Division of Continuing Education offers the opportunity for non-degree students to enroll in regular daytime Boulder campus courses, provided space is available as determined by the academic departments. Fall 1983 SAVE registration will be conducted Thursday and Friday, September 1-2, 9 a.m. to 4 p.m. at the University Memorial Center Ballroom (UMC). Please call 492-5148 for additional information on eligibility, tuition, fees, etc.



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I am pleased to join the staff of the Division of Continuing Education in extending an invitation to you to visit our registration office at 1221 University Avenue.

All of us who work with the continuing education programs listed in this brochure are eager to assist you with your educational needs. Please feel free to call on us for information or registration assistance. We welcome your suggestions for new programs and ways we may improve our services to you.

Cordially,

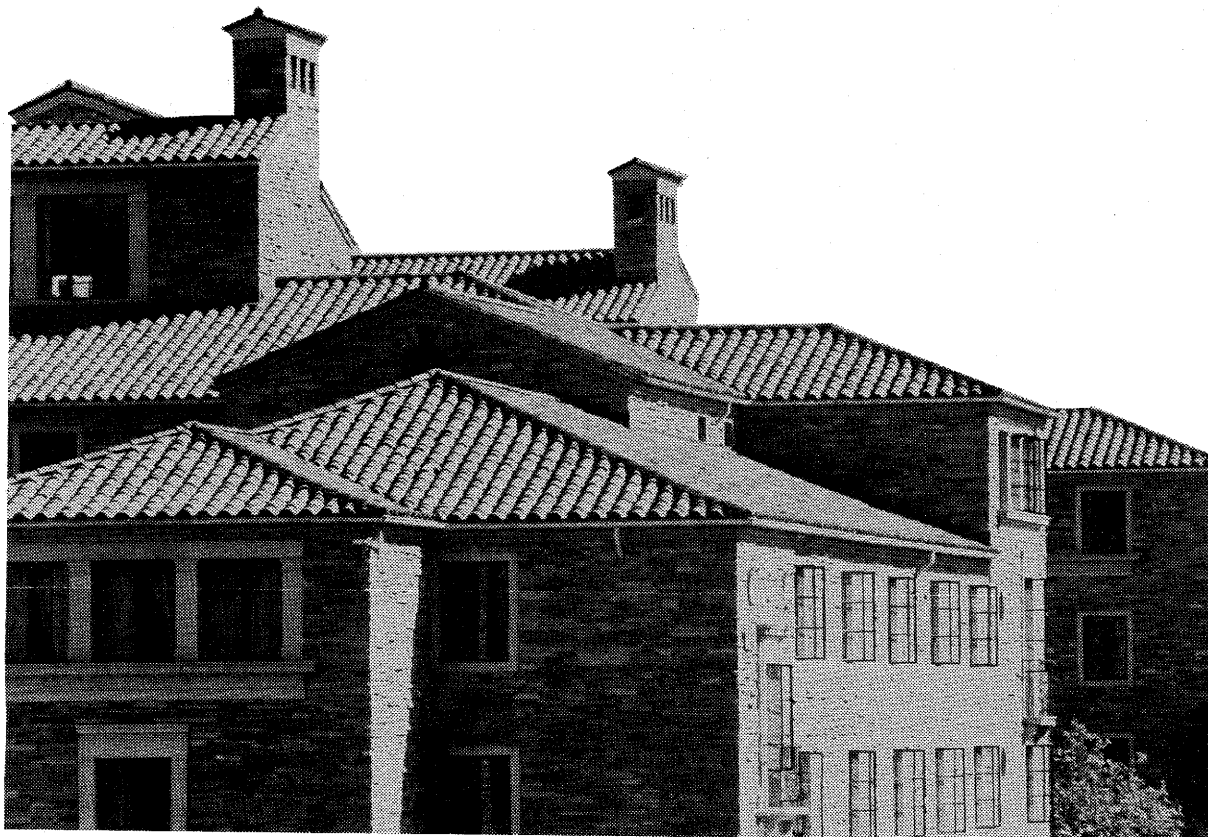
*Clay N. Berg*

Clay N. Berg, Director

### About the Cover

Boulder's Flatirons provide a dramatic setting for the early rural Italian Renaissance architecture of the University of Colorado buildings. The striking design was inspired by the rural buildings in Tuscany, Italy. The way in which the outline of those buildings in that setting visually fit into the mountain background, as well as the color and materials, seemed perfect for Boulder. Subsequent buildings since World War II are in sympathy with the character established in 1919 utilizing the structural design and the "Color" adobe sandstone. We can thank former President Norlin for commissioning the Philadelphia firm of Klauder and Day to conceptualize buildings for the University of Colorado campus.

The cover photograph is by Gregory O. Jones, University photographer.



## BOULDER EVENING CREDIT CLASSES

Fall semester 1983 will witness the continuation and expansion of the popular evening credit class program designed specifically for you, the working person (home, office, other), or adult who cannot attend classes during the daytime schedule. Since many of you have suggested that credit courses should be offered in a more concentrated format, we are offering you an opportunity to earn credit in a shortened time period. We will be offering two short sessions during the semester and you will be required to attend classes twice a week for three hours each. In addition, the regular Fall semester term courses will be offered as usual. Boulder Evening classes carry full undergraduate University credit, are fully transferable, and are taught by fully qualified and approved instructors. Credit earned in these classes is automatically shown on an official transcript. You will be registering as a special student unless you have previously been admitted to campus as a degree student.

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

**Counseling Services:** Academic and career counseling services are available free of charge for anyone enrolled in a Boulder Evening Credit course or anyone who is considering enrollment. Receive help in planning your program, deciding on a major, or setting personal goals. Vocational interest testing is also available (for a small fee) to help students clarify career goals and objectives. If you are unsure about your academic or career direction call 492-5148 for an appointment.

**Eligibility:** Any person who has a high school diploma or GED equivalent may enroll. No previous college experience is necessary to enroll in these classes. Persons on suspension from the College of Engineering and Applied Science or the College of Business and Administration may not enroll.

**How to Enroll:** Preregistration is necessary and can be accomplished in person at 1221 University Avenue, Boulder, Monday through Thursday, 9 a.m. to 6 p.m., and Friday, 9 a.m. to 5 p.m., beginning August 8, or at the UMC Ballroom 9 a.m. to 4 p.m. on September 1 and 2. NO REGISTRATIONS WILL BE ACCEPTED AFTER SEPTEMBER 16 for Full Term and Session I classes. Call 492-5148 for information.

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

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

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

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

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

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

**Tuition:** Resident tuition is \$54 per credit hour. Some courses are slightly higher because of equipment or materials fees. Nonresidents may take one three-hour course during one time period for resident tuition. For example, a nonresident may enroll for one three-hour course for the Full Term or one three-hour course for Session I and one three-hour course for Session II. A nonresident may *not* enroll for a class for the full term and a class in either of the sessions for resident tuition.

However, for more than one three-hour course, nonresidents must pay the out-of-state tuition fee of \$2,425. For that tuition, a nonresident student may enroll in any of the other credit courses offered through the Division of Continuing Education program, i.e. Independent Study, Individualized Instruction or Applied Music. Cash, check, or MasterCard or Visa may be used. Tuition is due and payable at time of registration. **NO DEFERRED PAYMENT PLAN IS AVAILABLE.**

**Pass / Fail Option:** This option is not available for Boulder Evening credit courses.

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

**Privileges:** Boulder Evening credit students are eligible to join the Recreation Center as affiliated students for \$35 per semester, payable to the Recreation Center cashier. Students are eligible for Wardenburg Student Health Services for \$61 payable to the Wardenburg cashier. A hospitalization plan is available for Continuing Education students for an additional fee of \$68. Total library services are available at no additional charge. Photographic IDs for Division of Continuing Education students are available for \$6 beginning September 12. Hours are 9:30 to noon at the Stadium, between Gates 4 and 5.

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

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

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

## Calendar Dates You Should Know About

- Aug. 8** First day of registration at the Division of Continuing Education, 1221 University Avenue, 9-6 Monday through Thursday; 9-5 Friday.
- Sept. 1-2** Registration continues at the University Memorial Center Ballroom 9 a.m. to 4 p.m.
- Sept. 6** Full Term classes begin. Session I classes begin.  
Late registration for all sessions at the Division of Continuing Education.  
Last day for 100% refund for Full Term and Session I, if you drop a class by 5 p.m.
- Sept. 16** LAST DAY TO REGISTER FOR FULL TERM AND SESSION I CLASSES.  
Registration continues for Session II. Last day to receive 80% refund for Full Term and Session I — no signatures required.
- Sept. 27** Last day to receive 60% refund for Session I — instructor's signature required on drop voucher.\*  
Last day to receive 60% refund for Full Term — instructor's signature required on drop voucher.\*  
Last day to receive 40% refund for Session I classes — instructor's signature required on drop voucher.\*  
No refund for Session I after this date.  
Registration continues for Session II classes.
- Oct. 11** Last day to drop a Session I class without petitioning. You must present valid documentation supporting your drop petition. Call 492-5148 for petition information.
- Oct. 18** Last day to receive 40% refund for Full Term — instructor's signature required on drop voucher.\* No refund for classes after this date.

- Oct. 24** Session I classes end.
- Oct. 25** Session II classes begin.  
Last day to receive 100% refund if you drop a Session II class by 5 p.m.
- Nov. 1** LAST DAY TO REGISTER FOR SESSION II CLASSES.  
Last day to drop and receive 80% refund for Session II — no signature required.
- Nov. 8** Last day to drop a Full Term class without petitioning. You must present valid documentation supporting your drop petition. Call 492-5148 for petition information.  
Last day to drop and receive 60% refund for Session II classes — instructor's signature required on drop voucher.\*
- Nov. 15** Last day to drop and receive 40% refund for Session II classes — instructor's signature required on drop voucher.\*
- Nov. 22** Last day to drop a Session II class without petitioning. You must present valid documentation supporting your drop petition. Call 492-5148 for petition information.
- Nov. 23-25** THANKSGIVING VACATION. NO CLASSES.
- Dec. 14** Session II ends.
- Dec. 15** Full Term ends.

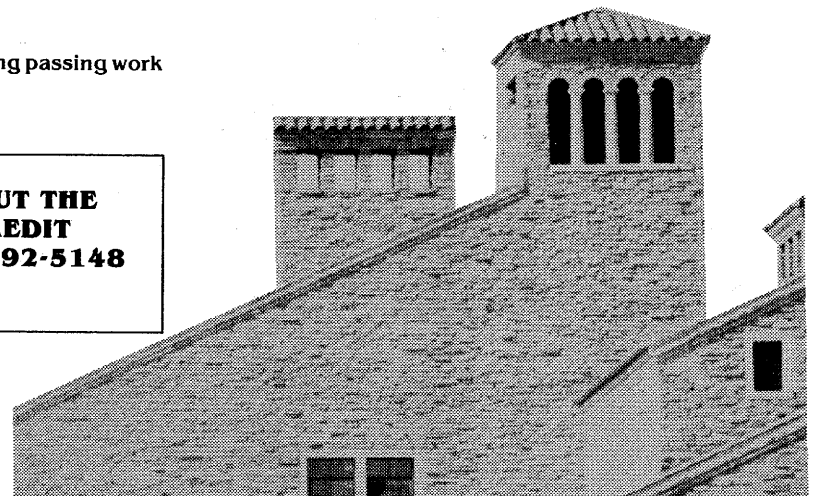
\* This signature indicates you were doing passing work when you dropped the course.

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

*Last day for 40% refund for SAVE*

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

Every person pursuing a degree in Arts and Sciences must complete two two-semester course combinations in each of the following areas: Humanities, Social Science, and Natural Science. The course descriptions for Boulder Evening credit courses will indicate whether the course satisfies one of the 1983-84 course combination requirements as indicated on the College List. If there is no indication in the course description that a course can be combined with another to satisfy a specific requirement, you can use the credit as an elective. Remember, these credit courses carry full undergraduate University credit and are fully transferable.



# Boulder Evening Credit Classes Fall 1983 Schedule

Tues. Sept. 6	Wed. Sept. 7		Thurs. Oct. 20	Mon. Oct. 24	Tues. Oct. 25	Wed. Oct. 26		Tues. Dec. 13	Wed. Dec. 14	Thurs. Dec. 15
<b>SESSION I</b> T&Th classes begin Sept. 6 and end Oct. 20										
	M&W classes begin Sept. 7 and end Oct. 24									
					<b>SESSION II</b> T & Th classes begin Oct. 25 and end Dec. 13					
						M&W classes begin Oct. 26 and end Dec. 14				
<b>FULL SEMESTER TERM:</b> Classes begin on Sept. 6 and end on Dec. 15. Final exams will be given the last day of class.										

## Full Term Classes by Starting Date

### Tuesday Evening Classes, Begin September 6

Comm.	203-3	ECCR 1-01	7-10 p.m.	Interpersonal Communication
Comm.	418-3	ECCR 1-03	7-10 p.m.	Advanced Interpersonal Communication
Engl.	297-3	ECCR 0-03	7-8:30 p.m.	Shakespeare in Performance
EPOB	121-3	ECCR 1-42	7-10 p.m.	General Biology I
Ex. St.	213-3	ECCR 1-07	7-10 p.m.	The Vietnam Project
Ex. St.	390-3	F.A. C-175	6-9 p.m.	Art Therapy
Geog.	199-3	Hellems 247	6:30-9:30 p.m.	Introduction to Human Geography
Geog.	306-3	GUGG 2	7-10 p.m.	Map Interpretation
Hist.	141-3	ECCR 1-24	7-10 p.m.	History of England I
Jour.	480-3	Macky 117	7-10 p.m.	Magazine Article Writing
P.Sc.	222-3	ECCR 2-01	7-10 p.m.	Introduction to International Relations
Psy.	205-3	MUEN D-144	7-10 p.m.	Introduction to Biopsychology
Soc.	191-3	ECCR 1-26	7-10 p.m.	Contemporary Social Issues
Soc.	495-3	ECCR 0-36	7-10 p.m.	Criminology
T.Ed.	482-3	ECCR 1-26	4:30-7 p.m.	Meeting the Needs of the Gifted and Talented Child

### Tuesday and Thursday Evening Classes, Begin September 6

Econ.	202-3	ECCR 1-40	5:15-6:45 p.m.	Principles of Economics
F.A.	216-3	F.A. N-163	6:30-11 p.m.	Beginning Photography
Jour.	250-3	Macky 3-C	6:30-8:30 p.m.	Reporting
Math.	101-3	ECCR 0-38	7-8:30 p.m.	College Algebra

### Wednesday Evening Classes, Begin September 7

Anth.	220-3	ECCR 0-03	7-10 p.m.	Introduction to Archaeology
A&S	110-3	ECCR 1-30	7-10 p.m.	Advanced Expository Writing
Comm.	231-3	ECCR 1-03	7-10 p.m.	Oral Competency
Ex. St.	211-2	ECCR 1-28	7-10 p.m.	Environmental Law
Ex. St.	410-2	ECCR 1-07	7-9 p.m.	Learning in Motion

## Course Descriptions

### Anthropology 103-3 Principles of Anthropology I

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

Session I — Section 100: Mondays and Wednesdays, 7-10 p.m., Hellems 247. \$162.

### Anthropology 104-3 Principles of Anthropology II

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

Session II — Section 200: Mondays and Wednesdays, 7-10 p.m., Hellems 247. \$162.

### Anthropology 220-3 Introduction to Archaeology

Archaeologists study a variety of different evidence to understand prehistoric cultural behavior. This course will address what archaeology is, how archaeologists find and study sites, and how archaeologists reconstruct the past. Topics of concern range from discovery and data recording methods to practical analytical techniques.

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

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

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

Session I — Section 100: Tuesdays and Thursdays, 7-10 p.m., ECCR 1-28. \$162.

Session II — Section 200: Tuesdays and Thursdays, 7-10 p.m., ECCR 1-28. \$162.

Geog.	198-3	GUGG 2	7-10 p.m.	World Regional Geography
Hist.	151-3	ECCR 1-01	7-10 p.m.	U.S. History to 1865
Phil.	104-3	ECCR 0-09	7-10 p.m.	Philosophy and Society
P.Sc.	202-3	ECCR 2-01	7-10 p.m.	Introduction to Comparative Politics
Psy.	430-3	MUEN D-356	7-10 p.m.	Abnormal Psychology

**Wednesday Evening Telecourses (Note late starting dates)**

Ex. St.	212-2	Education Computer Lab Rm. 346	7-10 p.m.	The Computer Programme (Sept. 21 — Nov. 9)
Ex. St.	213-3	ECCR 0-36	6-9 p.m.	The Vietnam Project (Sept. 28 — Dec. 2)

**Monday and Wednesday Evening Classes, Begin September 7**

Econ.	201-3	ECCR 1-40	5:15-6:45 p.m.	Principles of Economics
F.A.	217-3	F.A. N-163	6:30-11 p.m.	Beginning Photography II
F.A.	376-3	F.A. C1B55	6:30-9:30 p.m.	Jewelry Design

**Thursday Evening Classes, Begin September 8**

Comm.	102-3	ECCR 1-01	7-10 p.m.	Introduction to Interpersonal and Small Group Communication
Engl.	315-3	ECCR 1-24	7-10 p.m.	Report Writing
Hist.	254-3	ECCR 1-26	7-10 p.m.	Topics in American History
Soc.	119-3	ECCR 1-03	7-10 p.m.	Deviance

**Monday and Thursday Evening Classes, Begin September 8**

Comp. Sc.	210-3	ECCR 0-30		Fundamentals of Computing I
Math.	130-5	ECCR 2-01	5:30-8 p.m.	Analytic Geometry and Calculus I

**Monday Evening Classes, Begin September 12**

A.G.	111-3	ECCR 1-28	7-10 p.m.	General Astronomy
Comm.	215-3	ECCR 1-01	7-10 p.m.	Organizational and Small Group Communications
Hist.	258-3	ECCR 1-03	7-10 p.m.	History of Colorado
Math.	102-2	ECCR 1-30	6-8 p.m.	College Trigonometry
Math.	107-3	ECCR 0-09	5:30-8:30 p.m.	Algebra for Social Sciences and Businesses
Phil.	102-3	ECCR 1-07	7-10 p.m.	Ethics
P. Sc.	110-3	ECCR 0-03	7-10 p.m.	The American Political System
Psy.	100-3	MUEN D-144	7-10 p.m.	General Psychology
Psy.	264-3	MUEN D-356	6:30-9:30 p.m.	Child and Adolescent Psychology

**Session I Classes by Starting Date**

**Tuesday and Thursday Evening Classes, Begin September 6**

A&S	100-3	ECCR 1-28	7-10 p.m.	General Expository Writing
CDSS	370-3	ECCR 1-05	6:30-8:30 p.m.	Manual Communication I
Engl.	119-3	ECCR 1-30	7-10 p.m.	Introduction to Creative Writing
Engl.	260-3	ECCR 0-01	7-10 p.m.	Great Books I
Geog.	100-3	Geology 108	7-10 p.m.	Environmental Systems: Climate and Vegetation
P. Ed.	225-2	ECCR 0-08	7-10 p.m.	Advanced First Aid
P. Ed.	342-3	ECCR 0-09	7-10 p.m.	Nutrition and Health
Soc.	211-3	ECCR 1-40	7-10 p.m.	Introduction to Sociology I

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

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

Full Term — Section 300: Wednesdays, 7-10 p.m., ECCR 1-30. \$162.

**Astro-Geophysics 111-3  
General Astronomy I**

*do*  
Using Carl Sagan's *Cosmos* as supplementary material, this course explores the relationship between the planet Earth, its inhabitants, and the vast universe that surrounds them. The course summarizes present knowledge about the sun, stars, and birth and death of stars. Emphasis on solar system and recent interplanetary probes. When combined with AG 112, satisfies the first year natural sciences requirement.

Full Term — Section 300: Mondays 7-10 p.m., ECCR 1-28. \$162.

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

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

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

**Communication 203-3  
Interpersonal Communication**

This course emphasizes personal aspects of communication. Choice making, choice attribution, risk taking, personal knowledge, creativity, and alternative kinds of interpersonal relationships are central topics. Increased self-awareness, understanding of interpersonal relationships, and improvement of interpersonal skills are dominant goals. When combined with Comm. 102, satisfies first year of social sciences requirement.

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

*Hellems 245*

**Monday and Wednesday Evening Classes, Begin September 7**

Anth.	103-3	Hellems 247	7-10 p.m.	Principles of Anthropology I
Comm.	426-3	ECCR 1-05	6:30-9:30 p.m.	Communication and Conflict
Engl.	120-3	ECCR 1-26	7-10 p.m.	Introduction to Fiction
Engl.	220-3	ECCR 1-24	7-10 p.m.	Modern Short Story
EPOB	210-3	ECCR 0-08	7-10 p.m.	Introduction to Wildlife Ecology and Conservation
Music	278-2		7:30-9:30 p.m.	Introduction to Classical Music of India
Phil.	100-3	ECCR 0-01	7-10 p.m.	Introduction to Philosophy
Psy.	230-3	MUEN D-156	7-10 p.m.	Psychology of Adjustment

**Session II Classes by Starting Date**

**Tuesday and Thursday Evening Classes, Begin October 25**

A&S	100-3	ECCR 1-28	7-10 p.m.	General Expository Writing <i>Can</i>
Engl.	119-3	ECCR 1-30	7-10 p.m.	Introduction to Creative Writing <i>So</i>
Engl.	261-3	ECCR 0-01	7-10 p.m.	Great Books II
Geog.	101-3	Geology 108	7-10 p.m.	Environmental Systems: Landforms and Soils
P. Ed.	225-2	ECCR 0-08	7-10 p.m.	Advanced First Aid <i>So</i>
P.E.	342-3	ECCR 0-09	7-10 p.m.	Nutrition and Health
Soc.	211-3	ECCR 1-40	7-10 p.m.	Introduction to Sociology I

**Monday and Wednesday Evening Classes, Begin October 26**

Anth.	104-3	Hellems 247	7-10 p.m.	Principles of Anthropology II
Engl.	140-3	ECCR 1-26	7-10 p.m.	Introduction to Poetry <i>Can</i>
Engl.	220-3	ECCR 1-24	7-10 p.m.	Modern Short Story
Phil.	100-3	ECCR 0-01	7-10 p.m.	Introduction to Philosophy
Psy.	245-3	MUEN D-156	7-10 p.m.	Social Psychology of Social Problems <i>Can</i>

**Communication 215-3  
Organizational and Small Group  
Communication**

*Can*  
This course is an introduction to the processes of communication in groups with emphasis on group decision making in organizational settings. When combined with Comm. 102, satisfies first year social sciences requirement.

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

**Communication 231-3  
Oral Competency**

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

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

**Communication 418-3  
Advanced Interpersonal Communication**

*Can*  
This course is designed to examine the processes of interpersonal communication in relationships with emphasis on family communication. Attention is given to family meanings and communication patterns, the communication of intimacy, family roles and types, power and decision making, constructive strategies to resolve conflict, developmental and unpredictable stress, and improving family communication.

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

**Communication 426-3  
Communication and Conflict**

Examines conflict behavior as a social and interpersonal process focusing on such areas as styles, strategies, power concerns, issues clarification, communication skills, and intervention techniques. The aim is to learn how to analyze conflict in the field and develop skills for turning conflict into productive experiences.

Session I — Section 100: Mondays and Wednesdays, 6:30-9:30 p.m., ECCR 1-05. \$162.





**CDSS 370-3<sup>12</sup>**  
**Manual Communication I**

This is a basic course in the language of the deaf community — American Sign Language. It will include basic vocabulary, conversational skills, and grammatical features of the language as well as some cultural awareness of the deaf community. Suggestive-accelerative teaching technique of the "Super-learning" approach will be used to create a fun and relaxing learning environment. This class is geared for persons who come in contact with the deaf and want to communicate with them — teachers, grocers, clerks, volunteers.

Session I — Section 100: Tuesdays and Thursdays, 6:30-8:30 p.m., ECCR 1-05. \$162.

**Computer Science 210-3**  
**Fundamentals of Computing I**

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

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

Recitation:

Section 301 — Mondays, 6-7 p.m., ECCR 0-30.

Section 302 — Mondays, 9-10 p.m., ECCR 0-30.

Section 303 — Thursdays, 9-10 p.m., ECCR 0-30.

(Students must register for one of these recitation sections.)

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

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

Full Term — Section 300: Mondays and Wednesdays, 5:15-6:45 p.m., ECCR 1-40. \$162.

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

The operation of the price system as a major organizer of the economy. Elementary theory, problems, and public policy of competition, monopoly, distribution of income, and international economic relations. When combined with Econ. 201, will satisfy the first year social sciences requirement.

Full Term — Section 300: Tuesdays and Thursdays 5:15-6:45 p.m., Econ 1-40. \$162.

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

As an introduction course, the curriculum covers both poetry and fiction. Students are required to produce either one or two short prose or verse assignments per meeting, to be copied for class distribution by the student. Longer pieces will count for the fulfillment of two or more meeting assignments. The class format is primarily a workshop situation, with student participation a major factor in discovery and development of the various critical approaches. Assignments include in-class writing experiments, reviews of readings by visiting and local authors, suggestions for bi-weekly projects, and careful reading in two exciting, recently released texts.

Session I, Section 100, and Session II, Section 200: Tuesdays and Thursdays, 7-10 p.m, ECCR 1-30. \$162.

**English 120-3**  
**Introduction to Fiction**

Introduction to the short story and novel, including masterworks of the nineteenth century and modern period. Focus on intensive reading and class discussion and the development of basic critical approaches to fiction. When combined with Engl. 220, 130, or 140, will satisfy the first year humanities requirement.

Session I — Section 100: Mondays and Wednesdays, 7-10 p.m., ECCR 1-26. \$162.

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

An introductory course designed to give the student a critical appreciation of verse, and verse forms, from early English and American poetry through the present day American Postmoderns. The course will deal with the various developments and offshoots of verse, and how they are interrelated, by means of the poetry itself. The goals of the course should be a deeper appreciation rather than a clinical overview, but analysis of technique and a wide survey of styles through most recent centuries will also be the focus. When combined with Engl. 120 or 122, this course will satisfy the one-year humanities requirement.

Session II — Section 200: Mondays and Wednesdays, 7-10 p.m., ECCR 1-26. \$162.

**English 220-3**  
**Modern Short Story**

A close reading of modern short stories ranging from Poe to Vonnegut, including European authors as well. Emphasis will center on discussion and personal reaction to fiction with the goal of increasing enjoyment of literature. Students should purchase required text and bring it to the first session of class: *Elements of Fiction*, Robert Scholes, Oxford University Press. When combined with Engl. 120, satisfies the first year humanities requirement.

Session I — Section 100: Mondays and Wednesdays, 7-10 p.m., ECCR 1-24. \$162.

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

**English 260-3**  
**Great Books I**

A comprehensive study of the beginnings of the Western literary tradition, this course will examine the parallel contributions of archaic, classical, and Hellenistic Greek and Judeo-Christian literatures. Readings will include Greek epic, lyric, drama, and the Old and New Testaments. Our approach, both analytical and comparative, will allow detailed study of individual works as well as an overview of the emerging tradition. An important background for further literary study. When combined with Engl. 261, will satisfy the first year humanities requirement.

Session I — Section 100: Tuesdays and Thursdays, 7-10 p.m, ECCR 0-01. \$162.



### English 261-3 Great Books II

Great Books II will cover the major works of the Roman, Medieval and Renaissance literatures. After a brief review of the earlier tradition, we will consider the contributions of, among others, Virgil, Ovid, Dante, Chaucer, Spenser, and Shakespeare. When combined with Engl. 260, satisfies the first year humanities requirement. Session II — Section 200: Tuesdays and Thursdays, 7-10 p.m., ECCR 0-01. \$162.

### English 297-2 Shakespeare in Performance

The course will be based on seven high quality productions of Shakespeare's plays (from the British Broadcasting Corporation), to be shown on PBS this fall. The plays are *A Midsummer Night's Dream*, *Merchant of Venice*, *Hamlet*, *Timon of Athens*, *Antony and Cleopatra*, *All's Well That Ends Well*, and *The Winter's Tale*. As well as evaluating the television productions, the course will study the test of each play beforehand.

Full Term — Section 300: Tuesdays, 7-8:30 p.m., ECCR 0-03. \$108.

### English 315-3 Report Writing

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

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

### EPOB 121-3 General Biology I

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

Full Term — Section 300: Tuesdays, 7-10 p.m., ECCR 1-42. \$162.

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

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

Session I — Section 100: Mondays and Wednesdays, 7-10 p.m., ECCR 0-08. \$162.

### Experimental Studies 211-3 Environmental Law

Pollution of the air, water and land is a chronic problem. The United States is faced with the task of redesigning legislation to control pollution while balancing the interests of industry, individuals, the states and environmental coalitions. In light of the existing law we will examine issues such as (1) environmental policy under the Reagan Administration; (2) amendments to the Air and Water Acts; (3) designing environmental legislation sufficient to control pollution problems but does not constitute an intrusion on the rights of those affected. The instructor is an attorney with the Environmental Protection Agency. Qualifies as a Continuing Legal Education Seminar for 30 general credits.

Full Term — Section 300: Wednesdays, 7-10 p.m., ECCR 1-28. \$162.

### Experimental Studies 212-2 The Computer Programme

We are really only at the beginning of a technological change that will force us to develop a new way of life. The Computer Programme, a 10 unit telecourse, presents the basic concepts of computers and their applications in a straightforward, understandable manner and shows the effects that computers are having and will continue to have, on all our lives. Topics include: What is a computer? How does one work? How do you get information in and out of one? What is the history of computers? How do you program in BASIC? What can computers do for mankind now and in the future? The course incorporates the theoretical as well as the practical. Designed to go beyond what is presented on television, students will learn key computer literacy concepts and have ample opportunity for hands-on experience with micro-computers.

Required television viewing will constitute five hours of the course. Students will be expected to complete the study guide, the reading assignments and attend eight sessions on the microcomputer.

KRMA, Channel 6, will broadcast this telecourse at 11:30 a.m. to Noon beginning Saturday, September 3, with replays each following Friday, from 7-7:30 a.m.

Full Term — Section 300: Class sessions will be every Wednesday, 7-10 p.m., beginning September 21 and ending November 9. Education Computer Laboratory, room 346. Fee \$128.





**Experimental Studies 213-3  
The Vietnam Project**

The Vietnam Project will be offered in coordination with a 13-part Public Television series, detailing both the French and American Indochina Wars. Classroom discussions will focus on the televised material, and will be supplemented by a text connected with the series. Additionally, short readings from popular histories will be considered. The instructor is a U.S. Army combat veteran who has studied, spoken about and debated these issues for the last 15 years.

Students will view the series over KRMA, Channel 6, beginning Tuesday, October 4, at 9 p.m. and attend eight discussion sessions.

Full Term — Section 300: The first discussion session will be Wednesday, September 28, 6-9 p.m.; other session dates are October 5, 12, 26, November 9, 23 and December 7 and 21. ECCR 0-36. \$162.

**Experimental Studies 390-3  
Art Therapy**

Geared for the person who is interested in learning about the therapeutic use of art in mental health and special education settings. Actual techniques in art as therapy will be taught and experienced by class members.

Full Term — Section 300: Tuesdays, 6-9 p.m., F.A. C-175. \$162.

**Experimental Studies 410-2  
Learning in Motion**

The realms of conscious movement, speech, music and color awareness become a set of integrated tools for teaching children, especially when explored at their deepest levels. Creative strategies for enlivening the educational process become obvious from this vantage point. Through a combination of lectures and demonstrations, participants will gain an appreciation for the roles of movement, speech, music, and color in the developing child, and greater skill in working with children. The course is relevant for parents, teachers and child care workers of the three- to eight-year-old child. Upper division standing required.

Full Term — Section 300: Wednesdays, 7-9 p.m., ECCR 1-07. \$108.



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

An introduction to techniques and concepts of photography as it relates to the fine arts. Emphasis on photography as a means to formal and expressive ends. This is a studio/laboratory course. Lecture from 6:30-8 p.m. Laboratory from 8-11 p.m. Students must have access to an adjustable camera, and should expect expenses of approximately \$50 for supplies. Laboratory fees are \$26, payable at time of registration. Class size limited to 25.

Full Term — Section 300: Tuesdays and Thursdays, 6:30-11 p.m., F.A. N-163. \$162.

**Fine Arts 217-3  
Beginning Photography II**

Exploration of possibility of relating more sophisticated technical and conceptual possibilities to the creative process. Students must have an adjustable camera and should anticipate expenses of approximately \$50 for supplies. A lab fee of \$26 is payable at registration. Prerequisite: F.A. 216 or permission of instructor.

Full Term — Section 300: Mondays and Wednesdays, 6:30-11 p.m., F.A. N-163. \$162.

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

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

Full Term — Section 300: Mondays and Wednesdays, 6:30-9:30 p.m., F.A. C1B55. \$108.

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

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

Session I — Section 100: Tuesdays and Thursdays, 7-10 p.m., Geology 108. \$162.

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

An introductory survey primarily concerned with two essential aspects of the natural environment — landforms and soils. Major emphasis is directed to the genesis, distribution, and utility of surface features in a variety of learning situations. Including lectures, tutorials, and field trips.

Session II — Section 200: Tuesdays and Thursdays, 7-10 p.m., Geology 108. \$162.

**Geography 198-3  
World Regional Geography**

Using the interrelated concepts of population urbanization, trade-resources and development as organizing framework, the world's regions are geographically analyzed and placed in global perspective. When combined with Geog. 199, satisfies first year social studies requirement.

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

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

A systematic introduction to the broad field of man-land relationships. Emphasis is placed on the patterns and forms of mankind's changing use of the land. Topics covered include growth and distribution of populations, origin and development of agriculture, origin and development of urban communities, and man as a modifier of the natural landscape. When combined with Geog. 200, satisfies first year social sciences requirement.

Full Term — Section 300: Tuesday, 6:30-9:30 p.m., Hellems 247. \$162.

### Geography 306-3 Maps and Mapping

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

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

### History 141-3 History of England I

Deals with the period from Roman time to the 17th century. Covered are the political, social, and imperial developments that contributed to the creation of the English nation. When combined with Hist. 142, satisfies first year social sciences requirement.

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

### History 151-3 U.S. History to 1865

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

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

### History 254-3 Topics in American History

This course covers several aspects of the "Roaring Twenties" including cultural changes, foreign policy, and causes of the Great Depression. Other topics are the New Deal, the isolation of the Thirties followed by gradual involvement in world affairs, World War II, Truman's Fair Deal and the Cold War until 1952.

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

### History 258-3 History of Colorado

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

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

### Journalism 250-3 Reporting

Fundamentals of news gathering and writing including interviewing skills, good listening, careful note-taking, common sense grammar, newspaper style, and computerized writing and editing. Minimal typing skills required.

Full Term — Section 300: Tuesdays and Thursdays, 6:30-8:30 p.m., Macky 3-C. \$162.

### Journalism 480-3 Magazine Article Writing

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

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

### Mathematics 101-3 College Algebra

Simplifying algebraic expression, factoring, linear and quadratic equations, inequalities, exponentials, logarithms, functions and graphs, complex numbers, binomial theorem. Prer., one year high school algebra. Persons whose high school algebra was completed over three years ago should be prepared to spend additional time in review.

Full Term — Section 300: Tuesdays and Thursdays, 7-8:30 p.m., ECCR 0-38. \$162.

### Mathematics 102-2 College Trigonometry

Trigonometric functions, identities, solutions of triangles, addition of multiple angle formulas, inverse trigonometric functions, laws of sines and cosines.

Full Term — Section 300: Mondays, 6-8 p.m., ECCR 1-30. \$108.

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

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

Full Term — Section 300: Mondays, 5:30-8:30 p.m., ECCR 0-08. \$162.

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

Rates of change of functions, limits, derivatives of algebraic functions, applications of derivatives, integration. Prer., three years of high school mathematics, including trigonometry, or Math. 110 or 101 and 102. When combined with Math. 230, satisfies first-year natural sciences requirement.

Full Term — Section 300: Mondays and Thursdays, 5:30-8 p.m., ECCR 0-01. \$270.

### Music 278-2 Introduction to the Classical Music of India

The fundamentals necessary to a knowledge and appreciation of the classical music of India will be presented, including instruction in the basic elements of Indian music theory and practice as well as a guide to listening enjoyment and understanding. Emphasis will be on the raga (melody) and tala (rhythm) of North India but South Indian music will also be covered.

Session I — Section 100: Mondays and Wednesdays, 7:30-9:30 p.m., Music Building. \$108.

### Philosophy 100-3 Introduction to Philosophy

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

Session I — Section 100: Mondays and Wednesdays, 7-10 p.m., ECCR 0-01. \$162.



**Philosophy 100-3**  
**Introduction to Philosophy**

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

Session II — Section 200: Mondays and Wednesdays, 7-10 p.m., ECCR 0-01. \$162.

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

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

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

**Philosophy 104-3**  
**Philosophy and Society**

One misconception about philosophy is that it deals with strictly esoteric matters that have no real bearing on our day-to-day lives. This course will deal with fundamental societal issues that affect us. We will read some of the great social and political thinkers such as Rousseau, Locke, Mill, Marx, and consider their thoughts in light of current pressing social issues. This will result in an understanding of classic social and political ideas, and a more thoughtful perspective on our own social setting. When combined with Phil. 100, satisfies first year social sciences requirement.

Full Term — Section 300: Wednesdays, 7-10 p.m., ECCR 0-09. \$162.

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

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

Session I — Section 100: Tuesdays and Thursdays, 7-10 p.m., ECCR 0-08. \$108.

Session II — Section 200: Tuesdays and Thursdays, 7-10 p.m., ECCR 0-08. \$108.

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

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

Session I — Section 100: Tuesdays and Thursdays, 7-10 p.m., ECCR 0-09. \$162.

Session II — Section 200: Tuesdays and Thursdays, 7-10 p.m., ECCR 0-09. \$162.

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

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

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

**Political Science 202-3**  
**Introduction to Comparative Politics:**  
**Developing Political Systems**

This course is designed to introduce students to the politics of the Third World — the countries of Latin America, Africa and Asia which are generally poor, only slightly industrialized, socially heterogeneous and politically weak, but which, in varying degrees, are attempting to develop their societies in ways which will eliminate these characteristics. While the major focus of the course is on factors which hinder or facilitate such development, we will specifically examine three case studies: Mexico, Ethiopia and China.

Full Term — Section 300: Wednesdays, 7-10 p.m., ECCR 2-01. \$162.

**Political Science 222-3**  
**Introduction to International Relations**

Emphasizing the scope and complexity of some of the major contemporary global problems, the class will be primarily concerned with exploring useful ways of thinking about and analyzing contemporary international political and economic problems. In order to do this we will consider several of the contending theoretical approaches to the study of international relations, examine some of the major problems of conflict and cooperation in the international system, and apply analytical perspectives to selected current global issues.

Full Term — Section 300: Tuesdays, 7-10 p.m., ECCR 2-01. \$162.

**Psychology 100-3**  
**General Psychology**

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

Full Term — Section 300: Mondays, 7-10 p.m., Muenzinger D-144. \$162.



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

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

Full Term — Section 300: Tuesdays, 7-10 p.m., Muenzinger D-144. \$162.

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

Survey of concepts bearing upon the processes of normal psychological adjustment with emphasis upon using the concepts to understand common human problems in personal growth and relationships with others. When combined with Psy. 100, satisfies first year social sciences requirement.

Session I — Section 100: Mondays and Wednesdays, 7-10 p.m., Muenzinger D-156. \$162.

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

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

Session II — Section 200: Mondays and Wednesdays, 7-10 p.m., Muenzinger D-156. \$162.

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

Principles of development of childhood and adolescence. When combined with Psy. 100 or Psy. 245, satisfies first year social sciences requirement.

Full Term — Section 300: Mondays, 6:30-9:30 p.m., Muenzinger D-356. \$162.

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

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

Full Term — Section 300: Wednesdays, 7-10 p.m., Muenzinger D-356. \$162.

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

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

Full Term — Section 300: Thursdays, 7-10 p.m., ECCR 1-05. \$162. *Ketchum 301*

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

Introductory consideration of some 30 current social controversies, such as democracy, capitalism, race and ethnic groups, marriage, the family, crime, international tensions, and world order. Designed to improve the student's ability to understand current debate and to formulate opinions for himself. When combined with Soc. 201, satisfies first year social sciences requirement.

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

**Sociology 211-3**  
**Introduction to Sociology I**

General survey of the field of sociology. Sociology as a science, man and culture, social groups, social institutions, social interaction, social change. When combined with Soc. 119, satisfies first year of social sciences requirement.

Session I — Section 100: Tuesdays and Thursdays, 7-10 p.m., ECCR 1-40.

Session II — Section 200: Tuesdays and Thursdays, 7-10 p.m., ECCR 1-40. \$162.

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

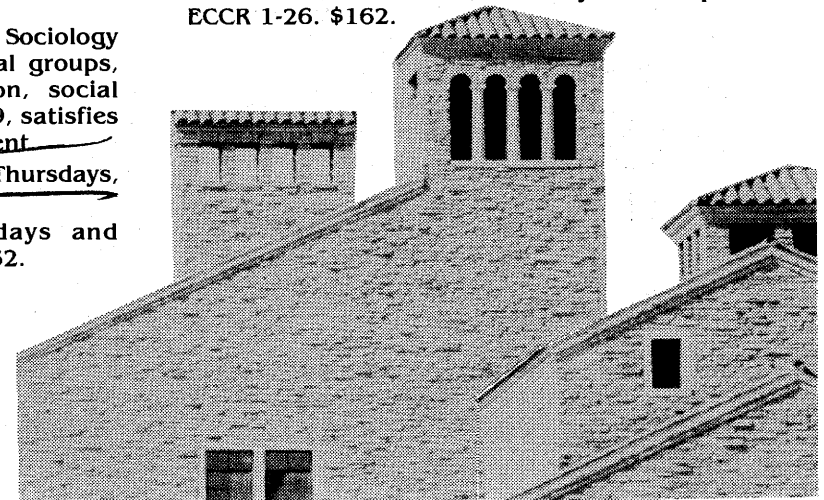
Nature and causes of crime as a social phenomenon. The processes of making laws, breaking laws, and reaction toward the breaking of laws. Emphasis is placed on a survey of criminological theories as they apply to the study of "street" crime and "white collar" and corporate crime. This course will be followed in the spring by Sociology 497-3, Treatment of Offenders. These two upper division courses satisfy the second year requirement for social sciences provided one of the first year combinations has been completed. Sophomore standing suggested, or permission of instructor.

Full Term — Section 300: Tuesdays, 7-10 p.m., ECCR 0-58. \$162.

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

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

Full Term — Section 300: Tuesdays, 4:30-7 p.m., ECCR 1-26. \$162.





# UNIVERSITY OF COLORADO IN LONGMONT

The University of Colorado, Boulder, Division of Continuing Education is offering a series of credit and noncredit courses in Longmont during the fall semester 1983. The University is proud to be invited to offer these high-quality courses and hopes to continue in the future.

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

## Credit Program Fall 1983

*Last day to register - September 30*

A brand new program for Longmont, these credit classes are designed to encourage the working person (home, office, other) to begin, continue or restart University-level work. They are offered during the early evening hours, carry full University of Colorado credit, are fully transferable and are taught by fully qualified and approved instructors. Any person with a high school degree or equivalent may enroll and there are no prerequisites. This is a good opportunity to try University-level work and accumulate credits toward a degree. Depending upon your personal situation, all expenses associated with these classes may be tax deductible.

Advance paid registration is required for these credit classes since scheduling is determined by advance registrations. This needs to be accomplished at least five days before the class is due to begin. A special registration will be held at the Longmont High School cafeteria from 5 to 7 p.m. during the week of September 21. Watch the *Times-Call* for announcement. An academic counselor will be available. Books will be available at the first class session and book fees are due at that time. Call 492-5148 or our toll free number 1-800-332-5839 for information.

### Longmont Credit Classes by Starting Date

Schedule	Class	Faculty
Mondays and Wednesdays, Sept. 26 through Nov. 9, 6:30-9:30 p.m.	English 315-(3 cr hr) REPORT WRITING	Patricia Thompson
Mondays and Wednesdays, Sept. 26 through Nov. 9, 6:30-9:30 p.m.	Education 540-(3 cr hr) SPECIAL TOPICS: NEW DEVELOPMENTS IN EDUCATIONAL TECHNOLOGY	Robert deKieffer
Mondays and Wednesdays, Sept. 26 through Nov. 9, 6:30-9:30 p.m.	Mathematics 108-(3 cr hr) CALCULUS FOR SOCIAL SCIENCE AND BUSINESS	Eugene Fabiano
Tuesdays and Thursdays, Sept. 26 through Nov. 9, 6:30-9:30 p.m.	Journalism 250-(3 cr hr) REPORTING	
Tuesdays and Thursdays, Sept. 27 through Nov. 10, 7-10 p.m.	Psychology 430-(3 cr hr) ABNORMAL PSYCHOLOGY	Peter Maves
Thursdays, Sept. 29 through Dec. 15, 7-10 p.m.	Journalism 480-(3 cr hr) MAGAZINE ARTICLE WRITING	Sam Maddox

## Credit Course Descriptions

**Education 540-(3 semester hours graduate credit pending)**

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

A graduate level course which is an in-depth survey of new developments in Educational Technology. Class projects will include such technologies as broadcast and cable t.v., teletext, videotext, computers, radio, satellites, teleconferencing, copy delivery systems and interactive video. Individual projects will give students an opportunity to apply specific technologies to their particular areas of interest. Designed for teachers, administrators, and educational media specialists. Robert deKieffer, Ph.D. Mondays and Wednesdays, September 26 - November 9, 6:30-9:30 p.m. Longmont High School. \$162.

**English 315-(3 semester hours credit)  
Report Writing**

Concise and clear writing is a skill sought by many employers. This course will provide you with this skill in such a way that you will be able to use what you have learned on the job immediately. The emphasis will be on your doing and writing. You will have the opportunity to evaluate writing samples, revise sentences and paragraphs. A practical course which will enable you to:

*Assess Your Audience*

Executives, experts, technicians and laymen.  
Be personal or impersonal, as appropriate.  
Be understood quickly with little effort on the reader's part.

*Write Forceful Sentences*

Remove jargon and unnecessary words.  
Proper sentence length (Log Index).  
Use precise language, active-passive voice.

*Present Your Ideas Logically*

An effective outline, collecting the information, analyzing the facts, drawing conclusions and recommendations.

*Prepare Effective Letters*

Write a positive business letter.  
Write a negative communication.  
Persuade the reader to act.  
Write letters about jobs, including resumes.

Patricia Thompson, M.A., Mondays and Wednesdays, 6:30-9:30 p.m., September 26 - November 9. Longmont High School. \$162.

**Journalism 250-(3 semester hours credit)  
Reporting**

Fundamentals of news gathering and writing including interviewing skills, good listening, careful note-taking, common sense grammar, newspaper style, and computerized writing and editing. Minimal typing skills required. Tuesdays and Thursdays, September 26 – November 9, 6:30-9:30 p.m., Longmont High School. \$162.

**Journalism 480-(3 semester hours credit)  
Magazine Article Writing**

Fundamentals of the magazine feature article, emphasizing market analysis, story form, style, and methods. Practice in writing the free-lance article, understanding the roles of the editor and the art department. Discussions of magazine history, writer's contracts and rights, photography, and advanced reporting and research skills. Sam Maddox, published author. Thursdays, September 29 – December 15, 7-10 p.m., Longmont High School. \$162.

**Mathematics 108-(3 semester hours credit)  
Calculus for Social Science and Business**

An intuitive treatment of beginning calculus; differentiation and integration of algebraic, logarithmic, and exponential functions with applications in business and the social sciences. No knowledge of trigonometry or analytic geometry is presupposed. Those planning to take more than one semester of calculus should take Math 130 instead of Math 108. Instructor: Eugene Fabiano, Mondays and Wednesdays, September 26 – November 9, 6:30-9:30 p.m., Longmont High School. \$162.

**Psychology 430-(3 semester hours credit)  
Abnormal Psychology**

An examination of the dynamics of psychopathology and psychotherapy, with emphasis on understanding the ways people go wrong and what can be done about it. Instructor: Peter Maves, PhD. Tuesdays and Thursdays, September 27 – November 10, 7-10 p.m. Longmont High School. \$162.

## MANAGEMENT DEVELOPMENT CERTIFICATE PROGRAM

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

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

**Locations** for Boulder courses are listed at the end of each course. Please check the campus map at the back of this brochure for the nearest parking. Locations for Longmont courses are all at Longmont High School; specific room numbers will be given at registration.

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

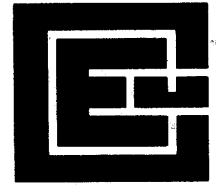
All courses cost \$75. All consist of a minimum of 10 hours of instruction. One Continuing Education Unit is awarded per course completion. Continuing Education Units are awarded for completion of a course, giving the student a permanent record of achievement. Ten hours of participation is the national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

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

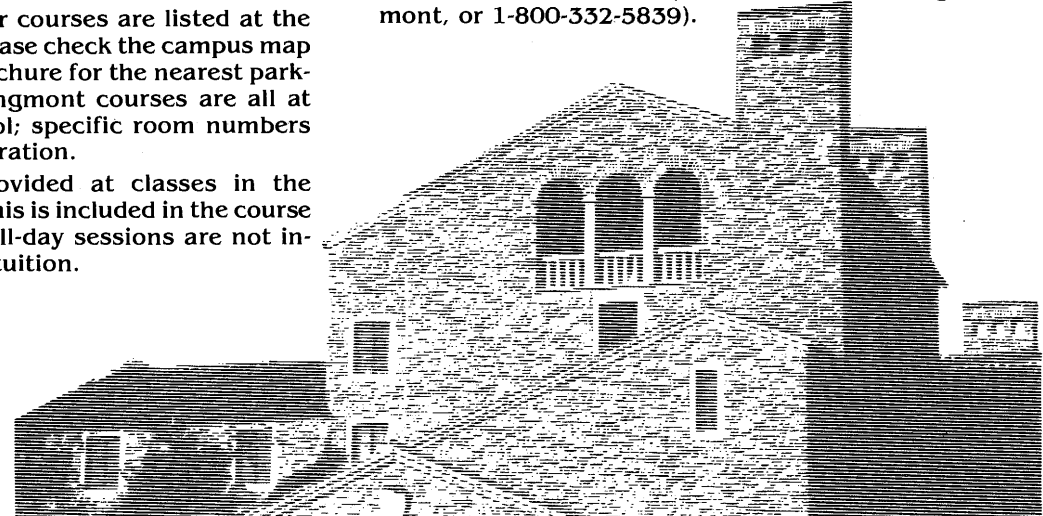
**An income tax deduction** is allowed for educational expenses (including tuition, travel, meals and lodging) undertaken to maintain and improve professional skills (see Treasury Regulation 1.162-5 or Coughlin vs. Commissioner 207F 2d 307).

**All questions** concerning the program may be answered by calling the Division of Continuing Education at 492-5148 (call collect from Longmont, or 1-800-332-5839).

The Continuing



Education Unit®



## Management Development Certificate Program Courses by Starting Date, Fall 1983

Starts	Course	Faculty
Thursday, September 8	Professional Development for Today's Woman	Delores Leach
Tuesday, September 20	Computers for Non-Computer People	Dale Mullen and Marcus Canipe, Jr.
Wednesday, September 21	Executive Writing Skills	Susan Kaye
Wednesday, September 21	Marketing Overview	Tony Hopper
Thursday, September 22	Exerting Leadership and Making Decisions	Henry Neidermeier
Thursday, September 22	Public Relations — A Management Perspective	Marc Raizman
Monday, October 3	Working Assertively	Toni Scott
Tuesday, October 4	Accounting for the Non-Accounting Manager	Jim Young
Monday, October 10	Practical Business Applications for the Microcomputer	Doyle Smith
Wednesday, October 12	Art of Persuasion	Orvel R. Wilson
Thursday, October 13	Changing Role of Sales in the '80s	Barry Dawson
Thursday, October 20	Managing Individuals Effectively	Charles A. Rice
Wednesday, October 26	Financial and Shareholder Relations	Marc Raizman
Thursday, October 27	Future Office Systems — Today!	Tom Cross
Tuesday, November 1	Increasing Productivity through Human Relations and Management Creativity	Barry Dawson
Friday, November 4	Time Management	Randy Bauer
Monday, November 7	Working Assertively — Level II	Toni Scott
Wednesday, November 9	Future Trends	Tony Hopper
Thursday, November 10	Stress Management	John Davis
Thursday, November 10	Building Productive Work Teams	Charles A. Rice
Monday, November 14	Effective Listening Skills for Managers	Anne Gookin
Monday, November 14	Conflict Management Skills	Audrey Nelson-Schneider

## Supervision in Management

### **BMDS-84**

#### **Professional Development for Today's Woman**

Professional Development for Today's Woman is a professional development program whose focus is to explore a comprehensive and holistic approach to the five major issues of an individual's professional life. These issues are communications and image; personal and professional balance; stress management; the organizational woman; self-presentation skills. Delores Leach, M.A. Thursday, September 8, 7-10 p.m., and Saturday, September 10, 9 a.m.-5 p.m., University Club.

### **BMDS-91**

#### **Exerting Leadership and Making Decisions**

Concepts and techniques of leadership as they function in today's organizations. Opportunities to analyze individual leadership behavior and explore leadership styles in relation to situational factors. Experiential exercises. Development of personal plans for effective leadership and decision making. Topics include bases and functions of leadership, choosing a style, motivating people, and organizational reality. Henry Neidermeier, M.A. Thursdays, September 22 — October 13, 7-9:30 p.m., University Club.

### **BMDS-93**

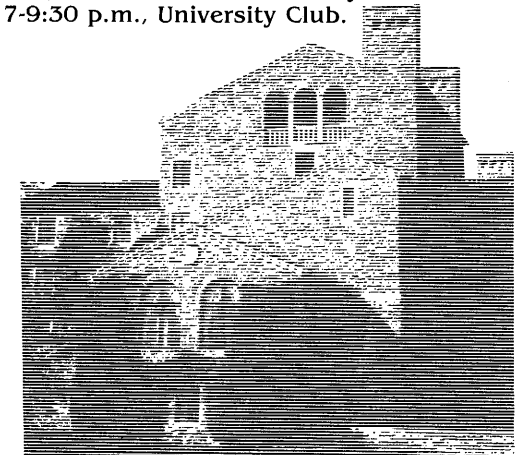
#### **Working Assertively: Effective Job Skills**

Immediately useful and practical everyday skills, strategies, and techniques to enable you to stand up for your rights without violating the rights of others; to get your ideas heard — up and down the management ladder — to handle difficult situations, unfair demands, discipline, criticism, angry confrontations, etc.; to turn self-defeating behavior into positive and caring assertion. Workshop format will assist you in developing your own personally effective style of assertion. In order to achieve this goal, you should be ready to incorporate new behaviors into your life and be comfortable with planned changes. Toni Scott, M.A. Mondays, October 3-24, 7-9:30 p.m., University Club.

### **BMDS-98**

#### **Working Assertively — Level II**

Many of us have had basic training in assertion skills, but still feel it's difficult to practice our skills. Many of us find that the complexities of our work environment are such that we feel the need for additional training. Whatever your issues, this workshop will provide a forum to examine the issues, define the appropriate skills and activities to deal with them, and an opportunity to practice and receive helpful feedback on how well you can do. Since there is no single "right" way to be assertive, the workshop will focus on helping you to develop your own most effective personal style. Prerequisite is the previously listed course, Working Assertively, or instructor permission (call 530-4031). Toni Scott, M.A. Mondays, November 7-28, 7-9:30 p.m., University Club.





# Financial and Marketing Management

## **B MDF-93**

### **Computers for Non-Computing People: Understanding Electronic Tools for Work**

This four-session program for technical and nontechnical employees analyzes minicomputers, microcomputers, word processors, and how they work. We will review the makings of each, right up to what happens when you touch a keyboard. This noncommercial, unbiased workshop will compare manufacturers' products, typical business applications, start-up time, costs, and benefits. Marcus Canipe, Jr., M.S., and Dale Mullen, M.S. Tuesdays, September 20 — October 11, 7-9:30 p.m. Business 211.

## **B MDF-92**

### **Marketing Overview**

Includes analyzing the product or service offered, pinpointing the target market, developing a customer profile, analyzing the competition, advertising and professional sales planning, distribution, and marketing management. Theoretical concepts will be briefly reviewed, with emphasis on applying them to the manager's unique business or institution. Tony Hopper, M.B.A., Ph.D. Wednesday, September 21, 7-10 p.m., and Wednesdays, September 28 and October 5, 6:30-10 p.m. Business 211.

## **B MDF-96**

### **Practical Business Applications for the Microcomputer**

Primarily for actual or prospective owners of microcomputers who have relatively little knowledge of hardware and software and are interested in expanded computer use. Topics include average costs, potential usage and practical applications in such areas as ledger, accounts payable, inventory control and planning. Particular emphasis is placed on the VisiCalc software and its expanding applications in business today. Doyle G. Smith, L.L.B., C.P.A. Mondays, October 10 — November 7 (no class session October 31), 7-9:30 p.m. University Computing Center-123.

*Norlin  
Room 5419*

## **B MDF-90**

### **Accounting for the Non-Accounting Manager**

Of vital interest to owners, managers, executives, and professionals interested in gaining a better understanding of financial statements and their analysis and the accounting process as they apply in business. This four-session seminar presents an overview of accounting principles, how individual transactions are reported, and how results are summarized in a completed financial statement. Provides a greater comprehension of the basic financial statements and accounting reports to give managers a firm grasp of financial information as it is used in decision making and evaluation of a company's operation. Handouts will be provided. Jim Young, C.P.A., M.B.A. Tuesdays, October 4-25, 7-9:30 p.m. Business 124 for October 4 and 11 sessions, Business 211 for October 18 and 25 sessions.

## **B MDF-89**

### **Changing Role of Sales in the '80s**

Be introduced to the variety of ways in which interpersonal relating can lead to positive/successful communication. You will learn about a new dynamic sales style, very financially rewarding and very personally satisfying. Recognize new abilities through personal involvement in this participative, management-oriented workshop. Benefits will include the ability to increase sales, production, motivation, communication, recognition of "Buying Signals," personal growth, and general awareness of people's behavior in the dynamics of sales. Barry T. Dawson. Thursday, October 13, 7-9:30 p.m., and Saturday, October 15, 9 a.m.-5 p.m. University Memorial Center 425.

## **B MDF-84**

### **Financial and Shareholder Relations**

This special seminar covers a corporation's communications with the financial and regulatory communities (i.e., SEC, stock exchanges, investment houses and banks, stockbrokers, financial analysts and business media) and those who own stock in the company (i.e., individuals, funds and pension plans). It also examines relations with the floor specialist designated to keep an orderly market between buy and sell orders. The seminar also covers what to do in takeovers, raising capital, speaking before financial analysts, planning annual meetings and issuing annual and quarterly reports. Marc Raizman, M.S. Wednesdays, October 26 — November 16, 7-9:30 p.m. Business 211.

# Management: An Overview

## **B MDM-86**

### **Executive Writing Skills**

Good writing is good business. Executive Writing Skills is an activity-based workshop that presents all elements of successful business writing: brevity, organization, clarity, and correctness. Participants receive a manual developed by the instructor to meet the needs of Denver's business community. All examples and practice writings are compatible with current research in powerful technique. A glossary is given to each participant to identify easily confused, misused, and overused words common to business communications. Susan Kaye, M.A. Wednesday, September 21, 7-10 p.m., and Wednesdays, September 28 and October 5, 6:30-10 p.m. University Club.

## **B MDM-92**

### **Public Relations — A Management Perspective**

The public relations function is responsible for an organization's interface with all the publics that are vital to its reputation and profitability. These include the media, government officials, shareholders and the financial community employees, customers, suppliers, the plant community and educational institutions. In addition, public relations must be supportive of the organization's marketing objectives. The course is tailored to match the skills and interests of participants. They will be given an opportunity to develop programs with specific public relations goals and programs in their individual work and interest areas. Marc Raizman, M.S. Thursdays, September 22 — October 13, 7-9:30 p.m. Business 211, except last session on October 13 in Business 124.

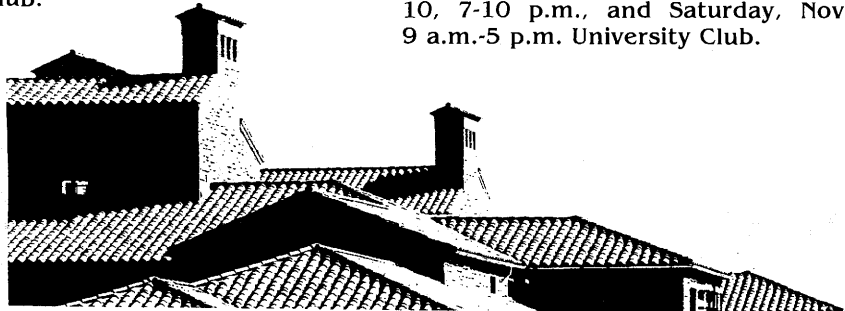


## **BMDM-85** **Future Trends**

Act or react — which will you want to do? Those progressive managers who study the future trends have time to plan and act. The rest are forced to react in a crisis atmosphere, under stress, and in a catch-up mode with the competition. The purpose of this program is to objectively view the future with the focus on local business and industry. John Naisbitt's *Megatrends* will be viewed as to international and national trends with more specific emphasis as they affect the Rocky Mountain area. Analyzing these trends together will make you become aware of the new directions that will be transforming our lives. Tony Hopper, M.B.A., Ph.D. Wednesday, November 9, 7-10 p.m., and Wednesdays, November 16 and 30, 6:30-10 p.m. (No class session November 23). University Club, except for November 9 (starting date) in UMC 155.

## **BMDM-98** **Building Productive Work Teams**

To realize a greater proportion of untapped human resources, today's manager and supervisor must have a deeper understanding of individual differences and how best to manage each basic type. The research of Dr. Clare Graves now provides us with realistic models of human personality that can be used to select, place, coach, counsel, and "motivate" individuals more effectively. This seminar is an extension of BMDP-95, MANAGING INDIVIDUALS EFFECTIVELY, and taking both courses creates a powerful management tool. Neither is a prerequisite for the other, but it is recommended to take both. This seminar should be particularly valuable to managers and supervisors who must put together work groups, task forces, new departments, and temporary projects. Charles A. Rice, M.B.A. Thursday, November 10, 7-10 p.m., and Saturday, November 12, 9 a.m.-5 p.m. Thursday session in UMC 159A. Saturday session in University Club.



# Office Management

## **BMDO-96** **Future Office Systems — Today!**

The drive toward office automation has been fueled by the paperwork explosion and by the need for both increased productivity and faster, more accurate information for decision making in an increasingly competitive world. This four-session intensive course is designed to give a comprehensive overview of new technologies, office systems management, and an overview of organizational planning. The sessions include discussions of the present capabilities of office and telecommunications systems, the management of these systems, acquisition and integration of systems, as well as the merging of computers, communications, voice/data/image systems, and emerging markets and products for the office and the home of the future. The final session consists of a field trip for hands-on terminal use and analysis. This is a nontechnical course for people oriented toward the future. Tom Cross, M.S. Thursdays, October 27 — November 17, 7-9:30 p.m. University Club.

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

The costs of stress to business are enormous. Most people in business are aware of the basic concepts of stress. This course is taught for those unfamiliar with the basics of stress management as well as those who have had some previous stress management training. The course presents new, unique, and highly practical ways to manage stress. It focuses on what allows people to enjoy stress levels and stay healthy, translating the latest research into everyday techniques. Long-term follow-ups of students in this course show it is effective in reducing stress-related disorders and increasing the ability to deal with stress effectively. John Davis, Ph.D. Thursday, November 10, 7-10 p.m., and Saturday, November 12, 9 a.m.-5 p.m. University Club.

## **BMDO-95** **Effective Listening Skills for Managers**

The average person spends around 50 percent of the day listening, either professionally or personally. However, the listening efficiency level is usually an intolerably low 25 percent. Our inability to retain and recall information causes serious misunderstandings and problems. Participants of this course diagnose their own listening and memory patterns and learn to increase their efficiency in class, on the job, and in their private lives through better listening, concentration, and memory skills. Anne Gookin, M.A. Monday, November 14, 7-10 p.m., and Mondays, November 21 and 28, 6:30-10 p.m. University Club, except for November 14 (starting date) in UMC 155.

# Personnel Management

## **BMDP-91** **Art of Persuasion**

Whether you sell a product, a service, or idea, this seminar will increase your effectiveness and income. You will gain a broader range of skills to increase and maintain a higher level of motivation, ask for what you want and get it, handle objections with ease, deal with difficult clients and co-workers, sell effectively without being pushy, and create more rewarding relationships at work and at home. Orvel R. Wilson. Wednesdays, October 12 — November 2, 7-9:30 p.m. University Club, except for October 12 (starting date) in UMC 155.

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

Today's highly diverse workforce requires a very selective approach to managing individuals. The new breed of young professionals requires a different approach toward workers. This seminar will present the six psychological levels of existence developed by Dr. Clare Graves and provide specific guidance on how best to communicate, evaluate, and "motivate" each level. Also, guidance will be provided on which levels mix productively on the same team and which levels do not mix well together. Participants will leave this seminar with a much deeper insight into how to develop more effective working relationships with each type. Charles A. Rice, M.B.A. Thursday, October 20, 7-10 p.m., and Saturday, October 22, 9 a.m.-5 p.m. University Club.

**BMDP-93****Increasing Productivity through Human Relations and Management Creativity**

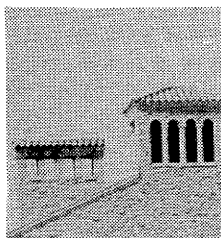
Productive employees are goal-oriented individuals who enjoy work and satisfy their personal needs in working. This course is directed to owners and managers who wish to retain existing personnel and their loyalty rather than withstand costly turnover and training. Focus is on self-improvement and individual goals and strengths for increasing productivity. The course involves all participants and their professional environments. Barry T. Dawson, Tuesday, November 1, 7-10 p.m., and Tuesdays, November 8 and 15, 6:30-10 p.m. University Club.

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

Time is a scarce and unique resource which cannot be saved or accumulated. This course enables participants to manage activities in respect to the 168 hours in every week by becoming aware of how time is spent, establishing goals, determining priorities, and formulating a plan of action. This course covers methods to reduce interruptions, overcome procrastination, set deadlines, and make effective use of every moment. Randy Bauer, L.L.D., M.B.A. Friday, November 4, 7-10 p.m., and Saturday, November 5, 9 a.m.-5 p.m. Business 211. *Actually starts Sat Nov 5*

**BMDP-92****Conflict Management Skills**

This course focuses on four basic areas in conflict management: (1) assessing your conflict style and exploring alternative styles; (2) using experiential techniques to learn practical communication behaviors, both verbal and nonverbal, which are appropriate to handling conflict productively; (3) experiencing strategies and tactics for managing your own conflicts as well as intervening in others' conflicts; and (4) analyzing and role playing actual conflicts which you have experienced in order to determine how they might have been managed more productively. Audrey Nelson-Schneider, Ph.D. Mondays, November 14 — December 5, 7-9:30 p.m. Business 211.



# MANAGEMENT DEVELOPMENT CERTIFICATE PROGRAM LONGMONT

The University of Colorado, Boulder, Division of Continuing Education is offering a series of courses in Longmont during the Fall Semester of 1983. These courses qualify for the Management Development Certificate Program. The University is proud to offer these high-quality courses in Longmont and hopes to continue this series as a compliment to the Longmont business community.

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

General program description is the same as the previously listed Boulder program. All classes are conducted at Longmont High School, 1040 Sunset; specific room number is given at registration.

## Longmont Management Development Certificate Program Courses by Starting Date, Fall 1983

Date	Course	Faculty
Tuesday, September 27	Conflict Management Skills	Audrey Nelson-Schneider
Tuesday, October 4	Developing Dynamic Leadership	Tony Hopper
Monday, October 17	Accounting for the Non-Accounting Manager	Jim Young
Monday, October 24	Enhancing Your Professional Image	Joyce Jappelle
Tuesday, October 25	Nonverbal Communication	Audrey Nelson-Schneider
Tuesday, November 1	Practical Problem Solving	Tony Hopper
Monday, December 5	Art of Persuasion	Orvel R. Wilson

**LMDP-92****Conflict Management Skills**

*Can* This course focuses on four basic areas in conflict management: (1) assessing your conflict style and exploring alternative styles; (2) using experiential techniques to learn practical communication behaviors, both verbal and nonverbal, which are appropriate to handling conflict productively; (3) experiencing strategies and tactics for managing your own conflicts as well as intervening in others' conflicts; and (4) analyzing and role playing actual conflicts which you have experienced in order to determine how they might have been managed more productively. Audrey Nelson-Schneider, Ph.D. Tuesdays and Thursdays, September 27 and 29, October 4 and 6, 7-9:30 p.m. *208*

**LMDS-98****Developing Dynamic Leadership**

An overview of "people" vs. "tasks" styles of leadership so the participant is personally challenged to concentrate on his/her strengths in handling evaluations, rewards, projects, changes, complaints, and motivating people. Participants will also be given the opportunity to explore objectively their organization growth stages, focus/orientation, problem-solving/decision making profiles, and the relationship of critical outside influences on developing their own style of leadership and that of their organization. Tony Hopper, M.B.A., Ph.D. Tuesdays, October 4, 11, 18, 6-9:30 p.m.



### **LMDF-90**

#### **Accounting for the Non-Accounting Manager**

Of vital interest to owners, managers, executives, and professionals interested in gaining a better understanding of financial statements and their analysis and the accounting process as they apply in business. This four-session seminar presents an overview of accounting principles, how individual transactions are reported, and how results are summarized in a completed financial statement. Provides a greater comprehension of the basic financial information as it is used in decision making and evaluation of a company's operation. Handouts will be provided. Paperback book is sold at class. Jim Young, C.P.A., M.B.A. Mondays, October 17, 24, 31, November 7, 7-9:30 p.m.

### **LMDO-96**

#### **Enhancing Your Professional Image**

*Clear*  
Making a positive first impression, particularly in a business setting, can have a lasting effect on a relationship. This course will focus on techniques to make a favorable first impression, cues to tell how you are being perceived, and how to reverse a negative impression others might have of you. Past successes, communication styles (verbal and nonverbal), physical appearance, and attitudes will be discussed. Case studies, discussion, skill practice, and videotaped feedback will be used to help participants assess their business image and develop strategies to improve it. Joyce Jappelle, M.S. Mondays and Wednesdays, October 24, 26, 31, November 2, 7-9:30 p.m.

### **LMDP-89**

#### **Nonverbal Communication**

According to several researchers, nonverbal behavior is the primary determinant of meaning in an interaction. This subtle area of behavior has powerful implications for the workplace. Several areas of nonverbal communication will be examined: kinesics (body movement such as posture, gestures and eye-contact behavior); proxemics (personal space and territory); touch, paralinguistics and dress. Special focus will be given to small group interaction as well as public speaking situations. All participants will participate in role plays and have the chance for self-assessment. Audrey Nelson-Schneider, Ph.D. Tuesdays and Thursdays, October 25 and 27, November 1 and 3, 7-9:30 p.m.

### **LMDS-97**

#### **Practical Problem Solving for the New Supervisor or Manager**

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

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

Tony Hopper, M.B.A., Ph.D. Tuesdays, November 1, 8, 15, 6-9:30 p.m. *6:30 starting*

### **LMDP-91**

#### **Art of Persuasion**

Whether you sell a product, service, or idea, this seminar will help increase your effectiveness and income. You will gain a broader range of skills to increase and maintain a higher level of motivation, ask for what you want and get it, handle objections with ease, deal with difficult clients and co-workers, sell effectively without being pushy, and create more rewarding relationships at work and at home. Orvel R. Wilson. Mondays and Wednesdays, December 5, 7, 12, 14, 7-9:30 p.m.



# **CERTIFICATE IN COMPUTER APPLICATIONS**

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

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

#### **The Continuing**



**Performance Certificates** are awarded for completion of any given course.

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

The certificate requirements are the following three:

1. Completion of four required courses:

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

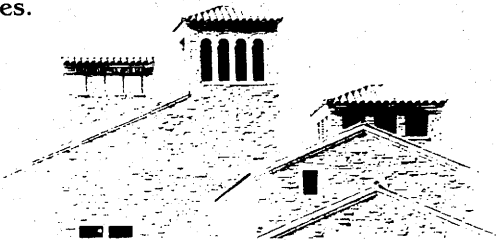
\*Computer Literacy must be completed first or taken concurrently with another course. Because of its beginning nature, it may be omitted if formal petition is submitted to and approved by the Division of Continuing Education.

2. Completion of at least two elective courses. Elective courses are offered regularly and encompass a wide range of computer related topics.

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

The course of study is structured so that participants may be able to complete the Certificate Program in about four semesters, but there is no requirement that it be completed in any given length of time. In all cases, successful course completion is determined by the instructor(s). There are provisions for out-of-class computer use, if necessary for a particular course. Except for specially arranged computer lab time for your course, there is limited out-of-class computer access at this time. Course tuitions are listed at the end of each course. Registration for all courses is limited and on a first-come basis. Preregistration is required at least five days before the starting date for any course. Refunds for all certificate programs are given only before the start of a course, none later.

Course locations are listed with the course description where possible. However, please be aware that these arrangements may be changed to allow the best use of available computer facilities.



## Certificate in Computer Applications Courses by Starting Date, Fall 1983

### Starts

Monday, September 19  
Tuesday, September 20  
Wednesday, September 21  
Wednesday, September 21  
Thursday, September 22  
Thursday, September 22  
Saturday, October 1

### Course

\*Computer Literacy  
\*Operating and Maintaining Software Systems  
Understanding BASIC  
\*Introduction to Computer Application Systems  
Programming in PASCAL  
\*Concepts of Data Processing  
Computers in Practical Accounting: The Electronic Spreadsheet

### Faculty

Eric Martell  
Pat Felz  
Wayne Trzyna  
Bob Wright  
  
Ron Kauffman  
Eric Martell

\*Required certificate courses.

### BCAC-90

#### Computer Literacy

This course focuses on exactly what computers are and how they work, as well as their various uses and limitations. Sessions include a description of software available for today's computers, how computers influence our changing society, and what lies ahead. Time will be made available for hands-on experience and learning some simple programming skills using different computer systems. Eric Martell, Ph.D. Mondays, September 19 — November 7, 7-9 p.m. 8 sessions. 1.6 CEUs. University Computing Center 123. \$75.

### BCAC-95

#### Operating and Maintaining Software Systems

The course provides methods and procedures for operating your system smoothly and efficiently. Topics include preparing for a computer installation; training employees; dealing with change and resistance; integrating the office information; data conversions; developing and documenting procedures; understanding computer documentation; identifying and communicating errors; and developing a relationship with your support representatives. Class participants will gain experience in effectively communicating, organizing, and documenting their operation for co-workers and management. Pat Felz, M.A. Tuesdays, September 20 — November 22, 7-9 p.m. 10 sessions. 2.0 CEUs. University Computing Center 123. \$115.

### BCAC-91

#### Understanding BASIC

BASIC (Beginners All-purpose Symbolic Instruction Code) is perhaps the easiest language to learn for programming a computer. Most computers are capable of working with BASIC. Students will start at the very beginning and work up to using searching and sorting methods, developing useful data structures, and applying general programming skills. Hands-on experience will be emphasized. The text "Basic BASIC," is available at the University Book Center. Wayne Trzyna, B.S. Wednesdays, September 21 — November 30, 7-9:30 p.m. 10 sessions. 2.5 CEUs. Location given at registration. \$120. MUEN D-144

### BCAC-94

#### Introduction to Computer Application Systems

A comprehensive review of current computer software systems, including applications for accounting, inventory control, payroll systems, spread sheet analysis, word processing functions, and an introduction to data base management systems. An introduction to the integration of these systems for practical applications is also reviewed. Bob Wright, B.S., C.P.A. Wednesdays, September 21 — November 30, 7-9 p.m. 10 sessions. 2.0 CEUs. University Computing Center 123. \$110.

**BCAC-89**  
**Programming in PASCAL**

PASCAL is a commonly used and versatile programming language, especially in business applications. This course presents the principal features of PASCAL, including functions and procedures, user-defined data types, and input/output techniques, emphasizing structured techniques. Thursdays, September 22 — December 1, 7-9:30 p.m. 10 sessions. 2.5 CEUs. Location given at registration. \$120.

**BCAC-93**  
**Concepts of Data Processing** *8 open*

Introduction to the advanced concepts and terminology of computerized business data processing. Major topics are computer hardware (the central processing unit, input/output devices, mainframe, mini-micro-computer review, and modems), computer software support (documentation, program and system design). Career opportunities, the impact of computers on society, and interfacing with computer programmers are discussed. Enrollment is limited. Ron Kauffman, B.B.A. Thursdays, September 22 — December 1, 7-9 p.m. 10 sessions. 2.0 CEUs. University Computing Center 123. \$115.

**BCAC-79**  
**Computers in Practical Accounting:** *15 open*  
**The Electronic Spreadsheet**

Developing an electronic spreadsheet can be one of the computer's most powerful uses. In the accounting function, this can develop budgets, forecast using variable options, and simulate the potential impact of financial decisions on a balance sheet or income statement, all in seconds for what used to take many hours. Software programs discussed will be primarily VisiCalc, but also SuperCalc and Multiplan. Hands-on exercises will be emphasized. Topics include basic concepts, overview of commands, use of lookup tables, forecasting, and other business applications. Eric Martell, Ph.D. Saturdays, October 1-22, 9 a.m.-noon. 4 sessions. 1.2 CEUs. Location given at registration. \$65.

## CERTIFICATE IN COMMERCIAL DESIGN

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

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

**The Certificate requirements are threefold:**

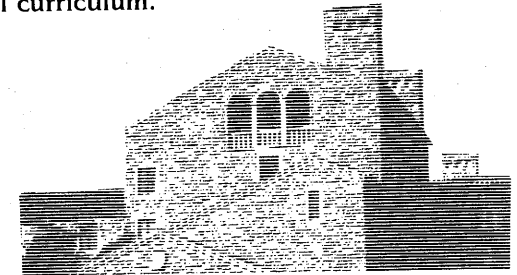
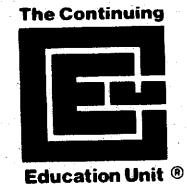
1. Successful completion of the four required courses:
  - The Commercial Artist: Design, Layout, and Paste-up
  - Commercial Art II
  - Professional Illustration Techniques
  - The Artist Goes to Market
2. Successful completion of four elective courses. These optional courses consist of several that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

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

**Continuing Education Units** and performance certificates are awarded for each class. 1.4 Continuing Education Units are awarded per course. A Continuing Education Unit is the national standard for colleges and universities to record 10 hours of university-level course participation. CEUs are awarded by the instructor at the end of each course, and this generates a permanent transcript for you, no matter how many courses you've taken. A transcript copy is available by request, without fee.

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

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





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

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

#### BCDA-99

#### Computer Graphics: Art Technology – A One-Day Teleconference

A one-day demonstration – partial hands-on learning experience acquainting students with the latest directions in art technology available via state-of-the-art computer graphics terminals. Class objectives will be guided and orchestrated via the teleconferencing talkback medium. A local lecturer will detail content areas illuminated via the teleconferencing screen and clarify and amplify upon additional relevant subject areas. Local engineer instructor and enrollees will work with the HP2700, a highly sophisticated state-of-the-art directional setting graphics terminal. Teleconferencing faculty include the Art Director of the motion picture "Tron," Mattel Toys Computer Graphics Director, a computer graphics specialist, and other outstanding talent. Saturday, October 15, 9 a.m.-5 p.m. .8 CEU. Location given at registration. \$65.

#### BCDA-90

#### Air Brush Illustration Techniques

Air brush is one of the most widely used and popular illustration media in commercial art today, especially in editorial and advertising formats. This intensive two-day program will treat the subject of air brush in its entirety, exploring the intricacies of color, texture, decoration, frisket papers, acrylic dyes, inks, mixed media, prisma, and an array of appropriate paper surfaces – hot/cold press, bristol boards, etc. Other current day techniques will be covered. Marc D'Antoni. Saturday and Sunday, October 22 and 23, 9 a.m.-5 p.m. Geography 134. \$110.

#### BCDA-95

#### Technical Perspective and Rendering Techniques

This course features technical rendering skills applicable to architecture, industrial, interior, and landscape illustration assignments, which are necessary tools for professional illustrators. Topics include, but are not limited to, one and two point perspective, diverse light sources, simulated and real textures relating to rough and finished art for client presentation. Techniques covered include use of pen, paper, surfaces, wash, and prisma color. Roy Walden. Saturday and Sunday, November 12 and 13, 9 a.m.-5 p.m. Geography 134. \$95.

### Certificate in Commercial Design Courses by Starting Date, Fall 1983

#### Starts

Saturday, October 1  
Monday, October 3  
Saturday, October 15

Saturday, October 22  
Saturday, November 12  
Saturday, December 3  
Saturday, December 17

\*Required certificate courses.

#### Course

\*Commercial Art I  
Professional Hand Lettering and Calligraphy  
Computer Graphics: Art Technology – A One-Day Teleconference  
Air Brush Illustration Techniques  
Technical Perspective and Rendering Techniques  
\*Professional Illustration Techniques  
Photography Techniques for the Commercial Artist

*Events Center Conference Room #4*

#### BCDA-81

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

This course introduces important commercial art techniques to the beginner, stressing the "how-to's" of entering the commercial art/graphic design profession. It covers rough compositions, layout, type selection, camera-ready art production, and basic illustration processes used by the artist in advertising agencies; book, magazine, and newspaper publishing departments; and in graphic design firms. This course is also a helpful review of techniques for the professional active in the field. Jill Thayer O'Hara. Saturday and Sunday, October 1 and 2, 9 a.m.-5 p.m. Geography 134. \$95.

#### BCDA-93

#### Professional Hand Lettering and Calligraphy

Hand lettering/calligraphy is an important tool for the commercial artist advancing in the marketplace – cards, invitations, logo, trademark, and creative lettering assignments for corporate and editorial needs. This program includes commercial lettering principles – proportion, letter and word spacing, divisions of calligraphy style – editorial and advertising signage, point of purchase display, and sign painting. Also included is developing typography design for logos and trademarks relevant to the marketplace. Program includes workshop activities, lecture, and demonstration. Jill Thayer O'Hara. Monday, Tuesday, Wednesday, October 3, 4, and 5. 5:30-10 p.m. Geography 134. \$95.

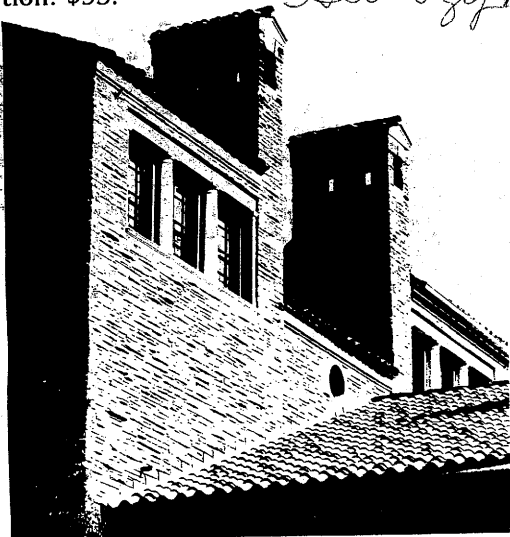
*Geology*

**BCDA-83****Professional Illustration Techniques**

The beginning illustrator seeking to enter the world of commercial illustration must be aware of specific market needs. This program introduces the illustrator to contemporary illustration techniques used for assignments with advertising agencies, book illustration firms, magazines, and newspapers. Drawing lab, lecture, demonstration, and workshop cover scratchboard processes, color technique, air brush procedures, and photo retouching. Attenders complete final drawing samples for presentation to various markets. Bill Teitelbaum. Saturday and Sunday, December 3 and 4, 9 a.m.-5 p.m. *Geology 134*. \$95.

**BCDA-73****Photography Techniques for the Commercial Artist**

This program introduces an array of photography techniques for the aspiring commercial artist that directly relate to the market place. Subject areas include lighting, exposure control, sets and props, equipment. Techniques developed cover assignments for the small business client, photography for sales presentations and brochures, shooting a portfolio, storyboarding, and developing research material for illustration assignments. Students will gain an appreciation for pricing, handling photographers from an art director's perspective. Students should bring a 35mm camera and black and white film. You may bring your own tripod/umbrella if you wish. Roy Walden. Saturday and Sunday, December 17 and 18, 9 a.m.-5 p.m. Location to be given at registration. \$95. *Geology 134*



# BOULDER NONCREDIT COURSES

The University of Colorado, Boulder, Division of Continuing Education has offered a wide range of noncredit courses each semester to the adult community since 1912. Topics cover a wide range of vocational and avocational interests from business to outdoor pursuits. Course length is adjusted to suit the subject matter, so times and dates are listed with each individual course. Whether to satisfy curiosity, help meet some

career or life-style goals, or expand your artistic skills, some of these courses will be of keen interest to you, and you may be sure of a learning experience consistent with university standards of quality.

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

**Preregistration** is required at least **five days** before the starting date of any course, regardless of its starting early or late in the semester. If you must register late, please notify the Continuing Education Office by calling 492-5148. Refunds are given up to the second class session only, none after.

## Boulder Noncredit Courses by Starting Date, Fall 1983

**Date****Faculty****Thursday, September 8**

On a Clear Day You Can See Forever

Doris Olsen

**Tuesday, September 13**

The Romance and Adventure of Hot Air Ballooning

Joyce VandeHoef and  
Mike Bundgaard**Thursday, September 15**Alpine Excursion  
Chinese CharacterTina Jones  
Yunn Pann**Friday, September 16**

Birdwatching: Hawks and Migrants

Tina Jones

**Monday, September 19**

English as a Second Language: Intermediate Level  
Stock Market Investment  
Book Publishing — The Basics  
The Fascinating Saga of Colorado Railroads  
Communicating with Impossible People  
Making Money at Home in Boulder  
English as a Second Language: Advanced Beginner Level  
Psychodrama: The Theatre of Spontaneity  
Printmaking: Intaglio Workshop  
The Evolution of Archetypal Images  
Choosing to Change

Janet McIver  
Arnold Hart  
Miriam Gilbert  
Robert Rothe  
Jacqueline Frishknecht  
Doris Long  
Phyllis Mathews  
Becca Harber  
Lee H. Bergwall  
Bonnie S. Busick  
David DiDomenico and  
Peggy Lichter

## Academe

**BCEE-47****The Craft of Comedy Writing for Television with Danny Simon**

"I've learned a few things on my own since and modified some of the things he taught me; but everything, unequivocally, that I learned about comedy writing, I learned from Danny Simon."

— Woody Allen (*On Being Funny: Woody Allen and Comedy* by Eric Lax)

"... no, Bob, I don't think it's possible for someone to teach anyone else how to write funny — no, wrong, I think perhaps there is ONE person who can, my brother Danny. He taught Woody Allen and he taught me."

— Neil Simon (*Bob Hope's World of Comedy*, October 1976)

"Comedy is a matter of opinion." There is no right or wrong or single, definitive method of teaching or learning the craft of comedy writing. This course offers Danny Simon's personal opinion of what comedy and comedy writing are about based upon 35 years' experience as a professional comedy writer, director, producer, and sometime actor.

The benefits of taking the course depend upon what *you* do with the information provided, *your* talent and *your own sense of humor*, and your willingness to work hard learning the craft of comedy writing. While it is not easy to break into the business, once you have learned your craft and established your talent there is an excellent opportunity for you to do well. There is a great demand for truly gifted comedy writers.

Class size is very limited. Please register before September 9 to insure your place in this unique course. Danny Simon. Friday, September 23, 2-9 p.m., and Saturday and Sunday, September 24 and 25, 10 a.m.-5 p.m. 1 evening and 2 all-day sessions. Location given at registration. \$225.

9/23 - UMC 230  
9/24-25 - Uni. Club  
Lauder Room

**Tuesday, September 20**

Pilgrims or Prisoners? The Cult Controversy in Perspective  
Scriptwriting Fundamentals  
Preparing for the Graduate Record Exam

Creative Writing  
Nonfiction Article Writing  
Estate Planning  
Planning for Financial Success  
Scuba Diving  
Private Pilot Ground School  
The Espionage Novel  
Accounting for Non-Accountants  
Rock 'N Roll Jitterbug ('50s Style)  
Country Western Swing  
Beginning Photography  
Creative Darkroom Procedures  
Beginning Conversational Spanish  
General Ballroom Dancing  
Cartooning  
Calligraphic Arts  
Beginning Conversational French  
Forest Crossen's Colorado  
Being Creative With Your Life

**Wednesday, September 21**

Black and White Darkroom Photography for Beginners  
Investment Strategies  
Editing  
Fiction Writing  
Beginning Farsi (Persian)  
German for Beginners and Travelers  
Creative Photography Workshop  
Algebra Review  
Using Your Whole Brain to Manage More Effectively

**Thursday, September 22**

Popular Novel Writing  
Intermediate Conversational Spanish  
Beginning Conversational Italian  
Speed Reading  
Life Drawing  
Advanced Beginners Italian Discussion Group  
The American West: Symbol and Experience  
Speaking Mandarin — Beginning Chinese  
Elk Behavior and Fall Wildlife  
Chinese Painting  
Career Development — Draw Your Own Map  
Advanced Photography

Jim McCarthy  
Ron Fricano  
Terri Bodhaine and  
Roe Willis  
Barbara Steiner  
Barbara Steiner  
David B. Price  
Dana Alford  
Rocky Mountain Diving Center  
Lisa Applebaum  
Kenneth Wapner  
Bob Armstrong  
Van F. Pool  
Van F. Pool  
J. Michael Blocher  
Marga Querin  
Elizabeth Medina  
Van F. Pool  
Fred Neher  
Marcia Marfia  
Laura Rantz  
Forest Crossen  
Jenny Cook and Bette Griff

Marga Querin  
Marlene Gold-Brown  
Linda Loewenstein  
David H. Morgan  
Mehdi Isfahani  
Erwin Tschirner  
Harry Boyd  
David Hogenson  
Tom Baldwin

Barbara Steiner  
Elizabeth Medina  
Gianfranco and Pamela Marcantonio  
John O'Flahaven  
Susan Licini  
Gianfranco and Pamela Marcantonio  
W. Douglas Watson  
Yunn Pann  
Tina Jones  
Janet Lenschow  
Carol Grever Gray  
J. Michael Blocher



**BCEM-15**  
**Algebra Review**

Designed for students who want to learn or relearn algebraic concepts. This course covers the substitution of symbols for numbers and the concept of functions. Topics include signed numbers, variables, algebraic expressions, equations, word problems, exponents and radicals, graphing, and other topics appropriate to the level of the students in the class. Problems and techniques relevant to practical application will be emphasized. A sensitivity to those with math anxieties will be maintained. Although sessions will be set up in a lecture format, questions of an individual nature will be given attention. David Hogenson, M.S. Wednesdays, September 21 — November 16, 6:45-8:45 p.m. 8 sessions. Hellems 195. \$48.

**BCEE-78**  
**Book Publishing — The Basics**

If you've ever wished you were Maxwell Perkins whipping *The Great Gatsby* into shape or wondered how F. Scott Fitzgerald really made it into the supermarket check-out line, this course is for you. Aspiring editors, authors, graphic artists, and marketers will receive an overview of the scholarly and trade book publishing process. The romance of publishing will be balanced with an understanding of the economic and daily realities that drive the industry. Several lectures will be provided by experts from local publishing houses. Miriam Gilbert, M.A. Mondays, September 19 — November 8, 7:30-9:30 p.m. 8 sessions. Gugenheim 3. \$60.

**BCEE-24**  
**Creative Writing**

For those who have always wanted to write or seek fresh approaches to self-expression. Life is a story. An individual's personal experience is rich and unique. Emphasis is on self-discovery, developing one's own voice, and communication with words rather than on publication. Barbara Steiner, professional writer. Tuesdays, September 20 — November 22, 6:30-8 p.m. 10 sessions. Hellems 229. \$45.



**Friday, September 23**

The Craft of Comedy Writing for Television with Danny Simon     Danny Simon

**Saturday, September 24**

Risk Taking     Neil Rosenthal  
Preparing for the Law School Admissions Test     Scott Hatch

**Wednesday, October 12**

Starting and Succeeding in Your Own Business     Tony Hopper

**Friday, October 14**

Public Speaking in Pressure Situations     Jacqueline Frishknecht

**Saturday, October 15**

How to Buy a Personal/Business Computer     Orvel R. Wilson  
Burnout: Cause and Prevention of Stress-Related Disorders     Donna Duckman

**Saturday, October 22**

Building a Success Profile     Donna Duckman

**Saturday, November 5**

Dynamics of Teleconferencing     Tom Cross

**Tuesday, November 8**

Preparing for the Graduate Record Exam     Terri Bodhaine and  
Roe Willis

**Wednesday, November 9**

Planning for Independent Business     Peter Drake

**Saturday, November 19**

Preparing for the Law School Admissions Test     Scott Hatch

**BCEE-21**  
**Editing**

Practical approach to learning the editorial process. Students learn how to turn raw manuscript into a brochure, article, newsletter, book, etc. Focus on organization, style, grammar, copyfitting, proofreading. Discussion of how to find freelance jobs, how much to charge. Linda Loewenstein, freelance editor. Wednesdays, September 21 — November 19, 7-9 p.m. 8 sessions. Hellems 229. \$54.

**BCEE-51**  
**The Espionage Novel**

The class will read Fleming, Adam Hall, Le Carre, and Trevanian. The evolution of the super spy as a viable literary hero (or anti-hero) will be traced using Bond as an archetype. Techniques in plotting, setting, structure, and style will be discussed. Political background along with the actual structure of the CIA, KBG, and other covert organizations will be explored. Books available at the University Book Center, UMC basement. Kenneth Wapner, B.A. Tuesdays, September 20 — November 8, 6:45-9:15 p.m. 8 sessions. Hellems 255. \$60.

**BCEG-36**  
**Fiction Writing**

Life becomes a story when it matters to someone. Good story writing, therefore, begins by understanding individuals. We will thoroughly examine, then, that aspect of writing concerned with character, conflict and resolution. We will work on shaping character, character opposites, and forging the unbreakable bond between characters. Examples will be given and students' work will be critiqued. David H. Morgan, B.A. Wednesdays, September 21 — November 9, 7-9:30 p.m. 8 sessions. Hellems 181. \$60.

**BCEE-25**  
**Nonfiction Article Writing**

Practical help for beginners and more advanced students with basic skills of writing nonfiction articles. Students learn how to get ideas, discover and organize material, bring it to life with anecdotes and examples, build interest and suspense, and tailor it to today's market. Help with individual projects. Practical help in writing nonfiction for the adult or juvenile market. Barbara Steiner, professional writer. Tuesdays, September 20 — November 22, 8-9:30 p.m. 10 sessions. Hellems 229. \$45.

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

The purpose of this course is to teach the would-be novelist the techniques employed by the successful novelist. Learn how to write a novel or to complete one you've started. Emphasis is on learning craftsmanship without restricting creativity. Students will share material in workshop atmosphere. You may set as a 10-week goal the completion of a synopsis and two sample chapters for querying a publisher. Your interest may lie in the adult, teen, or junior novel. Barbara Steiner, professional writer. Thursdays, September 22 — December 1, 6:30-8:30 p.m. 10 sessions. Hellems 229. \$60.



**BCEG-27**  
**Preparing for the Graduate Record Exam**

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

Section I — For those taking the GRE October 15 (apply for the test before September 15): Tuesdays and Thursdays, September 20 — October 13, 6:30-9 p.m., 8 sessions.

Section II — For those taking the GRE December 10 (apply for the test before November 4): Tuesdays and Thursdays, November 8 — December 8 (no class sessions November 22 and 24), 6:30-9 p.m. 8 sessions. Both sections conducted in Ketchum 120. \$60. *Ketch 235*

**BCEL-36**  
**Preparing for the Law School Admissions Test (LSAT)**

For persons planning to take the Law School Admissions Test (LSAT), this course offers intensive review, preparation and sample testing in all areas of the new LSAT format, including application of issues and facts, reading comprehension, writing sample, logical diagrams, logical reasoning, and analytical reasoning. Emphasis will be placed on taking verisimilar exams with full explanations and interpretations provided by highly skilled testing and legal faculty. The course fee includes extensive materials covering all aspects of the exam. Scott Hatch, M.A., J.D.

Section I — For those taking the LSAT October 1 (apply for the test before September 1): Saturday and Sunday, September 24 and 25, 9 a.m.-4:30 p.m.

Section II — For those taking the LSAT December 3 (apply for the test before November 3): Saturday and Sunday, November 19 and 20, 9 a.m.-4:30 p.m. Guggenheim 3. \$115.

**BCEG-61**  
**Psychodrama: The Theatre of Spontaneity**

Principles and action methods of psychodrama will be systematically presented with many experiential exercises to develop your abilities as psychodramatic auxiliary egos and facilitators. As a powerful form for group creative expression and therapy, psychodrama can be used for personal growth, education, conflict resolution, celebration, exploring group concerns (economic, religious, etc.), and accessing people's creativity, in working with groups and individuals, and in daily life. Methods of Neuro-Linguistic Programming (NLP) will be integrated with psychodrama also. Becca Harber, B.A. Mondays, September 19 — November 21, 7-9 p.m. 10 sessions. Hellems 211. \$60.

**BCEE-27**  
**Scriptwriting Fundamentals**

Practical analysis of the ingredients of TV and film screenplays with emphasis on form. Special attention to current practices. Lectures, class discussion, analysis of representative examples, ending with short example study of writer's work. Course framework: current requirements of the commercial marketplace on all working levels. Ron Fricano, M.A. Tuesdays, September 20 — November 8, 6:45-9:15 p.m. 8 sessions. Hellems 185. \$60.

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

Designed to improve reading ability, efficiency, and retention. Focus is on light technical materials (journals) and general readings (novels, newspapers, magazines). Course covers such techniques as skimming, organization and retention patterns, eyespan exercises and vocabulary development. Required text is "Development Speed Reading Course," published by College Skills Center, available at the University Book Center. Students must attend first session and bring book to the first class. John O'Flahaven, M.A. Thursdays, September 22 — November 10, 7-9 p.m. 8 sessions. Engineering Center CR 1-42. \$48.

## Business

### BCEB-15

#### Accounting for Non-Accountants

An introductory course in accounting for those who have had little or no previous training. Emphasizes the recording, reporting, and analysis of accounting information as well as in-depth understanding of financial statements. Other topics include treatment of assets, liabilities, and income taxes. A recommended textbook, "Financial Accounting Concepts and Uses," is available at the University Book Center. Bob Armstrong, M.A. Tuesdays, September 20 — November 8, 7-9 p.m. 8 sessions. Engineering Center CR 0-30. \$48.

### BCEG-63

#### Building a Success Profile

*Can*  
In this seminar, we will explore myths, perceptions, and realities about success. We will experience the attitudes that help to build the success profile as well as learning how to deal with limitations. Everyone will set goals and experience, through self-hypnosis, their positive resources for motivation and self-fulfillment. Donna Duckman, M.A. Saturday, October 22, 9 a.m.-4 p.m. 1 all-day session. Bio-Psychology E113. \$22.

### BCEB-41

#### Career Development: Draw Your Own Map

*Can*  
Draw a personal map for career choice and development. Sessions cover interest and job skill assessments, improving the self-image, goal-setting, charting career development, resume preparation, and marketing/interviewing guidance. The practical approach is suitable for students, career-change candidates, and those desiring faster advancement. Information is tailored to Boulder's market. Carol Grever Gray, M.A. Thursdays, September 22 — November 10, 6:45-9:15 p.m. 7 sessions. Hellem's 137. \$60.

### BCEB-38

#### Dynamics of Teleconferencing

Did you know that:

- Every day 20 million meetings are held in the U.S.
- 80 percent of all meetings last less than 30 minutes
- 60 percent of all meetings could be handled by voice only
- 35 percent of all meetings are for the exchange of information only
- 80 percent of all management time is spent in communications

Teleconferencing offers many new ways to:

- Improve communications
- Save and manage time more effectively
- Lower communication and travel costs
- Increase management effectiveness

This one-day session will be a presentation on all the teleconferencing technologies available including audio, graphic, computer, and video (full-motion and slow-scan) with an emphasis on what technologies are important to organizations as well as how to justify and implement teleconferencing. Tom Cross, M.S. Saturday, November 5, 9 a.m.-4 p.m. 1 all-day session. Guggenheim 2. \$35.

### BCEB-24

#### Estate Planning

*Can*  
Definition, analysis, and planning of estate assets. Understanding of variety of tools used in planning. Discussion of methods of funding estate liquidity needs. Method of problem determination and solution selection. Outline of pre-retirement planning. Outline of business ownership or control planning. David B. Price, C.L.U. Tuesdays, September 20 — October 18, 7-9 p.m. 5 sessions. Hellem's 191. \$30.

### BCEB-25

#### How to Buy a Personal/Business Computer

This class could save you thousands of dollars, months of research, and dozens of headaches. Whether you're considering computerizing a small business, using a personal computer for management functions, or setting up a terminal to talk to a main frame, this overview will help you make

the best possible choice. We'll explore what microcomputers can and cannot do, what you want your computer to do for you, examine common sales practices of computer dealers, and suggest alternate sources of information, equipment, software, and service. Orvel R. Wilson is the Director of Sales Training Institute and trains salespeople for companies such as IBM, Xerox, and Computerland. Saturday, October 15, 9 a.m.-4:30 p.m. 1 all-day session. Bio-Psychology E113. \$45.

### BCEB-28

#### Investment Strategies

Demystify the wide range of investment opportunities and learn how to structure your own financial plan. Understand how the proper mix of investments can benefit you. This course will include exercises and discussions designed to sharpen your skills in choosing appropriate investments. Emphasis is on stock market, bonds, tax-advantaged investments, and retirement planning. Marlene Gold-Brown, M.A., Broker. Wednesdays, September 21 — November 9, 6:45-8:45 p.m. 8 sessions. Engineering Center CR 0-30. \$48.

### BCEB-20

#### Making Money at Home in Boulder

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room NT 1-04*  
Course designed to provide knowledge of home business opportunities peculiar to Boulder; how to recognize immediately available opportunities and begin turning them into a lucrative and personally satisfying venture. Includes examples of people beating inflation and doing this now in Boulder's expanding home industries. Doris Long, B.A. Mondays, September 19 — October 17, 6:45-8:45 p.m. 5 sessions. Hellem's 137. \$30.

### BCEB-41

#### Planning for Financial Success

A comprehensive overview of personal financing planning, this course includes goal setting, financial management, investments, risk management, tax strategies, retirement and estate planning, and more. A fee of \$25 is due at the first class session for a text and extensive financial planning material. Dana Alford, C.F.P. Tuesdays and Thursdays, September 20, 22, 27, 7-9 p.m. 3 sessions. Ketchum 118. \$25.

**BCEB-31  
Planning for Independent Business**

Important for those involved in, or soon to be involved in, small business start ups, this course focuses on a planning process leading to the development of a strategic vision. This is a clear vision of what you want to achieve, which then organizes and instructs every step toward that goal. It is this map which clearly demonstrates to the entrepreneur, his/her investors, and all players on the start-up team how the organization intends to get from where they are to where they want to be one to three years from now. This process consists of four steps: (1) developing a statement of purpose using a performance specification rather than a description; (2) developing strategies in the areas of marketing, finance, law, accounting, support and production (goods or services); (3) planning administrative methods and goals which will enable the entrepreneur to use effective evaluation standards and feedback mechanisms to measure results; (4) producing a map that graphically represents the relationship and sequence of a series of benchmarks, cusp points, and events which need to occur over the next one to three years in order for the strategies to manifest. These four steps and several other topics create this valuable course. Peter Drake. Wednesdays, November 9 - December 14 (no class session November 23), 6:30-9:30 p.m. 5 sessions. Ketchum 118. \$48.

**BECC-25  
Public Speaking in Pressure Situations**

Here is your opportunity to put an end to fumbling, bumbling, and stage-fright. This public speaking workshop is designed to develop your ability to confidently present your ideas in a variety of public speaking situations. In this workshop you will learn, through a non-threatening approach, skills for reducing fear of public speaking, and for preparing and presenting speeches. Jacqueline Frishknecht, Ph.D. Fridays, October 14 and 21, 6:30-9:30 p.m., and Saturdays, October 15 and 22, 9-4 p.m. 2 evening and 2 all-day sessions. Guggenheim 2. \$54.



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

If you are thinking of starting your own business, whether part-time or full-time, or if you work with independent business people, you will profit from this workshop. The workshop starts with your idea and helps you develop it through a series of practical exercises into a complete plan for success in your business. Areas covered include defining your market, advertising, sales, forecasts, profit projection, cash flow analysis, and over 60 ways to finance your business. Tony Hopper, M.B.A., Ph.D. Wednesdays, October 12 - November 2, 6:30-9:30 p.m. 4 sessions. Ketchum 118. \$39.

**BCEB-22  
Stock Market Investment**

This course is aimed at the person who wants to take concrete steps toward planning his/her financial future with a special eye on today's stock market. Using checklists provided, each person can individualize specific types of investments most appropriate to the current situation and periodically revise the plan based on changed goals and needs. The course is oriented toward those concerned with penny stocks, technical analysis, tax shelters, and basic longer-term financial planning. Required book is *How to Buy Stocks and Bonds*, by Louis Engle, available at the University Book Center. Arnold Hart, M.A. Mondays, September 19 - November 7, 7-9 p.m. 8 sessions. Engineering Center CR 0-36. \$48.

**BCEB-63  
Using Your Whole Brain to Manage More Effectively**

This course begins with the conclusions of two popular books - *In Search of Excellence* and *Megatrends* - which suggest that the best managers today and those of the future must use more of their brains to succeed in managing in a rapidly changing environment. A study will be made of profile instruments that assist one in determining strengths and weaknesses in whole brain information processing and management. Through a process of self-analysis, students will determine where they need to do extra work to gain skills in managing more effectively. Exercises and programs to improve those skills will be iden-

tified and evaluated. This course is especially recommended for technical managers who would like to improve their skills in managing people with diverse backgrounds and interests. Tom Baldwin, Ph.D., M.B.A. Wednesdays, September 21 - October 26, 7-9 p.m. 6 sessions. Hellems 245. \$38.

**Culture and Society**

**BCEB-75  
The American West: Symbol and Experience**

Frederick Jackson Turner stated that western expansion explained the American psyche. Historical and literary texts will be examined to test Turner's hypothesis. The main text will be *Virgin Land* by Henry Nash Smith. Other books will include Marx's *The Beast in the Garden*, Dana's *Two Years Before the Mast*, Leonard's *The Narrative Adventures of Zenas Leonard*, Muir's *To Yosemite and Beyond*, Norris' *The Octopus*, Steinbeck's *The Grapes of Wrath*, Chandler's *The Big Sleep*, Brown's *Bury My Heart at Wounded Knee*, Kerouac's *On the Road*, Twain's *Roughing It* (Chapters 1 through 20). Film and outside speakers will also be presented. At the end of the course students will have a greater appreciation for the symbol of the West in relation to the practicalities of economic development which is an important current issue. W. Douglas Watson, M.A., J.D. Thursdays, September 22 - November 10, 7-9 p.m. 8 sessions. Engineering Center CR 0-3. \$48.

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

This class will give individuals whose lives seem in transition an awareness of where their main strengths and abilities lie in order to get their life in better balance and to create and design their future job in today's uncertain job market or in volunteer work. This is the "parachute process." Understanding your brain and how to stimulate creativity and decision making will be part of the process. This class will help unlock your creative potential, and direct your life toward enhanced relationships and a path you really seek. Textbooks for the course are available at the University Book Center. They are *The Aquarian Conspiracy: Personal and Social Transformation in the 1980s* by Marilyn Ferguson; *What Color Is Your Parachute?* by Richard Bolles; Jenny Cook, B.A., and Bette Griff, B.A. Tuesdays, September 20 - November 22, 6:30-9:30 p.m. 10 sessions. Environmental Design 122. \$90.

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**BCEE-22**

**Burnout: Cause and Prevention of Stress-Related Disorders**

Some medical researchers are concluding that stress today causes or is related to 75 to 90 percent of illnesses that we are now experiencing. This course presents a synthesis of techniques that facilitate the reduction and prevention of physical and emotional stress reactions. The learning process is experienced within a framework of support, self-responsibility, and creativity, centered around the assumption that all individuals are able to control their reactions to the stressors in life even when they may not be able to control the stressors themselves. The effect of diet and exercise on the body/mind is also discussed. Some experiences are conducted lying down, so bring a floor mat or blanket to lie on. Donna Duckman, M.A. Saturday, October 15, 9 a.m.-4 p.m. 1 all-day session. Bio-Psychology E131. \$22.

**BCEF-28**

**Chinese Character**

We will see how easy it is to recognize and also to write these beautiful and exotic Chinese symbols. The apparent complexity changes into simplicity, order and richness in association and philosophy. This is an introductory course for people who want greater appreciation of Chinese language, Chinese mind in a holistic way, and also for people who want to get more in touch with themselves through studying these powerful visual symbols of a culture so different from the western culture in many ways. These symbols, probably more than anything else, are responsible for uniting the culture and people for about 4,000 years. Yunn Pann, M.S. Thursday, September 15, 7-9 p.m., and Saturday and Sunday, September 17 and 18, 9 a.m.-4 p.m. 3 sessions. Ketchum 118. \$42.

**BCEG-62**

**Choosing to Change**

We make conscious and sound decisions to change only when we are aware of ourselves psychologically and physically when we know what we want and need, and when we perceive options to how we normally behave. This course is designed to enhance physical and psychological awareness and to help you discover alternatives to how you move and act. You will come to perceive your ability to change through movement and by exploring issues concerning the body-mind

relationship, self-image, awareness, stress, breathing, habits and interpersonal communication. This will be accomplished through the Feldenkrais Method of Awareness Through Movement, through verbal and nonverbal exercises, and discussion. Wear comfortable clothing. David DiDomenico, M.A., and Peggy Lichter, M.S.W. Mondays, September 19 — November 1, 7-9 p.m. 7 sessions. Hellems 185. \$42.

**BCEC-26**

**Communicating with Impossible People**

Encounters with "impossible people" can leave you fuming with rage, speechless, or feeling helplessly incompetent. If your work or home life is plagued by the "Impossibles" this workshop will help you develop effective communicating coping skills. Find out how to defuse the Hostile-Aggressives, how to motivate the Indecisives, how to animate the Silent and Unresponsives. Seven different Impossible People communicative styles are identified and analyzed in this workshop. You will learn response techniques and coping skills for each style which will minimize the impact of the difficult communication behavior of others and which will make your interaction with impossible people easier and more successful. Jacqueline Frishknecht, Ph.D. Mondays, September 19 — October 3, 6:30-9:30 p.m. 3 sessions. Engineering Center CR 226. \$40.

**BCEG-35**

**The Evolution of Archetypal Images**

This course explores cross-cultural mythical motifs that have been part of the human experience since antiquity. It uses an interdisciplinary approach drawing from neuroscience, linguistics, Jungian and Gestalt psychology, comparative religion, and art history to study mythogenesis and the symbolic functions of myths in the life of modern man. Bonnie S. Busick, M.A. Mondays, September 19 — November 7, 7-9 p.m. 8 sessions. Hellems 181. \$48.

**BCBH-14**

**Forest Crossen's Colorado**

Forest Crossen, popular local historian, will deliver a series of five lectures highlighted by his unique insights and personal experiences. Lecture topics concern fascinating old time culture and people — artists, miners, and many others — in a personalized view of Colorado history. Mr. Crossen draws from a wealth of western knowledge; he has written 12 books of true western stories entitled *Western Yesterdays*. All those interested in Col-

orado will find these lectures rewarding. Extra time is reserved for questions. Forest Crossen, western historian and local oral historian. Tuesdays, September 20 — October 18, 7-8:30 p.m. 5 sessions. Hellems 287. \$23.

**BCEG-23**

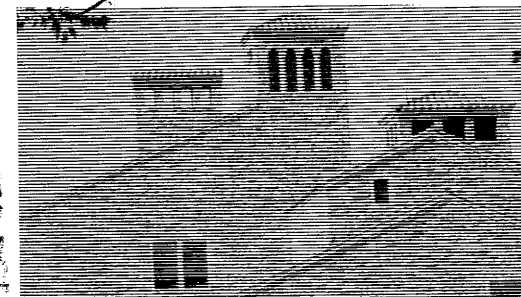
**On a Clear Day You Can See Forever**

A workshop offering career direction. A stimulating four-day workshop for the person who is looking for new directions and new interests. Are you thinking of changing careers? Returning to work? Going back to school? Spend some time taking a good look at yourself — discover your strengths and options at this point in your life. Find out what you *can* do, and you *do* do, and most importantly, what you *want* to do. Perhaps you will confirm that your present course is right for you, whether it is homemaking or another career. We will talk about values clarification, decision making, self-confidence, as well as give information on career and education possibilities. Doris Olsen. Thursday, Friday, Monday, Tuesday, September 8-13, 9 a.m.-3 p.m. 4 sessions. University Club. \$75.

**BCEG-24**

**Pilgrims or Prisoners? The Cult Controversy in Perspective**

A detailed examination of the phenomenon of cults/sects in the U.S., Colorado, and in Boulder County. Our perspective is educational and informative, not critical. We will examine the 200 cults/sects in Colorado in light of leadership styles, lifestyles, recruiting and fund-raising techniques, teachings, their history and future. Texts for the course are Glock and Bellub's, *The New Religious Consciousness*, Strieker's *The Cults Are Coming*, and Downton's *Sacred Journey*, available at the University Book Center. Jim McCarthy. Tuesdays, September 20 — October 25, 7-9 p.m. 6 sessions. Hellems 181. \$36.



**BCEG-40  
Risk Taking**

When you have an objective worth your risk, your actions become purposeful and your life begins to make sense. Participants in this workshop will be able to assess their particular needs, evaluate when a risk is reasonable and when it isn't, examine where potential dangers lie and how to deal with them, explore options, judge when to go for broke, and decide how to act to get what they want. Participants struggling with life changes or major decisions will have the opportunity for understanding the nature of risking in general and of their own risks in particular. Neil Rosenthal, M.A. Saturday, September 24, 9 a.m.-4:30 p.m. 1 all-day session. Ketchum 119. \$25.

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

The colorful development of Colorado's railroads will be traced through fact, lore, and legend. Mining and lumbering were early important factors, but so were bribery, gunfighting, political maneuvering, weather, and drunken barroom scenes. Topics include feats of heroism and despicable actions, explored from a humanistic point of view, as they influenced spinning the steel web which would become Colorado's fabled rail network. Robert Rothe, Ph.D. Mondays, September 19 — October 31, 7-9 p.m. 7 sessions. Hellems 229. \$42.

**Social Dance**

**BCED-20  
Country Western Swing**

This course will focus on the more useful, practical, and widely performed dance steps to the tunes of new and traditional country and country-rock music. Emphasizes individual style and practical skill. Van F. Pool, Tuesdays, September 20 — October 18, 8:30-9:45 p.m. 5 sessions. Stadium 140 (Enter at Gate 7, Stair doorway). \$22.

**BCED-14  
General Ballroom Dancing**

A basic course in the fundamentals of ballroom dancing which should give the student a strong foundation in a variety of dances to fit any social dance situation. Dances include swing, foxtrot, cha cha, rhumba. Van F. Pool, Tuesdays, September 20 — October 18, 7:15-8:30 p.m. 5 sessions. Stadium 140 (Enter at Gate 7, Stair doorway). \$22.

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

Come jitterbug to all the oldies but goodies as well as the newest hits. Basic step, pretzel, sweetheart, and guys-left-pass are some of the steps to be taught. You will surely Rock Around the Clock in this class! Van F. Pool, Tuesdays, September 20 — October 18, 6-7:15 p.m. 5 sessions. Stadium 140 (Enter at Gate 7, Stair doorway). \$22.

**Fine Arts**

**BCEF-10  
Beginning Photography**

This class teaches the basic fundamentals of 35mm photography, with emphasis on exposure, composition, and the variety of film types available. There will be two field trips and a review session to critique the exposures made during the course. Especially helpful for beginners or those who have never taken a photography course. Class size is limited. J. Michael Blocher, M.A. Tuesdays, September 20 — October 25, 7-9 p.m., plus 2 field sessions, October 1 and 8. 8 sessions. Engineering Center CR 2-26. \$48.

**BCEF-21  
Advanced Photography**

This is a six-week course covering aspects of advanced photography, including themes, composition, lighting techniques, and special effects. The student should have 35mm camera equipment and a good working knowledge of his/her equipment. Students must be prepared to shoot at least one roll of film per week for an adequate critique of progress. There will be a lab session for special Ektachrome processing. J. Michael Blocher, M.A. Thursdays, 7-9 p.m., September 22 — October 27. 6 sessions. Hellems 141. \$36.

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

An intensive darkroom course in the basic techniques of processing and printing black and white film. Students will begin with processing a roll of exposed film. Negatives will be analyzed and composition discussed. Sessions will also cover choice of contrast papers, filters, and darkroom techniques. A 35mm camera and a basic understanding of working with a camera required. Some lab time is by special arrangement. There is a lab fee (generally the maximum is \$30), which will be discussed at the first class. Marga Querin, B.F.A. Wednesdays, September 21 — November 9, 7-9 p.m. 8 sessions. Hellems 137. \$48.

**BCEF-22  
Calligraphic Arts**

The art of beautiful writing discovered through creative lettering and pen-and-ink techniques. An introduction to the basics of letter proportion and spacing, alphabet designs, and ornamental lettering. Writing instruments and papers will cost about \$10, as outlined at the first session. Marcia Marfia, M.F.A. Tuesdays, September 20 — November 8, 7-9 p.m. 8 sessions. Geology 207. \$48.

**BCEF-25  
Cartooning**

A basic workshop course for the person who wants to learn to draw or improve upon his present ability. The course will begin by focusing on simple methods of developing comic characters. Emphasizes individual instruction in technique, ideas, and marketing cartoons. Fred Neher, creator of the nationally syndicated newspaper cartoon, "Life's Like That," daily and Sunday, for 43 years. Tuesdays, September 20 — November 8, 7-9 p.m. 8 sessions. Hellems 81. \$48.

**BCEF-26  
Chinese Painting**

This course is offered to students of all skill levels. Students will learn the basic disciplined techniques of painting a wide variety of subjects, using primarily oriental brushes, ink, color pigments and "rice papers." Composition and design will also be discussed. Students will bring their own material, a brush or brushes, ink, "rice papers," or newsprints. Janette Lenschow, M.F.A. Thursdays, September 22 — November 10, 7-9 p.m. 8 sessions. Guggenheim 3. \$48.



**BCEA-42**  
**Creative Photography Workshop**

A unique photography course for the beginning and intermediate photographer. It's designed to help you take more exciting photographs by exposing you to the ideas and works of the masters; teachings covering over a hundred creative techniques; and continual feedback for the work you'll produce in the class. Slide presentations will be used in our discussions, and each student will receive detailed handouts on all the techniques covered in the class. There will be an opportunity for open discussion on individual questions and problem solving. Special assignments will be given to help in motivation. Instruction will be complemented by a personal evaluation of each student's work. Harry Boyd. Wednesdays, September 21 — November 9, 7-9 p.m. 8 sessions. ~~Engineering Center CR 0-58.~~ \$48.

**BCEA-43**  
**Creative Darkroom Procedures**

This class is to allow any type of photographer to advance his or her photographic experience by developing and printing his or her own black and white work. Those of you who don't think you are creative, let this class prove you wrong. We will learn techniques such as Kodalith Printing and Solarizing Prints, as well as direct printing. There will be a \$25 darkroom use fee collected at the first class. Other costs can be expected, \$10-up, depending on students' needs and ambitions. Marga Querin, B.F.A. Tuesdays and Thursdays, September 20 — October 13, 7-9 p.m. 8 sessions (additional sessions by arrangement). Hellems 263. \$48.

**BCEF-15**  
**Life Drawing**

Through a series of exercises in learning how to see and respond, drawing will become a skill that belongs to you. Life drawing is a matter of seeing and coordinating your eye with your hand. We will begin with gestural drawings, proceed to contour line drawings, and deal with surface shading and modeling techniques. Bring to first class 18" x 24" newsprint pad and pencils (2H, HB, and 2B). Tuition includes fee for a model who will be present at every session. Susan Licini, M.F.A. Thursdays, September 22 — November 10, 7-9 p.m. 8 sessions. Fine Arts C-135. \$54.

**BCEF-25**  
**Printmaking: Intaglio Workshop**

Designed to teach the fundamentals of intaglio. Intaglio is a printing process in which an image is either cut directly or bitten by acid into a metal plate. Ink is forced into this cut or bitten image, the plate is wiped clean, and a print is made when plate and paper are run together under pressure through an etching glass. Techniques including engraving, dry-point, mezzotint, hard and soft-ground etching, aquatint, and relief printing will be demonstrated. The course is open to beginners as well as more experienced artists. There will be a \$10 fee payable at the first class for nitric acid, solvents, etc. Lee H. Bergwall, M.F.A. Mondays, September 19 — November 7, 7-9:15 p.m. Fine Arts C-125. \$54.

**Languages**

**BCEL-23**  
**English as a Second Language:**  
**Advanced Beginner Level**

This is a conversation class structured to create an opportunity for active student participation. Various topics and situations will be used as a springboard for students to speak English and improve their use of simple sentence and question constructions. Time will be spent on clarification of U.S. culture as needed. Assignments will be given and activities designed to help students gain confidence in using English in a variety of situations. Phyllis Mathews, M.A. Mondays, Tuesdays and Thursdays, September 19 — October 25, 2-3:30 p.m. 17 sessions. Chemistry 307. \$78.

**BCEL-29**  
**English as a Second Language:**  
**Intermediate Level**

This is basically a structure class, with emphasis on understanding and using basic English grammar. The student will be encouraged to use English in speaking and in writing. Material will be presented using a textbook and various handouts. There will be various assignments and weekly quizzes. Some time will be spent on vocabulary and pronunciation. Janet A. McIver, M.Ed. Mondays, Tuesdays, and Thursdays, September 19 — October 25, 7-8:30 p.m. 17 sessions. Ketchum 119. \$78.

**BCEL-39**  
**Beginning Farsi (Persian)**

This course covers basic reading, writing and conversational skills in Farsi. Specifically, we will learn pronunciation of Farsi sounds, the Farsi alphabet, how to read and write Farsi, simple vocabulary and basic verb forms, Farsi numbers and simple conversational Farsi. There will be periodic evaluations to best assess progress, review needs, and meet individual demands. Text selection will be discussed at first class. Mehdi Isfahani. Wednesdays, September 21 — November 9, 6:30-8 p.m. 8 sessions. Hellems 185. \$36.

**BCEL-25**  
**Beginning Conversational French**

French for travelers. Students will speak, understand, and write simple French. Course includes occasional laboratory use of tape recordings and an introduction to French culture and customs. Laura Rantz, M.A. Tuesdays, September 20 — November 22, 7-9 p.m. 10 sessions. Hellems 285. \$60.

**BCEL-30**  
**German for Beginners and Travelers**

Would you like to take a boat trip on the beautiful Rhine River? How about a visit to the old and exciting Hanseatic cities like Hamburg and Lubeck in northern Germany? Or a visit to Vienna, Austria? Waltzing to its original music. Many people in many countries in Europe understand German and therefore we will have lots of emphasis on conversation and how to get along in many interesting situations over there. We cannot promise you a genuine Wiener Schnitzel but we can promise you that you will be able to order one. Course utilizes extensive hand-out materials. Erwin Tschirner, B.A. Wednesdays, September 21 — November 30, 7-9 p.m. 10 sessions. Hellems 191. \$60.



**BCEL-12****Beginning Conversational Italian**

The immediate goal of the course is effective oral communication. This objective is reinforced by learning to read and write the language and by understanding and appreciating the culture. Classes follow a sequential pattern, utilizing individualized hand-out material. Gianfranco and Pamela Marcantonio, M.S. Thursdays, September 22-29 — December 1, 6:45-8:45 p.m. 10 sessions. Ketchum 33. \$60.

**BCEL-27****Advanced Beginners Italian Discussion Group**

A discussion group for those who have some Italian language background or who have taken last semester's conversation course. Gianfranco and Pamela Marcantonio, M.A. Thursdays, September 22-29 — December 1. 6:45-8:45 p.m. Ketchum 35. \$60.

**BCEL-37****Speaking Mandarin — Beginning Chinese**

Thinking of a trip to mainland China or Taiwan? Chinese people tend to feel a great deal of affinity, appreciation, and fascination toward foreigners who speak (at least some) Chinese. This intensive class is conducted in an atmosphere that encourages both the intellect and the intuition. We will take part in games, role playing, guided imageries, and also sessions with classical and baroque music, the basic structure of "Suggestology." Yunn Pann, M.S. Thursday, September 22, 7-9 p.m., and Saturday and Sunday, September 24 and 25, 9 a.m.-4 p.m. 3 sessions. Ketchum 117. \$42.

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

Spanish for travelers. Basic but lively conversational Spanish for travel to Spanish-speaking countries. Course includes short field trips during class time to emphasize practical vocabulary. Elizabeth Medina, Ph.D. Tuesdays, September 20 — November 28, 7-9 p.m. 10 sessions. Hellems 271. \$60.

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

Designed to increase vocabulary and conversation ability for travelers. Cultural and social aspects will be introduced. Prer., beginning Spanish or equivalent. Elizabeth Medina, Ph.D. Thursdays, September 22 — December 1, 7-9 p.m. 10 sessions. Engineering Center CR 1-07. \$60.

**Sports and Outdoors****BCEG-17****Alpine Excursion**

Come enjoy the fresh mountain air above tree line before the winter snows come. We will visit Trail Ridge Road in Rocky Mountain National Park to learn alpine ecology. Flora and fauna will be studied with an emphasis on their specific adaptations to a high altitude environment. Colorado's recent glacial history will be studied along with the tree islands, alpine geomorphology, and tundra big game behavior. We will spend some time in the subalpine zone getting to know its specific habitats. Fall is perfect for alpine outings because the weather is ideal. Binoculars helpful. Carpooling. Tina Jones. Thursday, September 15, 7-9 p.m., and Saturday, September 17, 8 a.m.-4 p.m. 2 sessions. Engineering Center CR 1-07. \$24.

**BCEG-32****Birdwatching: Hawks and Migrants**

Introductory class on birdwatching with an emphasis on identifying hawks and migrating birds. Class will spend one day at Pawnee National Grasslands where raptors are abundant. Perching birds, plus fall migrants will also be identified. Students will learn general behavior, food and habitat requirements of Colorado fall birds. Binoculars helpful. Carpooling. Tina Jones. Friday, September 16, 6-8 p.m., and Sunday, September 25, 7 a.m.-4 p.m. 2 sessions. Engineering Center CR 1-07. \$27.

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

This class emphasizes fall flora and fauna in Boulder-Rocky Mountain region. Students learn how plants and animals prepare for the long, hard winter and observe some mammals in their fall behavior; identification of wild berries and plants; and animal signs, primarily scat and track evidence. Class visits Rocky Mountain National Park to study elk behavior, elk courtship, and territorial calls can be heard in the park. This is a great time to see the aspen. Binoculars helpful. Trip involves sharing gas and carpooling, with the possibility of eating out for dinner. Class session until 10 p.m. at night, since evening is best for elk bugling. Tina Jones. Thursday, September 22, 7-8:30 p.m., and Saturday, September 24, 11 a.m.-10 p.m. 2 sessions. Hellems 191. \$24.

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

An introductory course in Colorado's sport of the 80's. Did you know this first form of human flight took place in Paris, France, 200 years ago? Topics include the history of ballooning, design, theory, and crewing procedures for launch and recovery. Students will become qualified as crew members with a "hands-on" opportunity in rigging and inflating a balloon. Everyone will take a tethered balloon ride, weather permitting, during the field session. Joyce VandeHoef and Mike Bundgaard. Tuesdays, September 13-27, 6:30-8:30 p.m., 3 sessions. Hellems 137. \$40.

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

Have you always wondered what flying is like, but never made that first step? This course will introduce you to the exciting world of aviation. Subjects such as aerodynamics, navigation, meteorology, and aircraft performance will be presented in preparation for the FAA written examination. Sample tests will be presented. The student need not have any prior knowledge. Field trips and an opportunity for a flight will be scheduled. Materials may cost about \$40. Lisa Applebaum, B.S. Tuesdays, September 20 — November 22, 7-9 p.m. 10 sessions. Engineering Center CR 1-07. \$60.

**BCEG-19****Scuba Diving**

A special course offered evenings at the Carlson Gymnasium pool. Topics include basic skin diving and scuba skills, equipment handling and maintenance, first aid and rescue skills, and basic human physiology as it relates to scuba divers. Instructors are all NAVI, PADI, and SSI certified. After the course, an open-water dive will be made with Rocky Mountain Divers' Center. Recommended text is *Sport Diving Manual*, available at the University Book Center. First class consists of a lecture followed by work in the water; bring a bathing suit and towel. Note: a \$110 materials fee is collected at the first class session, making the total cost for this course \$150. Class size is limited. Tuesdays and Thursdays, September 20 — October 27, 7-9 p.m. 12 sessions. Hellems 193. \$40.



# CERTIFICATE IN MULTI-IMAGE AND MULTI-MEDIA COMMUNICATIONS

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

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

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

There are no strict prerequisites for the program and no formal application is required. However, the course of study is most beneficial to the technician or artist looking to expand his work to include new horizons in portfolio presentations, and to apply his skills in advertising, product promotion, multi-media artistic exhibitions, "road

shows," campaigns and convention work. Special attention is always paid to develop a realistic hands-on professional experience by the use of lecture, sample presentations, expert actual projects, and extensive student use of studio equipment. The technology involved is also helpful to graduates of the Certificate in Commercial Design. **Continuing Education Units** are awarded for course completion and a transcript is maintained. Transcript copies are available at no charge upon request. 1.6 Continuing Education Units are awarded per course completed.

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

**Certificate requirements** may be completed in two or three semesters. Performance Certificates are awarded upon completion of an individual

class. An Achievement Certificate is awarded only upon successful completion of the following three requirements:

1. Successful completion of four of the following six courses:
  - Storyboarding and Scriptwriting
  - Multi-Media Photography
  - Telecommunications, Tradeshows, Video Concepts
  - Advertising and Promotional Campaigns
  - Multi-Image Graphic Design
  - The Recording Session
2. At least four elective courses, which are offered regularly.
3. The presentation of a final show demonstrating advanced producers' skills and acquired visual and oral presentation abilities.

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

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## Certificate in Multi-Image and Multi-Media Communications Courses by Starting Date, Fall 1983

### Starts

Friday, September 16  
Saturday, September 17  
Friday, October 21  
Saturday, October 22  
Friday, November 11  
Saturday, November 12  
Friday, December 2  
Saturday, December 3

\*Required certificate courses.

### Course

Advanced Multi-Image and Computer Graphics  
Animation Kinestasis  
Advanced Multi-Image Video Workshop  
\*Multi-Image Graphic Design  
\*The Recording Session  
\*Multi-Media Photography  
\*Advertising and Promotional Campaigns  
Advanced Programming Workshop

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

Topics include the fast-growing computer generated and computer assisted graphics industry. Students will get demonstrations with a hands-on multi-image camera field trip and demonstration, with hands-on computer graphics keyboard during a field trip, held second class session. This advanced seminar presents a developed series of exercises to demonstrate how simple art

is used to create a wide range of sophisticated images on film chips and CRT terminals. Students will be taught to manipulate images, to animate, integrate special effects, producing automatically controlled, consistently repeatable multi-image supergraphics. Field trip information is given at the first class session. Friday, Monday, Tuesday, September 16, 19, 20. 5:30-10 p.m. Stadium 350. \$150.

## AUDIOVISUAL COLLEGE EDUCATION PROGRAM

The Audiovisual College Education Program (ACE) provides graduate-level courses for off-campus students either televised live from the campus classroom or delivered by United Parcel Service (UPS) on videotape to your company or agency. You can save the time and effort it would take to attend a campus class and increase your productivity by taking courses through ACE at your work place. We encourage a minimum of five students at the off-campus location; however, a smaller number can be authorized. The class size is important to the learning process since students can learn from one another.

Questions can be coordinated and telephoned to the instructor during established telephone office hours. Open telephone lines directly into the classroom serve questions from students studying by live TV.

A company education officer will be the monitor for the off-campus classroom at the company location to handle the receiving and returning of video cassettes, homework assignments and to proctor examinations. This individual may not be one of the students taking the course. The education officer sets the viewing times, sees that the tapes are returned within the three-week limit, is the coordinator for the students and the key person for all contact with the ACE Program staff.

Anyone with a background adequate for coping successfully with a given course is eligible to enroll. If you question your ability to handle a particular course, it is suggested that you call the instructor. However, if you intend to work on a degree program, you must obtain approval from the appropriate department of the College of Engineering and Applied Science at the University of Colorado. Permission to take a course without credit must be obtained from the class instructor.

Equipment for playback is needed at your location. A video cassette player for viewing three-quarter-inch color cassettes and one color television monitor are needed as minimum equipment. This equipment can be rented from a local audiovisual supply firm if not available at the company. If using live television, a parabolic antenna, a down-converter, and a television monitor are needed as minimum equipment.

### **BMMA-90** **Animation Kinestasis**

This animation workshop covers the many "how-to's" necessary for achieving the motion-picture-like animation of slides. Demonstrations and hands-on animation slide programming will give students added flexibility and skill in this important subject area. Topics include computer-generated graphics to create animation sequences, special color to those images, and vital experimentation with the images. Saturday and Sunday, September 17 and 18. 9 a.m.-5 p.m. Stadium 350. \$105.

### **BMMA-95** **Advanced Multi-Image Video Workshop**

This advanced seminar presents a developed series of exercises to demonstrate how simple art can be used to create a wide range of sophisticated images. Many effects are covered, including animation, progressive pans, multiple exposures, zooms, streaks, spins, fades, neons, supers, and recombinations such as posterization. Friday, Monday, Tuesday, October 21, 24, 25. 5:30-10 p.m. Stadium 350. \$125.

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

This course covers the integrated duties of the photographer, art director, artist, illustrator, and designer. All of these specialists get assignments that require research in client archives as well as creation of original graphics and/or photographic material. In-depth examination of treatment, theme, and concept execution is included, with emphasis on the program as a whole and its creative coordination from the artist's concept to the client's approval. Saturday and Sunday, October 22 and 23. 9 a.m.-5 p.m. Stadium 350. \$105.

### **BMMA-84** **The Recording Session**

Creating a multi-image/multi-media production, like scriptwriting and photography, is a specialized field, requiring study, workshops, and on-the-job experience to master. This course opens that opportunity up to persons with an entry-level curiosity as well as provides a valuable "wrap-up" for continuing students and professionals. Topics focus on sound technician contribution, building an audio-track, rehearsals, programming equipment, transportation and set-up techniques. Friday, Monday, Tuesday, November 11, 14, 15. 5:30-10 p.m. Stadium 350. \$105.

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

The visual style of a multi-image presentation grows out of two factors: the artistic sensibilities of the photographer, animatographer, or illustrator, and the underlying theme of the presentation. This course focuses on the creative multi-media photography process from the artist's concept to project completion. Topics cover cinematography, video, stage and lighting considerations, multi-image computer programming requirements, as well as photographic and artistic skills for the industry. Special emphasis is given to proper visual techniques highlighting the presentations theme. Saturday and Sunday, November 12 and 13. 9 a.m.-5 p.m. Stadium 350. \$105.

### **BMMA-96** **Advertising and Promotional Campaigns**

This course provides what most students and professionals seek — practical, hands-on experience with a solid, realistic critique of their efforts. Total emphasis of this weekend course will be an intensive series of preparation tasks leading to an in-class project completion. A full review of ideas, techniques, methods, and suggestions by faculty and fellow students will allow everyone enrolled to produce a multi-image presentation: on a small scale if a beginner, with greater sophistication if experienced, and by stretching the imagination of the professional to the limits by using all available audiovisual equipment. Friday, Monday, Tuesday, December 2, 5, 6. 5:30-10 p.m. Stadium 350. \$105.

### **BMMA-94** **Advanced Programming Workshop**

This advanced workshop defines the programmed presentation of visual images to convey information and create an impression. Students will be taught to manipulate images, to dissolve from one image to another at any of a number of rates, to animate, and to integrate slides, motion pictures, light displays, and other special effects, producing an automatically controlled, consistently repeatable production. Special examples of productions will be examined, including permanent pavillions, programmed classroom presentations in education, and some popular advertising and sales promotion vehicles. Saturday and Sunday, December 3 and 4. 9 a.m.-5 p.m. Stadium 350. \$125.

**Enrollment:** Preregistration is necessary. Call the ACE Program office at 492-6331.

**Tuition:** Resident tuition is \$375 per three-hour course. Nonresidents may take one three-hour course for the same tuition as a resident. For more than one three-hour class, nonresidents must pay the prevailing out-of-state tuition rate.

**BAad 501-3  
Fundamentals of Accounting**

Provides basic understanding of accounting essential for graduate study of business. Course presents an in-depth study of financial accounting theory and practice. Course is intended for non-business majors. Credit cannot apply to business degree programs at any level. Open only to graduate students. Thomas Buchman. Mondays, Wednesdays, Fridays, 10-10:50 a.m. Beginning date August 31. \$375.

**CE 582-3  
Foundation Engineering**

Geotechnical design of shallow and deep foundations including spread footings, mats, driven piles, and drilled piers. Coverage includes bearing capacity; settlement; group effects; and lateral load capacity of the various foundation types. Additional topics include subsurface exploration, construction of deep foundations, and analysis of pile behavior using wave equation and dynamic monitoring methods. Prerequisite: introductory course in geotechnical engineering or instructor's permission. Computer access required for course work. R. Jeffrey Dunn. Mondays, Wednesdays, Fridays, 3-3:50 p.m. Beginning date August 31. \$375.

**CE 586-3  
Introduction to Rock Mechanics**

Nature of rocks and rock masses: index properties; rock and rock mass classifications; deformability and strength; rock hydraulics; mechanical behavior of planes of weakness in rock; laboratory and in-situ testing. Prerequisite: introductory course in geotechnical engineering or consent of instructor. Bernard Amadel. Tuesdays and Thursdays, 8-9:15 a.m. Beginning date September 1. \$375.

**CS 445-3  
Data Structures**

This course assists the intermediate programmer in developing sophisticated computer-problem solving skills. Common abstract data types, including trees, graphs, lists, and sets are examined. Applications of these abstract data types to common algorithms are discussed. Also covered are typical algorithm design techniques including greedy, back-tracking, dynamic programming and pruning techniques, typical external storage structures, including files, B trees, hash files, and an overview of database technology. Prerequisite: significant experience with Pascal, including the use of records and pointers. Roger King. Tuesdays and Thursdays, 9:30-10:45 a.m. Beginning date September 1. \$375.

**CS 553-3  
Fundamental Concepts of Programming Language**

Focusing on programming language models, including denotational and algebraic semantics and their relationship to attribute grammars. The modeling theory is used to develop both a mathematical model and an attribute grammar for a significant fragment of a programming language. Prerequisite: programming experience. Understanding of parameter mechanisms, scope rules, recursion, and elementary language processing techniques in relation to a variety of languages such as Fortran, Lisp, and Snobol. Jon C. Shultis. Mondays, Wednesdays, Fridays, Noon-12:50 p.m. Beginning date August 31. \$375.

**CS 581-3  
Data Management and File Systems**

Design and evaluation of generalized data management systems. Tree, network, and relational approaches. Examples of systems, query languages, secondary storage devices. File organization: tree hash directories, list approaches, inverted list. Security, recovery simultaneity. Dennis Heimbigner. Mondays, Wednesdays, Fridays, 9-9:50 a.m. Beginning date August 31. \$375.

**EE 576-3  
Power Distribution Systems**

Review of radial distribution systems and three phase faults along with per unit methods and watt-vars concepts. These methods provide tools for approaching problems of voltage drop and torque reduction when starting large motors

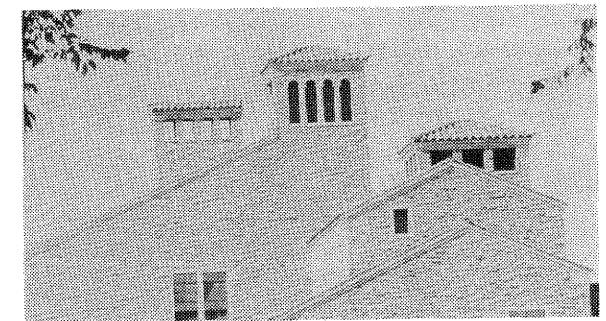
across the line or by various reduced voltage methods. Also covered are voltage flicker problems due to spot welders or cycling loads such as compressors. Both utility systems and large industrial systems are studied. Prerequisites: B.S. in E.E. or Instructor's permission. Jackson F. Fuller. Tuesdays and Thursdays, 9:30-10:45 a.m. Beginning date September 1. \$375.

**EE 598-3  
Lightning and Lightning Protection**

This is an analytical course covering the mechanics of the lightning stroke and the modes of lightning flashover such as "near-miss," "back-flash," and "shielding failure." The effects of lightning and switching transients on power systems will be studied as well as methods for protecting transmission lines and station equipment. Edwin R. Whitehead. Mondays and Wednesdays, 8:15-9:30 a.m. Beginning date August 31. \$375.

**IE 593-3  
Design Estimating**

Importance: profit, design information, units and money. Labor analysis: measured time, wages and fringe rates, joint labor. Material analysis: types, shape, yield, joint material cost, policies. Accounting analysis: conventions, balance sheet, income statement, budgets, overhead. Forecasting: graphic analysis, regression, indexing. Preliminary and detail methods: unit, cost estimating relationships, learning, marginal cost theory. Operation estimating: manufacturing and construction work, nonrecurring fixed costs, make vs. buy. Product estimating: cash flow, proforma methods, pricing, design-to-cost. Students will perform a case study. Prerequisites: experience in estimating or cost engineering, or permission of instructor. Phillip F. Ostwald. Mondays and Wednesdays, 4-5:15 p.m. Beginning date August 31. \$375.



## COOPERATIVE REAL ESTATE CERTIFICATE PROGRAM

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

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

### Special Real Estate Preparation Course in Boulder

#### RE-5 Practice and Law (48 hours)

Designed to meet the educational requirements for the Colorado real estate sales examination, the course offers a comprehensive survey of the real estate field for those who intend to enter the profession as well as others who desire a basic knowledge of real estate markets, real property interests, deeds, land descriptions, property transfers, contracts, finance and appraisal. Course begins with an examination of fundamental concepts and vocabulary, including Colorado license law and the law of agency. Students will practice extensively with the standard contract forms used for real estate listing agreements, sales, extension agreements, and counter-offers. George Ratterman, Attorney-at-Law. Tuesdays and Wednesdays, September 27 - November 17, 6:30-9:30 p.m. (48 hours). 16 sessions. Engineering Center CR 1-46.

\$200

\$220

## VIDEO-TELECONFERENCE PROGRAMS

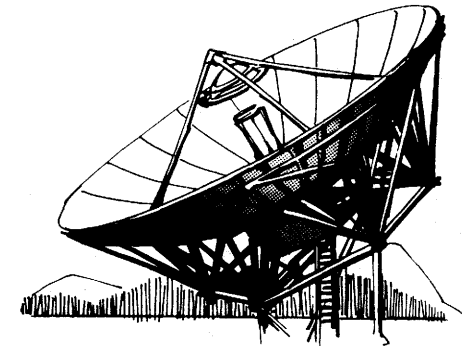
The Center for Management and Technical Programs is very excited about its plans to present timely and relevant programs by satellite in 1983-84. This electronic means of receiving and presenting high quality programs produced at prestigious universities is a new venture at the University of Colorado. Presenting programs by this means is becoming popular and well accepted. It seems to be the wave of the future. CMT is pleased to be getting in on the ground floor of this new technology.

A video-teleconferencing program will be presented by CMT. Entitled "Earth Sheltered Housing," this program will originate from Oklahoma State University at Stillwater. Call 492-8666 for date. Such objects as the reasons for building underground, architectural design, human comfort, energy, structural and waterproofing considerations will be covered. The speakers committed for this program have presented dozens of programs related to earth sheltered housing and are considered some of the best consultants in this field. Lay persons as well as builders, architects, and designers will profit from this program.

Other teleconferencing programs scheduled for 1984 are:

- **Income Tax Workshop Update**, originating at the University of Wisconsin, Friday, January 27
- **Introducing Telecommunications into the Organization**, originating at The State University of New York, Tuesday, February 14
- **Sexual Abuse of Children**, originating at the University of Minnesota, Saturday, February 18

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





# PARALEGAL EDUCATION THROUGH CORRESPONDENCE INSTRUCTION

Core areas have been developed in paralegal education for goal- and/or career-oriented individuals. Designed for the beginning law-office worker, all courses serve equally well to upgrade skills and abilities of those already working in law or to introduce the general public to the process of law.

Each noncredit course is equivalent to 45 hours of classroom instruction and carries 4.5 CEUs. Study materials have been prepared by the United Paralegal Systems, Inc., and consist of texts, workbooks, study guides, and audio-tapes. Students are directed to methods of annotating these materials to cover the law of their particular state. Upon satisfactorily passing a course, students receive certificates of completion and can apply for the recording of CEUs at no additional cost. Call 492-8756 for more information.

## **Pl.Ed.-10 Evidence and Investigation**

Students will learn to understand basic principles of evidence (such as categories of evidence and the exclusionary rules), the application of the rules of evidence to factual situations, the techniques of investigation (skip tracing, interviewing, developing evidence, utilizing demonstrative evidence, marshalling evidence, etc.). Students will learn to use the Federal Rules of Evidence. Tuition: \$105.

## **Pl.Ed.-11 Litigation, Civil Procedures, and Discovery**

Based on the Federal Rules of Civil Procedure, this course teaches the history, structure, and operation of the court system. At completion of study, students should be able to trace the progress of a civil suit and the nature of litigation; understand the function of process (how a lawsuit is commenced and the significance of jurisdiction); distinguish between types of parties, pleadings, and motions; prepare pleadings from factual situations; understand the nature of discovery. Tuition: \$105.

## **Pl.Ed.-12 Legal Research and Writing**

Students will learn to identify specific law books necessary to conduct legal research; use law books utilizing the descriptive-word method of research; conduct legal research from given factual problems; analyze and brief cases, statutes, regulations, etc.; Shepardize cases, statutes, regulations, etc.; use secondary authorities; compile research into legal memoranda and briefs; understand principles of and learn how to conduct computer-assisted legal research. Tuition: \$105.

## **Pl.Ed.-13 Probate and Property (Real and Personal)**

In the property section, students will study personal property with emphasis on real property — estates and interests in land, water, oil and gas, boundaries and descriptions, conveyances, landlord and tenant, liens. In the probate section, study will be on intestacy, wills, rights of spouses, trusts, and administration of estates. Both sections entail the paralegal's "doing" the tasks involved as well as reviewing the law. Tuition: \$105.



# REGISTRATION INSTRUCTIONS FOR CREDIT, NONCREDIT, AND CERTIFICATE COURSES

## Advance Registration is Necessary and Can Be Accomplished:

**In person:** Monday through Thursday, 9 a.m.-6 p.m.; Friday, 9 a.m.-5 p.m., 1221 University Avenue, Boulder. Short term metered parking nearby.

**In person:** Thursday and Friday, September 1-2, at the University Memorial Ballroom, 9 a.m.-4 p.m.

**In person:** Longmont will have a special registration at the Longmont school cafeteria from 5 -7 p.m. during the week of September 21. Watch the *TIMES-CALL* for announcement.

**By mail:** If you are enrolling for any number of courses, please fill out the appropriate forms (below and inside back cover) completely, and send them to:  
Division of Continuing Education  
Campus Box 178  
University of Colorado  
Boulder, Colorado 80309

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

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

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

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

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

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

### Registration for Certificate and Noncredit Courses

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

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

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

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

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

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

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

Course No.	Course Title	Tuition

Attach additional sheet if needed

Total Enrolled

### Tuition Payment by Mail

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



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

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

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



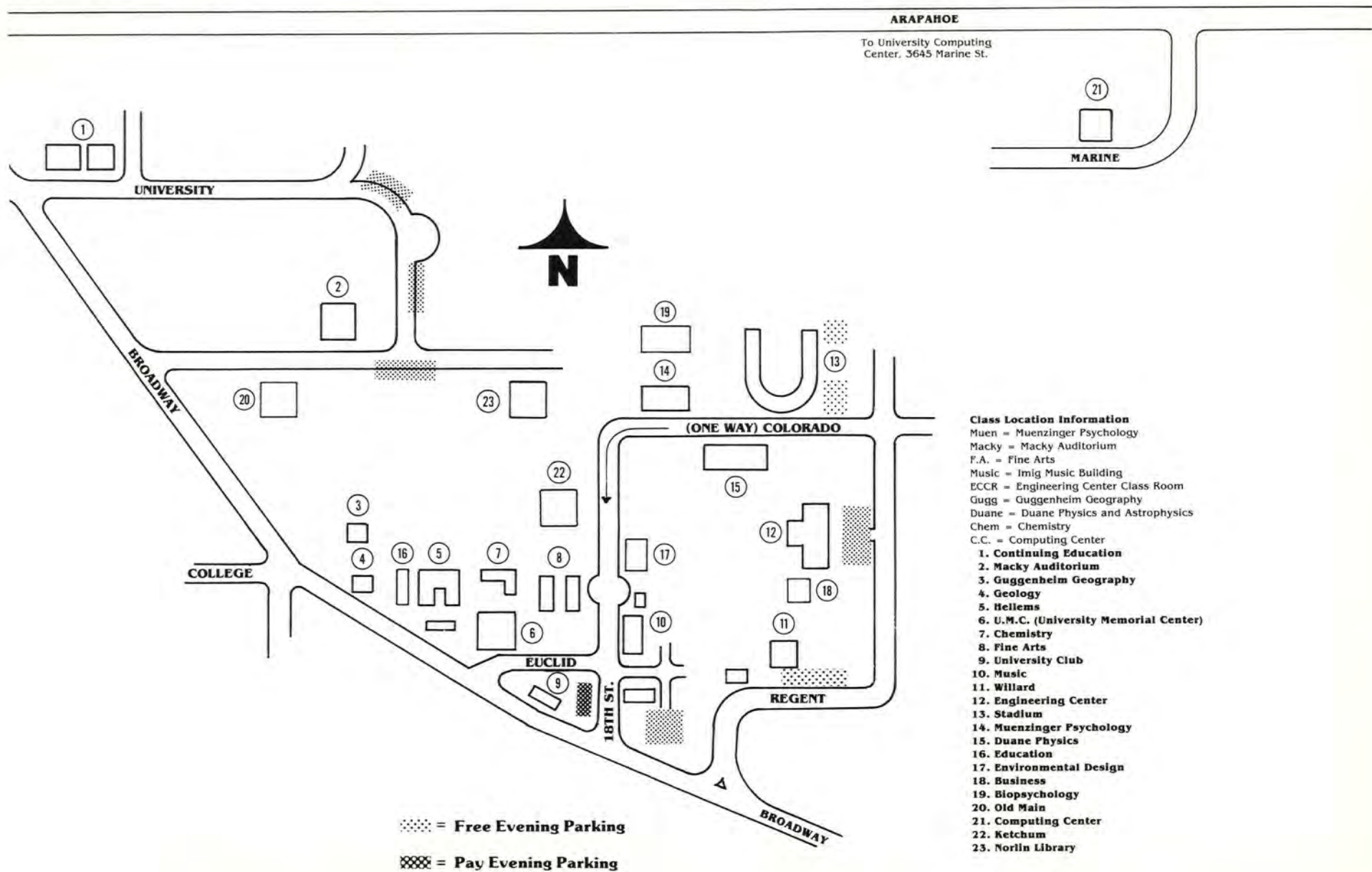
Charge MasterCard \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_

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

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



# Campus Map







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

