

University of
Minnesota Bulletin

Continuing Education for Women
Winter 1983

Continuing Education and Extension
University of Minnesota



University of Minnesota

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Continuing Education for Women

Winter Quarter 1983

January 3 — March 19

Spring Semester 1983

February 7 — June 11

Continuing Education for Women
200 Wesbrook Hall
77 Pleasant Street S.E.
University of Minnesota
Minneapolis, Minnesota 55455
373-9743

FROM THE DIRECTOR

You count.

What you do counts.

Reading through the pages of this bulletin you will find continuing education that can count for you.

University accredited courses to apply to degree programs (it's never too late nor too soon), professional development skills to advance your career, arts and humanities and social science courses to sharpen your critical thinking and stimulate intellectual growth — you'll find them all here.

Someday . . .


Are you guilty of putting off your own important continuing education?

Shakespeare said it in *Julius Caesar*: "(Wo)Men at some time are masters of their fate. The fault, Dear Brutus, is not in the stars, But in ourselves . . ."

Someday . . .

What counts is what you *accomplish*, not what you *intend* to do.

Make the winter months count. We invite your suggestions and comments. *You* can help *us* count more.



Edith E. Mucke, Director
Continuing Education for Women

What is a Computer?

Introduction and basic information to help you understand what a computer is, how it works, and the future of computers in our society.

Wednesday, January 12, 1983

9:00 a.m.-12:30 p.m.

MacPhail Center, Minneapolis

\$18

See noncredit section on Business.

Male-Female Communication

The dynamics involved when men and women communicate in professional and personal situations. Specific topics include differences of socialization, style, and communication between men and women, and how these differences are reflected in practical situations.

Wednesday and Thursday, February 23-24, 1983

Earle Brown Center

\$105

See noncredit section on Business.

Minnesota Writers: Voices From the Heartland

Survey of major Minnesota voices that reflect our relationship to the land; our cultures, races, and sexes; our response to modernization, the human condition; our relation to the nation and world. The class will read and discuss five books and the lives of the people who wrote them.

Wednesdays, January 19-February 23, 1983

1-3 p.m.

Landmark Center, St. Paul

\$48

See noncredit section on Literature.

Continuing Education for Women
200 Wesbrook Hall
77 Pleasant Street S.E.
University of Minnesota
Minneapolis, Minnesota 55455
373-9743 or 376-4517

Counseling and Program Advising
314 Nolte Center
315 Pillsbury Drive S.E.
University of Minnesota
Minneapolis, Minnesota 55455
373-3905

Financial Aid and Tuition Assistance
314 Nolte Center
315 Pillsbury Drive S.E.
University of Minnesota
Minneapolis, Minnesota 55455
373-3905

Tuition and fees are subject to change without notice.

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, creed, color, sex, national origin, or handicap. In adhering to this policy, the University abides by the requirements of Title IX of the Education Amendments of 1972, by Sections 503 and 504 of the Rehabilitation Act of 1973, and by other applicable statutes and regulations relating to equality of opportunity.

Inquiries regarding compliance may be directed to Lillian H. Williams, Director, Office of Equal Opportunity and Affirmative Action, 419 Morrill Hall, 100 Church Street S.E., University of Minnesota, Minneapolis, MN 55455, (612) 373-7969, or to the Director of the Office of Civil Rights, Department of Education, Washington, D.C. 20202, or to the Director of the Office of Federal Contract Compliance Programs, Department of Labor, Washington, D.C. 20210.

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Admission

Continuing Education for Women is a department within Continuing Education and Extension. Students are urged to refer to the annual bulletin issued by Extension Classes for specific information on grades, refunds, cancellations, transcripts, etc. Students are responsible for all information contained in the large catalog that pertains to their University classes. Call 376-3000 for the *Extension Classes Bulletin*.

Anyone may register for Continuing Education for Women classes. There are no admission or entrance requirements; registrants need not possess a high school diploma. Students need only a desire to learn. Registration in specific programs or classes may require prerequisite courses.

Advising and Counseling

Professional counseling and testing services are available to CEW students who want to learn more about their own abilities, interests, and personalities; who wish help in educational and vocational planning or choosing a major field of study; and who seek help with problems affecting their academic performance. A fee of \$66 is charged for students and prospective students (\$99 for nonstudents) wishing to take a battery of tests. Appointments must be made in advance. Call 373-3905 for further information.

Program advising is available to help students select programs of study, determine prerequisites and standing, evaluate transcripts of previous college work, choose the kinds and numbers of courses to take and the order in which they should be taken, arrange for examinations for credit or advanced standing, and handle other academic matters. During registration periods, advisers will be available without appointment during registration hours in the Counseling Office, 314 Nolte Center. At other times of the year students may telephone 373-3905 to arrange for day or evening appointments, although advisers always are available on a walk-in basis during regular daytime hours.

Financial Assistance

Information on financial assistance (including the Louise Roff Scholarship Fund) is available through Continuing Education and Extension Counseling, 373-3905.

The Continuing Education for Women Louise Roff Scholarship Fund was established especially for courses offered through CEW. Awards are made on the basis of scholastic ability, motivation, previous achievement, financial need, and realistic plans. Contributions to the fund are always welcome.

Registration

Registration may be made in person at 200 Westbrook Hall (Minneapolis campus) or by mail. No registrations will be accepted at the MacPhail Center.

Registrations made by mail should be sent with a check (payable to the University of Minnesota) to Continuing Education for Women, 200 Westbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455. Students are not registered until tuition has been paid. No telephone registrations will be accepted except for students 62 or older enrolling in *credit* courses.

Special Registration for Credit Classes Only

Over 62

Students over 62 may register free in any nonlimited-enrollment CEW credit class for no credit. Courses may be taken for credit by paying a fee of \$6 per credit, plus the cost of books, special materials, and any special fees. Registration in limited credit courses will be accepted three days before the first class session if space is available. Call 373-9743 to register.

Regents' Scholarships

University Civil Service staff members working at least 75 percent time are eligible to apply for Regents' Scholarships through the Human Resources Development Division. **ONLY CREDIT CLASSES** may be taken through the Regents' Scholarship program, and students are responsible for any special fees, books, etc. For further information about application procedures, call Human Resources Development at 373-4366.

Grades

A-N Letter grading — no credit

S-N Satisfactory — no credit

Choice of A-N or S-N grading systems must be indicated for each credit course listed on the registration form at the time of registration and may not be changed after the second week of the quarter or the third week of the semester. (Instructors are not authorized to make changes in the grade base for a student.) If the student does not indicate the grading system desired on the registration form, the A-N system will apply.

Changes from audit to credit will not be allowed after the second week of the quarter.

For further questions on policy, refer to the *Extension Classes Bulletin*.

Grade Reports and Transcripts

Official quarterly reports of students' grades are released only by the University's Office of Registration and Student Records and cannot be furnished by the CEW office. Grades for each quarter or semester are mailed from the Records Office. Students should allow six to eight weeks from the close of a term for their grades to arrive in the mail. Students who need grades sooner may leave self-addressed postcards with their instructors, who will mail grades to them immediately following the end of a term.

Refunds

Refunds for classes from which students withdraw will be made in accordance with the following schedule:

1. Full refund of all tuition and special fees will be made:
 - a. When a class is cancelled by CEW; when the hour or day of the class is changed by CEW after a student has registered for it; or when, in the opinion of the instructor, the student does not have the necessary prerequisites. In the last case, the student must do the following:
 1. Ask the instructor for a note stating the above circumstances.
 2. Present this note in person at 200 Westbrook Hall, or by mail. It is the student's responsibility to obtain and present this note as stated above.
 - b. Students who have been ill or hospitalized and wish consideration for a refund should obtain a doctor's statement (on her or his letterhead) indicating that in the opinion of the doctor the student was unable to continue for medical reasons.
2. A \$5 cancellation fee will be charged for cancellation of classes before the first class meeting in any semester, quarter, or special term. The balance of the tuition and special fees will be refunded.
3. Late fees and/or transfer fees are not refundable.
4. Transfer fees will be charged after initial registration as follows:

Prior to and during the first week of classes	No charge
During the second week of classes	\$5 (if accepted)
During or after the third week of classes	\$10 (if accepted)
5. Refunds after the first class session are prorated; see your pink registration receipt or refer to the *Extension Classes Bulletin*.
6. Refund requests for one- or two-day workshops or special events must be received in writing or in person at the CEW office three (3) working days in advance of the event. Registrants who fail to attend or to cancel properly are liable for the entire fee. Refunds are paid by check only and are mailed to the student. A minimum of four weeks is required for processing a refund.

Cancellations

Students who wish to cancel a class or classes must do so officially, either in person or by writing to Continuing Education for Women, 200 Westbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455. By so doing, a student will receive a refund if eligible (see Refunds) and in cases when a course is taken for credit, will ensure entry of the appropriate symbol on the grade report. See the *Extension Classes Bulletin* for further details.

No student is permitted to cancel during the last two weeks of a term (this includes final examination week).

Cancellation of or Change in Scheduled Classes

While the department sincerely regrets doing so, it is forced to cancel classes with insufficient enrollment. The department reserves the right to cancel, postpone, limit enrollment, split, or combine classes, and to change instructors and/or locations of classes.

Tuition for Current or Prospective Graduate Students

Students registering for graduate credit pay CEE tuition rates. However, when course work is transferred to the Graduate School record, the student will be charged the difference, if any, between CEE and Graduate School tuition for credits accepted in the program. The difference to be charged will be the difference between CEE and Graduate School tuition rates at the time of the transfer.

Bookstores

Textbooks for all courses listed in this bulletin have been ordered at the Minnesota Book Center, located in Williamson Hall on the East Bank Campus of the University between Nolte Center and Jones Hall.

Lists of course offerings and the required books are available at the bookstore.

Credit Courses Group Designations

Credit courses showing group designations may be used toward the College of Liberal Arts group distribution requirements for a two- or four-year degree. These courses also may be used toward the Liberal Arts Certificate. Group designations (A,B,C, or D) follow each course description.

Group Designations:

At least 48 credits in four groups, distributed as follows:

Group A — Language, Logic, Mathematics, and the Study of Argument

8-10 credits (normally 2 courses)

Group B — Physical and Biological Universe

12-15 credits (normally 3 courses, one with approved laboratory)

Group C — The Individual and Society

1. Individual and Institutional Behavior
2. The Historical Perspective
3. Social and Philosophical Analysis

16-20 credits (normally 4 courses — at least one from each category)

Group D — Literary and Artistic Expression

12-15 credits (normally 3 courses)

If you have any questions or would like additional information, please call the Counseling Office at 373-9743.

Eastern Europe, Solidarity, and the Future

Thursdays, January 13-February 17, 1983

9:30-11:30 a.m.

MacPhail Center

\$50

See noncredit section on Social Science.

Women and Depression

Saturday, January 22, 1983

9 a.m.-4 p.m.

YWCA Urban Center, Minneapolis

\$45 (includes lunch)

See noncredit section on Social Science.

**Training Programs
for Women at Work**

Continuing Education for Women is pleased to announce that courses in this bulletin can be offered in-house for your business or organization.

We can also design programs to address specific training needs.

For further information call Camilla Colantonio,
(612) 373-9743

Credit Courses and Descriptions

Credit courses through CEE are offered in time formats, places, and delivery modes designed to accommodate students' needs. Course content and materials, work expected of students, and responsibilities of instructors are determined by the academic discipline granting the credit. Courses are expected to have the integrity and legitimacy of campus-based day classes offered for equivalent credit.

Winter Quarter 1983 — January 3 through March 19

Spring Semester 1983 — February 7 through June 11

Unless otherwise noted, winter quarter credit classes begin the week of January 3. The last day to register for winter credit classes without a late fee is December 16. Tuition for credit classes includes a 15 percent surcharge to offset in part a state revenue shortfall. Late registrations through the first week of classes must include a \$5 late fee.

Acct 1025 PRINCIPLES OF FINANCIAL ACCOUNTING. 3 degree credits, \$90 plus \$4 special fee. Total \$94.

Introduction to the effects of generally accepted valuations and measurements upon financial statements. Not offered S-N. No audits (Prereq Acct 1024) Limited.

M 9:30 a.m.-12:00, MacPhail Center

ArtS 3710 INTERMEDIATE PHOTOGRAPHY. 4 degree credits, \$124 plus \$15 course fee plus \$5 special fee. Total \$144.

Continued work in photographic controls and processes.

Introduction to related photosensitive media. Emphasis on creative process with attention to individual interests and requirements.

This class may be taken up to three times for a total of 12 credits. (Prereq ArtS 1701) Offered in cooperation with Extension Classes. Limited.

W 9:00 a.m.-12:45 p.m., MacPhail Center, Husom

David Husom has been appointed by the Studio Arts Department to teach this course.

Comp 1011 WRITING PRACTICE I. 5 degree credits, \$150.

Provides guided practice in solving writers' problems through recitation, in-class workshops, and individual conferences. Writing assignments focus on defining purpose, organizing and developing content, analyzing audiences, drafting the whole essay and its parts, and revising and editing to master the fundamentals of expository structure and style. After first day of class, consent of instructor is required. (No prereq) Limited. The Writing Practice requirement is fulfilled by successful completion of Comp 1011.

Students whose work does not meet an acceptable standard in 1011 will receive a continuation grade (X), and will take Comp 1013 to complete the requirement.

M 9 a.m.-12, MacPhail Center, Henkel

Jacqueline Henkel has been appointed by the Department of English to teach this course.

Comp 1027 EXPOSITORY WRITING. 4 degree credits, \$120.

Principles of mature style and effective organization, with special emphasis on revising, editing, and sustaining a distinctive authorial voice that is appropriate to various audiences and writing situations. This course is recommended for students who have had previous writing experience, or for those who need guided practice before fulfilling the upper division requirement in their college. Required as a pre-major course in accounting, occupational therapy, and physical therapy. Recommended as a second stage for pre-journalism. Also may be required for some students who partially complete a freshman composition sequence and then transfer to the University.

W 12:30-3:30 p.m., MacPhail Center, Henkel

Jacqueline Henkel has been appointed by the Department of English to teach this course.

Comp 5100 TOPICS: ADVANCED NONFICTION WRITING: INTRODUCTION TO MANUSCRIPT EDITING. 4 degree credits, \$124.

An introduction to the principles of copy editing, based on the University of Chicago's *Manual of Style*, for formal, nonfiction books and journals. Weekly and long-term assignments give students practice in imposing consistency on manuscripts and revising for clarity. The course covers marking a manuscript for the printer, marking proofs, and discusses the copy editor's work in the context of publishing procedures. The need for literate people to edit copy of all kinds is increasing, and in the class we will consider jobs available in this region. Qualified students may register for graduate credit. (No prereq) Limited.

T 12:30-3:00 p.m., MacPhail Center, Waters

Ann Waters is an instructor in the Department of English.

Engl 3251 THE KING JAMES BIBLE AS LITERATURE. 4 degree credits, \$124; \$62 nontranscript rate.

The Old Testament and literary tradition. The historical narratives, prophets, psalms, and wisdom literature. (No prereq)

Th 1:00-3:30 p.m., MacPhail Center, O'Brien

Gordon W. O'Brien is a professor in the Department of English.

Engl 5940 FIGURES IN BRITISH AND AMERICAN LITERATURE:

VIRGINIA WOOLF AS NOVELIST AND THINKER. 4 degree credits, \$124; \$62 nontranscript rate.

By reading novels, students will formulate a view of Virginia Woolf's aesthetic. Course will focus on her use of language and her concept of the place of women within patriarchal culture. Books to be covered *Night and Day*, *To the Lighthouse*, *Mrs. Dalloway*, *The Years*, *Between the Acts*, and *A Room of One's Own*. (No prereq) (D)

M 9:30 a.m.-12:00, MacPhail Center, McNaron

Toni McNaron is an associate professor in the Department of English.

GC 1551 MARKETING: INTRODUCTION. 4 degree credits, \$120.

Emphasis on fundamentals of marketing activities and design of a strategy. Topics include target markets, segmentation analysis, marketing research, consumer behavior, and marketing mix.

Current marketing events discussed in relation to text readings. (No prereq) Limited.

T & Th, 11:45 a.m.-12:55 p.m., Federal Reserve Bank, 10th Floor Assembly Room

GC 3571 COMPUTER APPROACH: PROBLEM SOLVING. 4 degree credits, \$124.

Experience in using computer as problem solving tool. Students write and run programs using computer language (BASIC) and become familiar with some routines available in library of computer. Emphasis on how computer may be used to help solve problems. Topics include elements of BASIC language, system commands, file manipulation, text editing, word processing, and linear programming. Provides good background for further programming courses. (Prereq high school algebra or equivalent) Offered in cooperation with Extension Classes. Limited.

T 5:00-7:30 p.m., 124 Folwell Hall, Minneapolis campus, Robertson
Douglas Robertson is an assistant professor in the Division of Science, Business, and Mathematics of General College.

Math 1111 COLLEGE ALGEBRA AND ANALYTIC GEOMETRY.

5 degree credits, \$150.

Functions, graphs, quadratic equations, progressions, inequalities, complex numbers, theory of equations, permutations and combinations, probability, systems of equations, determinants, graphing of linear and quadratic equations, conics and standard position, logarithms. For students in social sciences, behavioral sciences, pre-business administration, and others who require only some analytic geometry and college algebra without trigonometry. (Prereq plane geometry, 2 years high school algebra or plane

geometry or grade of C or better in Math 0009) Limited. (A)

Th 1:00-3:30 p.m., SPRING SEMESTER Feb 10-June 9, MacPhail Center, Ressler

Tom Ressler is an instructor in the School of Business.

Psy 1003 APPLICATION OF PSYCHOLOGY TO LIVING. 4 degree credits, \$120, \$60 nontranscript.

Psychology in personal relationships and in the achievement of mental health, centering around our fundamental needs; exploration of principles applicable in the life of every person. (No prereq. May be taken before or after Psy 1001)

T 9:30 a.m.-12:00, MacPhail Center, Weiszhaar

Orville Weiszhaar is a counseling psychologist in private practice and an adjunct professor in the Department of Psychology.

Spch 3641 DISCUSSION AND CONFERENCE METHODS. 4 degree credits, \$124.

Cooperative thinking in task-oriented groups. Planning, preparing for, participating in, and leading private and public meetings.

(Prereq 1101 or 1101H or consent of instructor) Limited.

Sat 9 a.m.-12, Minneapolis campus, Palmerton

Patricia Palmerton is a teaching associate in the Department of Speech-Communication.

WoSt 3301/5301 WOMAN: A SENSE OF IDENTITY. 4 degree credits, \$124.

Designed to help women drop self-limiting beliefs and behaviors, develop positive attitudes, and gain the confidence and skills needed to become self-directing. Examines the unique socialization process of women to increase an individual's awareness of where she is and how she got there, and to see alternative choices for future directions. Focus on skill development in the areas of effective and assertive communication, setting and implementing goals, and making decisions. An important emphasis is on the development of support systems for women through small group interactions. Qualified students may register for graduate credit. Offered in cooperation with Extension Classes. No audits. (No prereq) Limited.

T 6:10-9:10 p.m., 116 Armory, Minneapolis campus, Loeffler, coordinator

Th 1:15-4:15 p.m., Minneapolis campus, Loeffler, coordinator

Dorothy Loeffler is a professor in the Department of Educational Psychology and the Student Counseling Bureau.

Noncredit Courses and Descriptions

BB — refers to a noon hour class (brown bag)

BR — denotes breakfast seminar

Arts and Humanities

THE BIRTH OF THE GOTHIC. \$40.

A study of Gothic architecture as a new style that emerged in the region surrounding Paris in the 12th century. How did the Gothic cathedral come into being and what did it mean to those who created it? Monuments to be discussed include the Royal Abbey of Saint-Denis, the Cathedrals of Paris, Chartres, and Reims, and the Sainte-Chapelle. Using an extensive collection of slides, the Gothic style will be explored within the broader context of the political, social, and intellectual history of the Middle Ages.

F 9:30-11:30 a.m., Jan 21-Feb 11 (4 sessions), St. Paul College Club, Svoboda

Rosemary Svoboda is a Ph.D. candidate in art history at the University of Minnesota, and has been a visiting instructor at Gustavus Adolphus College.

BOOKMAKING: THE ART AND CRAFT OF THE BOOK. \$65 plus \$25 materials fee. Total \$90.

Students will produce a book (or books) using the content of their choice: drawings, poetry, calligraphy, collages, paper constructions, or combinations of visual and written materials. They will learn how to tear, fold, and cut paper to create the book form and will be shown a variety of simple binding techniques. Introduction to the craft of hand printing, how a fine press book is produced, the sensory experience created by unity of typography, paper, press work, binding, aesthetic considerations. Lectures, demonstrations, and discussion on the theory and function of the physical book: its history, structure, aesthetics, and its influence on the expression of ideas. Offered in cooperation with Continuing Education in the Arts.

F 9:30 a.m.-12:30 p.m., Jan 14-Feb 18 (6 sessions), MacPhail Center, Lange

Gerald W. Lange, M.A., is award-winning owner and operator of the Bieler Press in St. Paul, where he designs, prints, and publishes limited editions of fine books.

CHANGING AESTHETIC VALUES IN 20th CENTURY ART: A PERSPECTIVE ON DIVERSE CULTURAL INFLUENCES. \$62.

By the 1900s unparalleled advances in science and technology shattered the optimistic, comprehensive, and ordered view of reality that prevailed for centuries. The gradual realization that reality was a dynamic continuum — relative and not fixed, definite, and perfect — stimulated the creative impulse in new directions. Through an investigation of traditional artistic themes like the human figure and portraiture, landscape and cityscape, early abstraction and collage, the machine aesthetic, and finally social/political commentary, a new aesthetic emerged — revealing the cultural turmoil and diversity characteristic of the first four decades of the 20th century. Works to be studied include Picasso, Braque, Kandinsky, Kirchner, Matisse, Duchamp, Boccioni, Pevsner, Gabo, Giacometti. Offered in cooperation with Walker Art Center.

Th 1-3 p.m., Feb 3-March 10 (7 sessions), Walker Art Center, Ulltan
Roslye Ulltan is an adjunct instructor in art history and curator of the permanent art collection at Hamline University, and supervisor of creditation for the Minneapolis Institute of Arts Docent Training.

CREATIVITY: THE PERSON, THE PROCESS, THE PRODUCT. \$40.

Everyone possesses some degree of creative potential. The creative experience is a common denominator of all thinking, feeling, and experiencing people — whether it is in painting a picture, cooking a meal, inventing a product, discovering a principle, or worshipping God. The development of creativity is especially necessary to people in the arts, humanities, business, and science. This class will be based on the experiences of productive creators. In order to become more creative ourselves, we shall note the way they think and feel and examine their products — but most importantly, we shall discover the "process of making" and see how this act is common to all of us.

T 6:30-8:30 p.m., March 1-March 22 (4 sessions), St. Paul College Club, Great Hall, Nelson

Robert Clark Nelson is an assistant professor of art at the College of St. Catherine, St. Paul.

DREAMS AND FANTASIES: WHAT DO THEY MEAN? \$40.

The nature and meaning of dreams. Where do dreams come from? Who are the people and animals in our dreams? What problems arise in trying to "translate" dreams? Topics include dream language, dream figures and themes, and the relationship between dreams and fantasies. If fantasy is the beginning of self-reflection, and dreams log our journey, find out how to understand what happened on the way to morning.

W 9-11 a.m., Jan 19-Feb 9 (4 sessions), MacPhail Center, Cowan
Lyn Cowan is a Jungian analyst in private practice in Minneapolis

and is an assistant professor in the Department of Psychology at St. Mary's College.

GREAT CITIES: FLORENCE, MUNICH, COPENHAGEN, AND LENINGRAD. \$40; \$15 for single session.

Explore the history, art, architecture, and ambiance of four great cities — Florence, Jan 27; Munich, Feb 3; Copenhagen, Feb 10; Leningrad, Feb 17. Learn about museums, quaint neighborhoods, walking tours, modern shops, and restaurants — all without leaving the Twin Cities. Whether you are an armchair traveler or bound for points abroad, experience the rich past and colorful present of these great cities through the lectures and slide presentations of experienced travelers.

Th 9:30-11:30 a.m., Jan 27-Feb 17 (4 sessions), University Club of St. Paul, Kaerwer, Kheim, Madson, Donchenko

Barbara Kaerwer (Florence), art historian and instructor, leads art tours to Europe and the Orient. Johanna Kheim (Munich) has taught French and humanities for the University of Minnesota. Shelly Madson (Copenhagen) is the art librarian for the Department of Design at the University of Minnesota. Adele Donchenko (Leningrad) is an associate professor in the Department of Russian and East European Studies at the University of Minnesota.

THE GREAT ROMANTIC ARTISTS: NATURALISM, IDEALISM AND INDIVIDUALISM IN 19TH CENTURY ART. \$55.

For the Romantic artists, personal expression took precedence over factual reality, Hugh Honour in *Romanticism*, writes that "The Romantics were more deeply concerned with qualities than rules, with integrity of feeling than with rectitude of judgment, with poetry than with prosody." We shall review the works of the 19th century artists who considered the play of imagination and fancy, personal revolution, and exploration into the world of the unknown and mysterious to be foremost in their choice of subject and painting style. The work of such artists as Gericault, Delacroix, Constable, Turner, Corot, Rousseau, and the American, Thomas Cole — all who had subjective responses to nature intertwined with touches of naturalism and idealism.

T 1-3 p.m., Jan 18-Feb 22 (6 sessions), Minneapolis Institute of Arts, Ultan

Roslye Ultan is an adjunct instructor in art history and curator of the permanent art collection at Hamline University, and supervisor of creditation for the Minneapolis Institute of Arts Docent Training.

HUMOR: HOW TO LAUGH, HOW TO PLAY. \$40.

An invitation to renew your childlike spirit of play. You will learn to appreciate your own sense of humor through mime, clowning, and other experiential exercises used in the theater. Everyone has an individual clown spirit with a personal sense of humor,

vulnerability, and pathos. You will have an opportunity to discover your own clown spirit in a playful and trusting environment, thus increasing body awareness and self-esteem. The class will allow you to enliven and affirm your own sense of humor.

M 1-3 p.m., Jan 17-Feb 7 (4 sessions), MacPhail Center, Heck
Ellen Heck is a graduate of the Laban/Bartenieff Institute and the Canadian Mime School. She teaches mime and clowning for the Guthrie Theater Outreach Office.

A JEWISH OMNIBUS. \$75.

The Jews, their religion, and their folkways have long provided a source of fascination as well as serious study. Through class discussion and lectures this course will introduce a potpourri of Jewish topics and issues as reflected by Jewish writers. Readings will draw on a variety of materials, including Rabbinic Midrash, liturgical texts, modern short stories, poems, and essays. Among the questions to be discussed are Jewish attitudes (note the plural) toward the messiah, Jewish-Gentile relations, Zionism, anti-Semitism, war, and the family.

M 1:00-3:30 p.m., Jan 3-March 14 (10 sessions — no class Feb 21), MacPhail Center, Paradise

Jonathan Paradise is an associate professor in the Department of Ancient Near Eastern and Jewish Studies.

PEER GYNT. \$20.

A study of Henrik Ibsen's *Peer Gynt*. Modern drama begins with and is shaped by Ibsen. While known today primarily for his works of the 1870s and '80s, the so-called social dramas (*A Doll's House*, *Ghosts*, and *An Enemy of the People* are the best examples), his early critical and artistic successes were in an exuberant poetic mode. *Peer Gynt* (1867) — a verse play, Norwegian folk tale, fantasy and satire, serious exploration into the modern Everyman, and contemporary existentialist fable — has become recognized as a striking masterpiece, a challenge to the theater. The Guthrie Theater will present *Peer Gynt* opening February 12, to be seen in its entirety in two performances. Offered in cooperation with the Guthrie Theater.

T 1-3 p.m., Feb 22-March 1 (2 sessions), MacPhail Center, Leyasmeyer

Archibald Leyasmeyer is an associate professor in the Department of English.

PRACTICAL PHOTOGRAPHY FOR NONPROFESSIONALS. \$45.

Learn how to get the most out of your personal photography with information designed to help make you more comfortable with your camera and with simple tips on improving your shooting technique. This course will present an overview of photography to expand your appreciation of the subject as an art form and your knowledge

of its creative possibilities. We shall also deal with keeping family albums current and extending the lifespan of your photographs. The course will feature slide presentations and class discussions; it is designed to address individual students' specific photography needs and goals.

W 1-3 p.m., Jan 19-Feb 9 (4 sessions), MacPhail Center, Gust Mary Lou Gust, M.A. *photocommunication, U of M School of Journalism, is an independent photographer and filmmaker and a former instructor in the School of Journalism.*

Business

ADVERTISING: PRESCRIPTION FOR SLUMPING SALES. \$75.

Presents successful advertising and marketing case studies of Minnesota-based companies. Beginning with a review of resources available to both large and small advertisers, this course examines the realities of advertising — not theories. Students are exposed to actual advertising strategies followed by evaluation. Marketing and advertising managers from local companies will help present their case studies. Designed for small business owners, advertising account executives, retail advertisers, middle management, and media buyers. A Professional Improvement Course offered in cooperation with Extension Classes. Limited.

W 6-9 p.m., Feb 2-March 2 (5 sessions), Earle Brown Center, St. Paul campus, Beedle and Sigveland

Ken Beedle is first vice president of the Advertising Federation of Minnesota and executive vice president of The Ad Company. Tom Sigveland is a planner for the Haworth Group, Inc., marketing and media services.

BB—ASSERTIVENESS FOR SECRETARIES. \$30.

How can you make the most of your secretarial role and increase your job satisfaction? Learn assertive communication skills as a means of improving your relationships with your boss, peers, subordinates, and public. Topics include recognizing and dealing with aggressive and passive-aggressive behavior in yourself and others, projecting a positive self-image, and constructive ways of handling conflict and tension on the job. Emphasis is on role-playing, participation, and group support.

T 12-1 p.m., Feb 8-March 8 (5 sessions), American Institute of Banking, fifth floor, Thornton

Barbara Thornton, formerly an employee development specialist with the Federal Reserve Bank, is a management consultant.

AUTHORITY AND POWER. \$42.

Power is often called "the ability to get things done." This seminar will explore the forms that power takes in modern organizations,

differences between power and authority, and the characteristics of formal and informal power. Participants will analyze different power styles, identify sources of power, and explore the relationship of power and risktaking. Based on the premise that power is most effective when shared, the class will help participants communicate power and authority more effectively and develop ways to share power with others.

Sat 9 a.m.-4 p.m., Feb 19 (1 session), Minneapolis campus, Sisson
Suzanne Sisson, formerly the manager of organizational development and management training at the University of Minnesota Hospitals, is a private management consultant.

BEST SELLERS: CAREERS IN SALES — See Career Planning.

DEALING WITH CHANGE — See Personal Growth.

BR—DEALING WITH THE PROBLEM EMPLOYEE. \$54 (includes continental breakfast).

A look at a troublesome topic for today's supervisors and managers. Methods of dealing with job-related and personal problems that may affect job performance will be discussed. Course content covers preventing problems from getting started, why "good" employees become problems, identifying problems, steps of progressive discipline, handling the counseling session, and proper documentation.

W 7:30-8:30 a.m., Jan 26-March 2 (6 sessions), St. Paul Athletic Club, Budney

Jo Budney, formerly a human resources manager and currently a project consultant with Minnesota Mutual Life Insurance Company, is doing graduate work in industrial psychology.

EFFECTIVE LEADERSHIP AND PARTICIPATION IN THE WORK GROUP. \$75 plus \$5 special fee. Total \$80.

Teaches the communication and leadership skills necessary to function more effectively in work groups. Students learn theory and practical application of decision making, agenda planning, leadership skills, conflict management, and building work group cohesiveness. Emphasis is placed on the use of resources, including creative problem solving and time management.

Designed for newly appointed supervisors and managers who need to lead and participate in task groups within their organizations. A Professional Improvement Course offered in cooperation with Extension Classes. Limited.

T 6-9 p.m., Jan 11-Feb 8 (5 sessions), Earle Brown Center, St. Paul campus, Bart

Deborah L. Bart teaches small group communication for the speech-communication department at the University.

EFFECTIVE LISTENING. \$75 plus \$10 special fee. Total \$85.

Introduces the basic techniques to improve listening as a communication skill. Deals with the attitudes, behaviors, and habits

of listening. Designed to sharpen the ability to concentrate on a message in order to increase accuracy and retrievability of information. For newly appointed or aspiring supervisors, managers, and other mid- or entry-level people who need to listen more effectively on their jobs. A Professional Improvement Course offered in cooperation with Extension Classes. Limited.

M 6-9 p.m., Jan 10-Feb 7 (5 sessions), Earle Brown Center, St. Paul campus, Connolly

James Connolly is a professor of rhetoric at the University.

BB—GRAMMAR FOR BUSINESS USE. \$43 plus \$5 materials fee. Total \$48.

A basic review of grammar skills, including punctuation, sentence structure, grammar pitfalls, and other problem areas. Tone, style, and effective wording in letter writing will also be covered. This is a refresher course designed for all who write or transcribe business communication, those planning to reenter the work force, and those who want to review their personal writing skills.

Th 12-1 p.m., Jan 27-March 17 (8 sessions), American Institute of Banking, fifth floor, DeNoble

Jan DeNoble is a teaching specialist in the Reading and Writing Communication Skills Center.

HOW TO BUILD MEMORY SKILLS. \$105 plus \$20 special fee. Total \$125.

Helps you organize your mind and accomplish tasks in half the time. You'll stop going over work two or three times or reading the same report over and over again because you've forgotten something. You should become more at ease — socially and at work — because you will be able to recall people's names, facts about them, details about current events, and highlights of important articles. Learn the essential ingredients for a better memory: a positive attitude, interest, intention, motivation, and goal setting. A Professional Improvement Course offered in cooperation with Extension Classes and the American Management Association's Extension Institute. Limited.

M 6:30-9:30 p.m., Jan 10-Feb 7 (5 sessions), Earle Brown Center, St. Paul campus, Pederson

Joyce Pederson is president of a consulting firm and an assistant professor of the graduate program in reading education at the College of St. Thomas.

HOW TO LEAD COMMITTEES. \$18.

Although many people spend a great deal of time in committee meetings, very few have had training in leading committees. In this workshop participants will learn to determine the need for, to prepare for, and to conduct committee meetings. Methods for keeping a group on its task and creating efficient norms will be discussed, along with ways to overcome barriers to efficient

committees, such as lack of motivation and delegation.

Sat 9 a.m.-12, Feb 26 (1 session), Minneapolis campus, McArthur

Jerie McArthur is an assistant professor in the Department of Speech-Communication at the University of Minnesota.

MALE-FEMALE COMMUNICATION. \$105.

Course will focus on the dynamics involved when men and women communicate in professional and personal situations. Specific topics include differences of socialization, style, and communication between men and women, and how these differences are reflected in practical situations. The class will examine how language creates our perceptions of the world, and how language use reflects and reinforces cultural gender roles. Participants will explore the differences in male and female attitudes about power, and will work to find ways to overcome problems caused by male-female communication differences. Limited.

W 6:00-9:30 p.m. & 9:00 a.m.-3:30 p.m., Feb 23 & 24, Earle Brown Center, McArthur and Shapiro

Jerie McArthur is an assistant professor in the Department of Speech-Communication at the University of Minnesota; George Shapiro is a professor in the same department.

THE NEW WOMAN SUPERVISOR. \$48.

Most new supervisors encounter situations that may be difficult to handle, such as gaining acceptance, leading a group, dealing with conflict, using effective disciplinary action, and conducting performance appraisals. This seminar, designed for new and aspiring supervisors, will offer practical techniques that can be used immediately in common difficult situations.

W 9 a.m.-4 p.m., Feb 9 (1 session), Earle Brown Center, St. Paul campus, Reed

Debra Reed is the former manager of human resources development and training for Economics Laboratory, and a private management consultant.

NONDEFENSIVE COMMUNICATION — See

Speech-Communication.

OVERCOMING STAGE FRIGHT I. \$60 plus \$5 special fee. Total \$65.

Designed for people at all management levels who experience nervousness and anxiety when faced with speaking to a group — whether giving reports, conducting meetings, or making presentations as part of their job or outside interests. Participants learn how to prepare and give presentations. Exercises are conducted to help participants build self-confidence and use nervous energy in a positive way. A Professional Improvement Course offered in cooperation with Extension Classes. Limited.

W 6:30-8:30 p.m., Jan 19-Feb 23 (6 sessions), Nolte Center,
Minneapolis campus, Ray

Catherine Ray is an instructor at the College of St. Thomas and has taught continuing education classes through the Department of Speech-Communication at the University.

PARLIAMENTARY PROCEDURE. \$18.

Have you ever felt intimidated at a meeting because you didn't understand the procedures? A basic understanding of parliamentary procedure is crucial for anyone who attends business meetings, community forums, political caucuses and assemblies, or meetings of boards of directors. This seminar provides you with a practical framework for efficiently conducting and actively participating in meetings. The purpose of parliamentary procedure is reviewed, terms defined, and procedures explained. To help you build confidence you are given an opportunity to practice parliamentary procedure in the seminar.

Th 6-9 p.m., March 3, Minneapolis campus, Watters

Kathleen Watters is a teaching associate in the Department of Speech-Communication.

PERSUASION. \$30 plus \$5 special fee. Total \$35.

Persuasion is an interactive process of influencing people. This workshop will focus on basic principles of audience analysis, preparing your message, and adapting to listeners. Special attention will be given to establishing your credibility, enhancing your image, developing clear messages, and adjusting your message to deal with audience reactions. Limited.

T 6:30-9:00 p.m., Jan 18-Jan 25 (2 sessions), Minneapolis campus,
Kroll

Becky Swanson Kroll, Ph.D., speech-communication, is an assistant professor in the communication/theater department at the Colleges of St. Catherine and St. Thomas.

BR—STRESS AND THE CAREER WOMAN. \$44 (includes breakfast).

Women entering the work force face a wide variety of demands on their time and energy. This course provides an opportunity for women to gain insight into the causes of stress in their professional and personal lives, and to develop positive ways of dealing with it. Topics include recognizing the signs of stress in yourself and others, identifying productive and nonproductive coping strategies, deciding when it is appropriate to harness stress and when to defuse it, and developing skills for dealing with stress. Special emphasis on the interrelationship between stress and private life.

M 7:30-8:30 a.m., Jan 10-Jan 31 (4 sessions), Minneapolis Athletic Club, Emerson

Nadine Emerson is a licensed psychologist with Muscala, Emerson & Associates.

BB—TIME MANAGEMENT FOR SECRETARIES. \$30.

For secretaries who want to learn how to make the most of their eight-hour work days. Participants will explore behavioral barriers to managing time well, and find techniques to help them gain extra time. The course will focus on establishing short- and long-term objectives, setting priorities, and developing a team approach.

T 12-1 p.m., Feb 1-Mar 8 (5 sessions—no class Feb 15), Landmark Center, Butler Room (326), Burke

Nancy Burke is a management consultant and former assistant vice president of compensation for First Bank of Minneapolis.

WRITING SKILLS FOR SECRETARIES AND CLERICAL SUPPORT STAFF. \$60 plus \$5 special fee. Total \$65.

Improve your confidence in writing, sharpen editing skills, and learn strategies for writing effective business correspondence. Major topics include recognizing common punctuation errors, trimming wordiness, writing a "bad news" letter, and creating effective layout and design. Course provides lectures, small group discussions, overheads using business examples, printed handouts, and opportunities to write, edit, and revise work in progress. A Professional Improvement Course offered in cooperation with Extension Classes. Limited.

M 6-8 p.m., Jan 24-Mar 7 (6 sessions — no class Feb 21), Earle Brown Center, St. Paul campus, Dashe and Thomson

Marilyn Dashe and Jean Thomson are partners in the writing consulting firm of Dashe & Thomson.

Career Planning

BEST SELLERS: CAREERS IN SALES. \$30 plus \$5 special fee. Total \$35.

Sales careers can range from the traditional door-to-door selling of household products to fundraising for nonprofit organizations. Is one of these for you? This program will explore the variety of sales careers available, including such features as the skills and training required, income levels, promotion potential, and travel requirements. Learn the psychological profile of a typical successful salesperson, the difference between personal and commercial sales, and the advantages and disadvantages of salary versus commission. Learn how to locate open positions and get the one you want in this growing field. A personality inventory is included in the seminar.

Sat 9 a.m.-3 p.m., Jan 22 (1 session), Minneapolis campus, Ackerman

Dee Ackerman, C.P.C., is a management specialist at Salkin and Linoff and has been named Sales Consultant of the Year by the Minnesota Association of Personnel Consultants.

CAREER DEVELOPMENT STRATEGIES. (See fees below)

Have you decided on a career goal? This class is designed for women who want to develop strategies for setting successful career goals. Participants will receive help in developing individual career plans through lectures, interest testing, and the use of self-evaluation techniques, and will learn decision-making and goal-setting skills to help select or change careers. Students will identify existing and potential occupational skills and interests, and learn how to research jobs, identify available and alternative positions, and present themselves professionally. Limited.

Th 9:30-11:30 a.m., Jan 6-Feb 10 (6 sessions), MacPhail Center, Warsett. \$68 plus \$5 testing and materials fee. Total \$73.

M 6:00-8:00 p.m., Jan 17-Feb 14 (5 sessions), Minneapolis campus, Emerson. \$60 plus \$5 testing and materials fee. Total \$65.

Sue Warsett is a counselor in the Continuing Education and Extension Counseling Department. Nadine Emerson is a counselor at Muscala, Emerson & Associates.

CAREERS IN THE VISUAL ARTS. \$37.

A creative exploration of career alternatives for people interested in the visual arts and crafts. Career possibilities include: arts administrator, gallery dealer, art agent, lecturer, buyer, promoter, consultant, teacher, graphic or commercial artist. Examine options and opportunities, where to look, where to begin, how to set goals, assess marketable skills; learn the role of professional associations and how to present yourself or your product. Limited.

Sat 9:00 a.m.-3:30 p.m., March 12 (1 session), Minneapolis campus, Schwartzbauer

Janice Schwartzbauer has taught visual art and career development at the Minneapolis College of Art and Design and the University of Minnesota.

IDENTIFYING TRANSFERABLE CAREER SKILLS. \$20.

A step-by-step approach to help you identify career skills, the building blocks of your work future. You will learn how to identify your unique pattern of skills, how to use the knowledge of your skills to enhance satisfaction in your current work position, and strategies for exploring numerous jobs and fields that would capitalize on your skills. Limited.

Sat 8:30 a.m.-12:00, Feb 26 (1 session), Minneapolis campus, Gray
Bonnie Gray, Ph.D., is a licensed consulting psychologist in private practice.

STARTING A SUCCESSFUL CONSULTING BUSINESS. \$45.

Practical, step-by-step approach to turn specialized knowledge, talent, or experience into a consulting business. Learn how to establish a product, identify a market, use professional resources, negotiate and price, make decisions, manage time, and market your services. Additional topics include determining the legal form

of your business, creating an image, and avoiding costly mistakes. Limited.

Sat 9 a.m.-4 p.m., Feb 19 (1 session), Minneapolis campus, Jacobson and Osterhus

Kathleen Jacobson and Gayle Osterhus are co-owners of ETCS, Inc., Education Training Consulting Service.

Computer Technology

COMPUTERS: A PRACTICAL INTRODUCTION. \$72 plus \$5 materials fee. Total \$77 (includes computer time).

Designed for the novice who would like to develop an understanding of computers. Students will learn how to communicate effectively with those in the computer science field and obtain a general knowledge of what the computer can do and how it will affect our lives. We'll explore how the computer is used as a problem-solving tool and why it seems to be a problem-creating tool. Topics covered include equipment, personnel, applications, history, future uses, the mathematics of computers, and programming. The programming language BASIC, used in most home computers, will be presented. Participants will have the opportunity to write and run simple programs for approximately two hours. Limited.

T 5:30-8:00 p.m., Jan 4-Jan 25 (4 sessions), Minneapolis campus, Ressler

Sat 9:00 a.m.-4:00 p.m., Jan 29-Feb 5 (2 sessions), Minneapolis campus, Ressler

Tom Ressler is an instructor in the School of Mathematics.

MICROCOMPUTERS: HOW TO MAKE A SELECTION. \$22.

How to make an intelligent choice when buying a microcomputer. Topics include an explanation of what a small computer is, how it can be used at home or in a small business, and different brands, prices, and characteristics of the various personal computers on the market. Discussion will also cover cost and sources of maintenance, programming a small computer, and the future of microcomputers. Several units will be demonstrated. Limited.

Sat 8:30 a.m.-12:30 p.m., March 5 (1 session), Earle Brown Center, St. Paul campus, Folz

Bernice Folz is an associate professor of quantitative methods and computer science at the College of St. Thomas. She has worked as a systems engineer for IBM and as a supervisor in computer software design and maintenance at Sperry-Univac.

WHAT IS A COMPUTER? \$18.

Computers are being used in an increasing number of ways—from processing payrolls in business to recipes and tax records in the

home. This workshop will introduce you to the computer and give you basic information to help you understand what it is, how it works, and the future of computers in our society. Topics include a definition of data processing, brief history of computers, characteristics and types of computers, components of a computer system, personnel, procedures, and documentation. The instructor will provide additional resources for participants interested in learning more about the computer and/or how to program. No previous background necessary. Limited.

W 9:00 a.m.-12:30 p.m., Jan 12 (1 session), MacPhail Center, Marker

Carolyn Marker is the data systems head of the Audio Visual Library Service, Continuing Education and Extension, University of Minnesota.

Health and Physical Fitness

SWEDISH EXERCISES FOR WOMEN. \$38 for one class per week; \$43 for two classes per week.

Keep fit the Swedish way. The Swedish Exercise Program is known for its rhythmic build-up to strengthen the whole body. All movements are performed to music. Each session concludes with relaxation exercises. Suitable for all ages. Offered in cooperation with The American Swedish Institute.

F 8:30-9:30 a.m., Jan 7-Mar 4 (9 sessions), American Swedish Institute, Stockenstrom—same location and instructor for all sections.

F 9:45-10:45 a.m., Jan 7-Mar 4 (9 sessions)

T 8:30-9:30 a.m., Jan 11-Mar 8 (9 sessions)

T 9:45-10:45 a.m., Jan 11-Mar 8 (9 sessions)

Ragnhild Stockenstrom has a graduate degree in physical education from the University of Stockholm and has been teaching movement classes for 15 years.

Investments and Law

INVESTMENT PROGRAMS FOR PEOPLE WITH INCOMES OF \$20,000 OR LESS. \$21.

If it takes money to make money, how can smaller investors get the most for their investment? This course will cover the basics of saving and investing for middle income people, including money market funds and how to select one, how to go about investing in stocks, and tax strategies. Limited.

W 6:30-8:30 p.m., Feb 2-Feb 9 (2 sessions), Washburn Library, Whittlinger

Erica Whittlinger is a corporate financial consultant who has a private financial consulting practice. She teaches in the graduate program in management at the College of St. Thomas.

INVESTMENTS AND PERSONAL FINANCIAL PLANNING. \$54.

Designed to help you attain your personal financial goals. How to assess your financial resources and spending patterns in order to budget and invest wisely. Focus on steps to basic financial security and applying various investment possibilities to your financial goals. Limited.

M 6:30-8:30 p.m., Feb 14-March 21 (6 sessions), Walker Library, Whittlinger

Erica Whittlinger is a corporate financial consultant who has a private financial consulting practice. She teaches in the graduate program in management at the College of St. Thomas.

MONEY MATTERS. \$45 (includes lunch).

Money *does* matter, especially in today's inflationary economy. This one-day workshop will show you ways to make your money work for you. You will learn how to analyze your financial resources; look at investment possibilities such as stocks, bonds, mutual funds, money market funds, and treasury securities; and explore different methods for selecting these investments. In addition, you will receive information on estate planning and tax laws that can save you money. Call 373-9743 for brochure.

Sat 9 a.m.-4 p.m., March 12 (1 session), Earle Brown Center, St. Paul campus, Interdisciplinary faculty

Literature

DREAMS, DEMONS, AND DETECTIVES: THE VICTORIAN MYSTERY NOVEL. \$45; \$40 students 62 and older.

The early mystery novel offered the writer a chance to describe a counter world replete with anti-social characters and philosophies antithetical to accepted Victorian morality. We'll look at indecent heroines, appealing villains, and rational heroes in four tales by Wilke Collins, Sheridan LeFanu, Robert Louis Stevenson, and Arthur Conan Doyle.

T 10 a.m.-12, Jan 18-Feb 22 (6 sessions), MacPhail Center, Wadman

Karen Wadman has been an adjunct instructor in the Department of English.

F. SCOTT FITZGERALD, THE WRITER: A REASSESSMENT. \$36.

An opportunity to enjoy the writings of Scott and Zelda Fitzgerald, to study their lives in fact and fiction and to evaluate the literary talent that may well be called genius. "One never knows about genius," wrote Zelda to her daughter Scottie in 1944, four years after Scott's death. Readings include short stories, novels, and a variety of criticism from updated annotated bibliographies. As a member of the committee on a 1982 conference on Fitzgerald, the

instructor will have current opinions and materials about Fitzgerald's work. *The Great Gatsby* or *This Side of Paradise*, *Tender is the Night*, and *Save Me the Waltz*.

Th 10 a.m.-12, Jan 13-Feb 3 (4 sessions), Landmark Center, Butler Room, Isaacs

Diane S. Isaacs is an assistant professor in Afro-American studies and women's studies.

ONE HUNDRED YEARS OF THE AMERICAN NOVEL. \$68; \$34 for students 62 and older.

A systematic overview providing an insight into the development of the novel in America. We shall examine the subtle sensibility and refined artistry of Henry James and his admiring disciple, Edith Wharton, and the "barbaric naturalism" of Theodore Dreiser. All three of these novelists depict certain aspects of the American character and the experiences that helped to mold it. Henry James, *The Wings of the Dove*; Edith Wharton, *House of Mirth*; Theodore Dreiser, *Sister Carrie*.

W 10 a.m.-12, Jan 5-March 9 (10 sessions), MacPhail Center, Kheim
Th 7-9 p.m., Jan 6-March 10 (10 sessions), 302 Folwell Hall, Minneapolis campus, Kheim. Offered in cooperation with Extension Classes.

Johanna Kheim has taught French and humanities at the University of Minnesota.

MINNESOTA WRITERS: VOICES FROM THE HEARTLAND. \$48.

Survey of major Minnesota voices that reflect our relationship to the land; our cultures, races, and sexes; our response to modernization, the human condition; our relation to the nation and world. Working from historical perspectives, the class will read and discuss five books and the lives of the people who wrote them. Lecture-discussion format with some informal reflective writing assignments; among the themes to be covered is Minnesota's place as the conscience of the nation.

W 1-3 p.m., Jan 19-Feb 23 (6 sessions), Landmark Center, Sanborn Room (408), Darling

Patricia A. Darling is a doctoral candidate in American and religious studies, and has taught humanities and communication for the University of Minnesota.

PEER GYNT — See Arts and Humanities.

THOMAS AND ROBINSON: CONTEMPORARY NOVELISTS. \$48.

Last year two contemporary novelists published extraordinary books, celebrating survival in the midst of loss and alienation—D.M. Thomas' *White Hotel* and Marilynne Robinson's *Housekeeping*. Both deal with innocence rising through dream and desire from the devastation of broken humanity. Students should

read Thomas' *The Flute Player* before the first class.

F 10 a.m.-12, Jan 14-Feb 18 (6 sessions), House of Hope Church, Watkins

Helen Watkins is an adjunct faculty member of the Women's Studies Program.

Mathematics

ARITHMETIC AND ELEMENTARY ALGEBRA. \$88.

Individualized instruction and group lecture in basic mathematics including fractions, decimals, percentages, word problems, and elementary algebra. Proceeding at their own rate, students may listen to lectures on arithmetic and/or elementary algebra, or work on an independent basis with supervision of one of two instructors. No math background necessary. Limited

SPRING SEMESTER

W 6:30-9:00 p.m., Feb 9-June 8 (17 sessions — no class March 23), Minneapolis campus, Robertson and Byrne

Doug Robertson is an assistant professor in the Division of Science, Business, and Mathematics of the University of Minnesota General College. Colleen Byrne was a graduate teaching associate in General College.

FUNDAMENTAL COLLEGE MATHEMATICS. \$80.

Basic arithmetic. Intended for students with limited background in arithmetic. Topics include basic operations in whole numbers, fractions, decimals, percents, and measurement of length, area, and volume. Students will be introduced to elementary algebra. Self-paced with individual instruction; no math background necessary. Limited.

SPRING SEMESTER

W 9:00-11:30 a.m., Feb 9-June 8 (17 sessions — no class March 23), MacPhail Center, McMorrow

Vivian McMorrow has been an instructor in the Math Anxiety Program since its beginning in 1975.

MATH ANXIETY DIAGNOSTIC CLINIC. \$20.

The Diagnostic Clinic is the introductory step in the Math Anxiety Program. The clinic will explore mathematics as a problem solving tool and the nature of math anxiety—how it develops and how it affects math performance. Tests and questionnaires are used to help participants identify math skills and level of math anxiety. An overview of the math program and supportive services will also be given.

Th 9:00 a.m.-12:30 p.m., Jan 20 (1 session), MacPhail Center, Robertson

Th 6:00-9:30 p.m., Jan 20 (1 session), Minneapolis campus, Robertson

Doug Robertson is an assistant professor in the Division of Science, Business, and Mathematics of General College.

MATH ANXIETY TUTORIAL. No charge.

Free tutorial services for those enrolled in CEW math classes will be available every other week from Wednesday, February 16, through Wednesday, June 8, 1983. Sessions will meet 11:30 a.m.-12:30 p.m. at the MacPhail Center and 5:30-6:30 p.m. on the Minneapolis campus (room to be scheduled at a later date).

Personal Growth

BB—ASSERTIVENESS FOR SECRETARIES — See Business.

BLENDED FAMILIES: LIVING WITH SOMEONE ELSE'S CHILDREN

— See Social Science.

DEALING WITH CHANGE. \$36.

Designed to examine the experience of change. As both work and family life undergo rapid changes, people need to develop skills to deal with losing the familiar and adapting to the new. By exploring both the process and effects of change, participants will learn how individuals and organizations can anticipate change, evaluate options, and respond appropriately to new developments.

M 6:30-8:30 p.m., Feb 28-March 14 (3 sessions), Minneapolis campus, McArthur

Jerie McArthur is an assistant professor in the Department of Speech-Communication.

HOW TO BUILD MEMORY SKILLS — See Business.

IMPROVING YOUR MEMORY: REMEMBERING NAMES, FACES, AND INFORMATION. \$37.

A good memory is vitally important in all areas of a person's life. A poor memory can cause stress or lack of self-confidence, or be a stumbling block for promotion and advancement. This course will cover both the theoretical background for understanding what makes us remember and forget, and the practical application of several well-known techniques for remembering names, faces, objects, lists, stories, information.

F 1-3 p.m., Jan 14-Feb 4 (4 sessions), MacPhail Center, Berg

Vicky Leibson Berg is a management consultant who specializes in communication and public relations.

PRINCIPLES OF PERSONAL PROBLEM SOLVING. \$45 plus \$5 materials fee. Total \$50.

How to become a more effective problem solver. This course offers general principles that are useful for solving all kinds of personal problems — whether related to work, relationships, health, finances, or other areas. How to define a problem, identify problem causes and alternative solutions, try out solutions, evaluate efforts,

and revise strategies for change. Discussion and practice of the different skills and techniques necessary for effective problem solving. Focus will be on how our thoughts, behaviors, and situations are a part of both the creation of and solution to our personal problems.

M 9:30-11:30 a.m., Jan 10-Jan 31 (4 sessions), MacPhail Center, Keierleber

Dennis L. Keierleber is an assistant professor and counselor with the Department of Counseling, Continuing Education and Extension.

BR—STRESS AND THE CAREER WOMAN — See Business.

BB—TIME MANAGEMENT FOR SECRETARIES — See Business.

WOMEN ALONE: ALIVE AND THRIVING — See Social Science

WOMEN AND DEPRESSION — See Social Science.

Skills

FILE . . . DON'T PILE. \$20 plus \$2.50 materials fee. Total \$22.50.

A simple and unique filing system presented in an enjoyable workshop setting. It is especially useful for those who clip and save ideas, articles, patterns, poems, quotes, notes, and recipes and spend months trying to find them again. Through participation in demonstrations, class members become acquainted with the system, then apply the technique to their personal needs with individual direction from the instructor. All registrations must include a self-addressed stamped envelope to receive necessary information for the first day of class. Limited.

M 9:30 a.m.-12:00, Jan 17 & Jan 24 (2 sessions), House of Hope Church, Dorff

T 7:00-9:30 p.m., Jan 25 & Feb 1 (2 sessions), St. Louis Park Jewish Community Center, Dorff

Th 7:00-9:30 p.m., Feb 17 & Feb 24 (2 sessions), Southdale Library, Dorff

Patricia Dorff has a master's degree in library science.

PARLIAMENTARY PROCEDURE — See Business.

Social Science

BLENDED FAMILIES: LIVING WITH SOMEONE ELSE'S CHILDREN.
\$50.

The blended family is a household of adults and children brought together by choice rather than biology. This course is designed for women who are members of blended households. Presentations will explore the significant differences between biological and blended families, identify some of the common problems in

blended households, and suggest approaches for identifying and resolving them. Class members will participate in discussions and be encouraged to apply ideas in their blended families.

W 1:00-3:30 p.m., Jan 12-Feb 9 (5 sessions), MacPhail Center, Brandes

Annette T. Brandes, Ph.D., sociology and education, is assistant to the vice president of academic affairs and a member of a blended household.

EASTERN EUROPE, SOLIDARITY, AND THE FUTURE. \$50.

The Polish crisis of the past two years has focused attention on the anomalous situation of the Eastern European "satellites." Having been prevented from participating in the great age of decolonization, they remain bound to the Soviet Union. But what are things like in these countries? Are they all the same or have they developed in different ways? What are the prospects for the future? Was the Polish crisis but another episode in a process of attempted liberation and inevitable repression—after East Germany in 1953, Hungary and Poland in 1956, and Czechoslovakia in 1968? The course examines these issues and attempts to provide answers that go beyond today's headlines. Special attention to the emergence of Solidarity, its programs (mostly unknown or subject to myths in the West), and what it signifies for the future. Discussion of the implications of the Polish situation and the rest of Eastern Europe for U.S. policy vis-a-vis the Soviet Union and Europe.

Th 9:30-11:30 a.m., Jan 13-Feb 17 (6 sessions), MacPhail Center, Godzich

Wlad B. Godzich is professor and director of the Comparative Literature Program and a member of the Department of Russian and East European Studies.

EFFECTIVE LOBBYING. \$33.

Provides practical hints on how to be influential in shaping public policy, with specific reference to Minnesota. Sessions focus on four main areas: legislative decision making, lobbying, campaigning, and public opinion. Topics include legislative strategy and timing, lobbying techniques, testifying at hearings, helping choose candidates, campaign assistance, researching public opinion, and becoming an opinion leader. Offered in cooperation with Extension Classes.

T 7-9 p.m. Feb 8-March 1 (4 sessions), 1383 Social Science Tower, West Bank campus, Backstrom

Charles Backstrom is a professor in the Department of Political Science.

PUBLICITY FOR COMMUNITY ORGANIZATIONS. \$33.

Your organization has planned a special event and you are in charge of publicity. What do you do? Learn the dynamics of

working with the media—what publicity can and cannot do. Especially for community organizations and nonprofit groups who have little budget for publicity. Learn how to develop a publicity plan; clarify your message; work with radio and television; write public service spots; write effective press releases and lead paragraphs, and build working relationships with newspapers; use publicity photos, press conferences, on-site coverage. The do's and don'ts of publicity. Offered in cooperation with Extension Classes. Th 7-9 p.m., Jan 13-Feb 10 (5 sessions), 203 Lind Hall, Minneapolis campus

WOMEN ALONE: ALIVE AND THRIVING. \$42.

A program for women who are on their own—separated, divorced, never married, widowed, or living apart from their spouses because of dual-career work commitments. The aim of the program is to emphasize the positive aspects of being single and the many joys and opportunities available in today's society for single women. This course is designed as an educational experience, not a therapy group. Limited.

T 6:30-8:30 p.m., Jan 11-Feb 1 (4 sessions), Minneapolis campus, Thoen

Dr. Gail Ann Thoen is an assistant professor of family life, University of Minnesota, and a marriage and family therapist in private practice.

WOMEN AND DEPRESSION. \$45 (includes lunch).

A workshop to help you recognize the symptoms of depression in yourself and others, including spouses, children, adolescents, and friends. If professional help is necessary, you will learn how to select an appropriate therapist and how to understand treatment programs. By becoming more aware of the nature of depression, you will be better able to understand the condition and evaluate your own and others' experiences. Keynote speaker is Dr. Paula Clayton. Call 373-9743 for brochure. Limited.

Sat 9 a.m.-4 p.m., Jan 22 (1 session), Earle Brown Center, St. Paul campus, Clayton et al.

Paula Clayton is professor and head of the Department of Psychiatry, University of Minnesota.

Speech/Communication

COMMUNICATION: SPEECH IMPROVEMENT, SPEAKING SKILLS.

\$36.

Everyday good speech is stressed—no mannerism, no affectation. Outlining and delivery of the short speech. Value of reading aloud. Personal development through self-knowledge and sharing ideas.

Th 10:00-11:30 a.m., Jan 6-Feb 24 (8 sessions), MacPhail Center, Toy

Selma Toy, a former actress, has taught speech and drama

throughout the United States.

EFFECTIVE LISTENING — See Business.

HOW TO LEAD COMMITTEES — See Business.

IMPROVING YOUR SPEAKING VOICE. \$46 plus \$2 special fee. Total \$48.

A class in vocal techniques for the speaker. Using speeches, prose, and poetry, participants will work on articulation, pitch variety, tonal quality, and other aspects of well-rounded speech. The class will pay special attention to learning to support the voice through proper breath techniques. Limited.

M 6-8 p.m., Jan 24-Feb 14 (4 sessions), Minneapolis campus, Chastain

Susan Chastain is a speech consultant at the University of Minnesota Law Center, and teaches voice at the Minneapolis Children's Theatre.

MALE-FEMALE COMMUNICATION — See Business.

NONDEFENSIVE COMMUNICATION. \$18.

Designed for people who want to improve their human relations skills in dealing with the public, co-workers, friends, and intimates. Participants will learn to identify causes of defensive feelings and to develop skills for preventing or diminishing defensiveness. They will also have an opportunity to assess their current styles of dealing with anger and to explore ways of using anger constructively.

Sat 9 a.m.-12, March 5 (1 session), Minneapolis campus, Phillips

Rita Phillips is a staff development specialist for the Minnesota Department of Employee Relations and a consultant in private practice.

NONVERBAL COMMUNICATION. \$18.

Many communication experts believe that 85 percent of all human communication could be nonverbal. What cues do you emit by the way you hold yourself, by the amount of personal space you require, your tone of voice, or your facial expressions? What can you determine about another person by observing his or her nonverbal behavior? This workshop will cover such areas as eye contact, gestures and body position, touching behavior, space and territory, vocal cues, and facial expression. Participants will assess their own behavior and observe the behaviors of others, and come away from this workshop with a greater sensitivity to nonverbal communication.

T 6-9 p.m., Feb 15 (1 session), Minneapolis campus, Ray

Catherine Ray is an instructor in communication and theater at the College of St. Thomas and a free-lance communication consultant.

OVERCOMING STAGE FRIGHT I — See Business.

PERSUASION — See Business.

Writing

CREATIVE WRITING. \$55.

For closet writers, new and prospective writers, and people who would like to brush up on their writing skills. Teacher presentations, discussion, in-class and assigned writing practice in a variety of genres, with extensive teacher feedback and in-class sharing of student work. Emphasis on self-development through writing, finding voice, assessing audience, classical structure and syntax, developing style, and how to market one's writing. We shall work from journal to finished piece and do some reading to develop consensus of what makes good writing.

T 9:30-11:30 a.m., Jan 11-Feb 22 (7 sessions), Landmark Center, Sanborn Room (408), Darling

Patricia A. Darling is a doctoral candidate in American and religious studies, and has taught humanities and communication for the University of Minnesota.

CREATIVE WRITING. \$52.

Exploration of the possibilities and rewards of all forms of creative writing through both process and technique. The accent will be on helping each writer discover for herself her own material, themes, styles, strengths, and weaknesses. The class will include plenty of actual writing, as well as discussion and lecture; the atmosphere will be informal. Beginning as well as more advanced writers are welcome. Limited.

T 10 a.m.-12, Jan 11-March 1 (8 sessions), MacPhail Center, Edelstein

Scott Edelstein is an editor who has published stories, poems, and articles in magazines and anthologies around the world.

FREELANCE MAGAZINE WRITING. \$63.

Students will learn the procedures to enable them to sell their work in the free-lance magazine and newspaper markets and will work on developing their skill as writers. The class will study story structure and how to: develop sources, write a query letter, develop a good writing style, get along with editors, and analyze a magazine before querying. Students will receive extensive critiques of their writing in an atmosphere of support and encouragement. Limited.

T 1-3 p.m., Jan 11-March 1 (8 sessions), MacPhail Center

BB—GRAMMAR FOR BUSINESS USE — See Business.

JOURNALS AND LETTERS. \$40; \$35 for students 62 and older.

Journal writing is an expressive form that is free from conventions and rules. You cannot do it "wrong." In this class students will read

authors who have used the journal and letter form with great success: Anne Morrow Lindberg, May Sarton, Louise Bogan, and Patricia Hampl. Participants will also learn ways to write about their lives and what they are thinking, and will share their work with others in the class. For those who love the journal form and have had no experience writing journals, or those who have taken previous classes. Limited.

Th 1-3 p.m., Jan 6-Feb 10 (6 sessions), MacPhail Center, Mucke
Edith E. Mucke is an assistant professor and director of Continuing Education for Women.

WRITING SKILLS FOR SECRETARIES AND CLERICAL SUPPORT STAFF — See Business.

Locations and Addresses

- American Institute of Banking, WCCO Radio Building, 625 Second Avenue South, Minneapolis
- American Swedish Institute, 2600 Park Avenue, Minneapolis
- Federal Reserve Bank, 250 Marquette Avenue, 10th Floor Assembly Room, Minneapolis
- House of Hope Church, 797 Summit Avenue, St. Paul
- Landmark Center, 75 West Fifth Street, St. Paul
- MacPhail Center, 1128 LaSalle Avenue, Minneapolis
- Minneapolis Athletic Club, 615 Second Avenue South, Minneapolis
- Minneapolis Campus, University of Minnesota
- Minneapolis Institute of Arts, 2400 Third Avenue South, Minneapolis
- St. Louis Park Jewish Community Center, 4330 Cedar Lake Road, St. Louis Park
- St. Paul Athletic Club, 340 Cedar Street, St. Paul
- St. Paul Campus, University of Minnesota
- St. Paul College Club, 990 Summit Avenue, St. Paul
- Southdale Library, 7001 York Avenue, Edina
- University Club of St. Paul, 420 Summit Avenue, St. Paul
- Walker Art Center, Vineland Place, Minneapolis
- Walker Library, 2880 Hennepin Avenue South, Minneapolis
- Washburn Library, 5244 Lyndale Avenue South, Minneapolis

Alphabetical Listing of Credit Classes

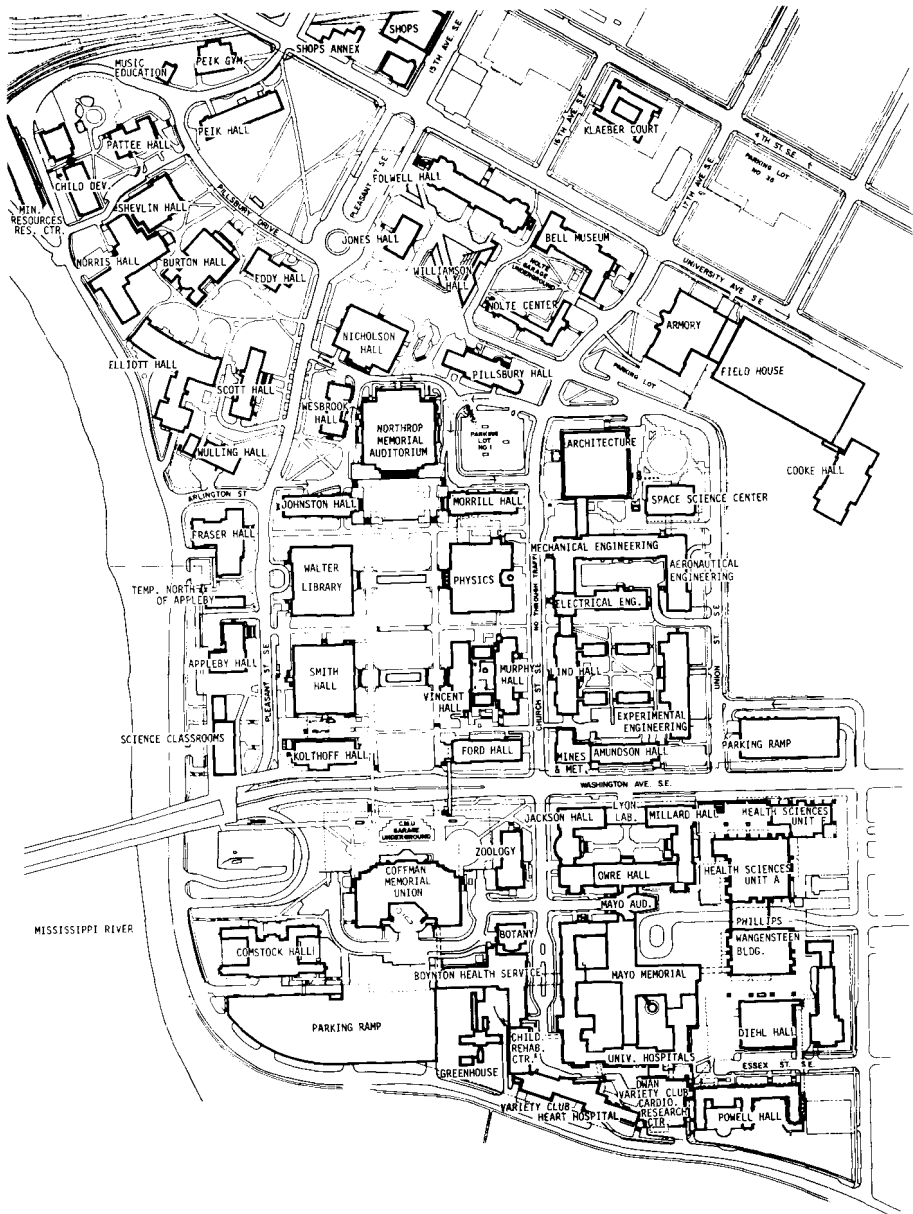
Application of Psychology to Living	14
College Algebra and Analytic Geometry	13
Computer Approach: Problem Solving	13
Discussion and Conference Methods	14

Expository Writing	12
Figures in British and American Literature	13
Intermediate Photography	11
The King James Bible as Literature	12
Marketing: Introduction	13
Principles of Financial Accounting	11
Topics: Advanced Nonfiction Writing:	
Introduction to Manuscript Editing	12
Woman: A Sense of Identity	14
Writing Practice I	11

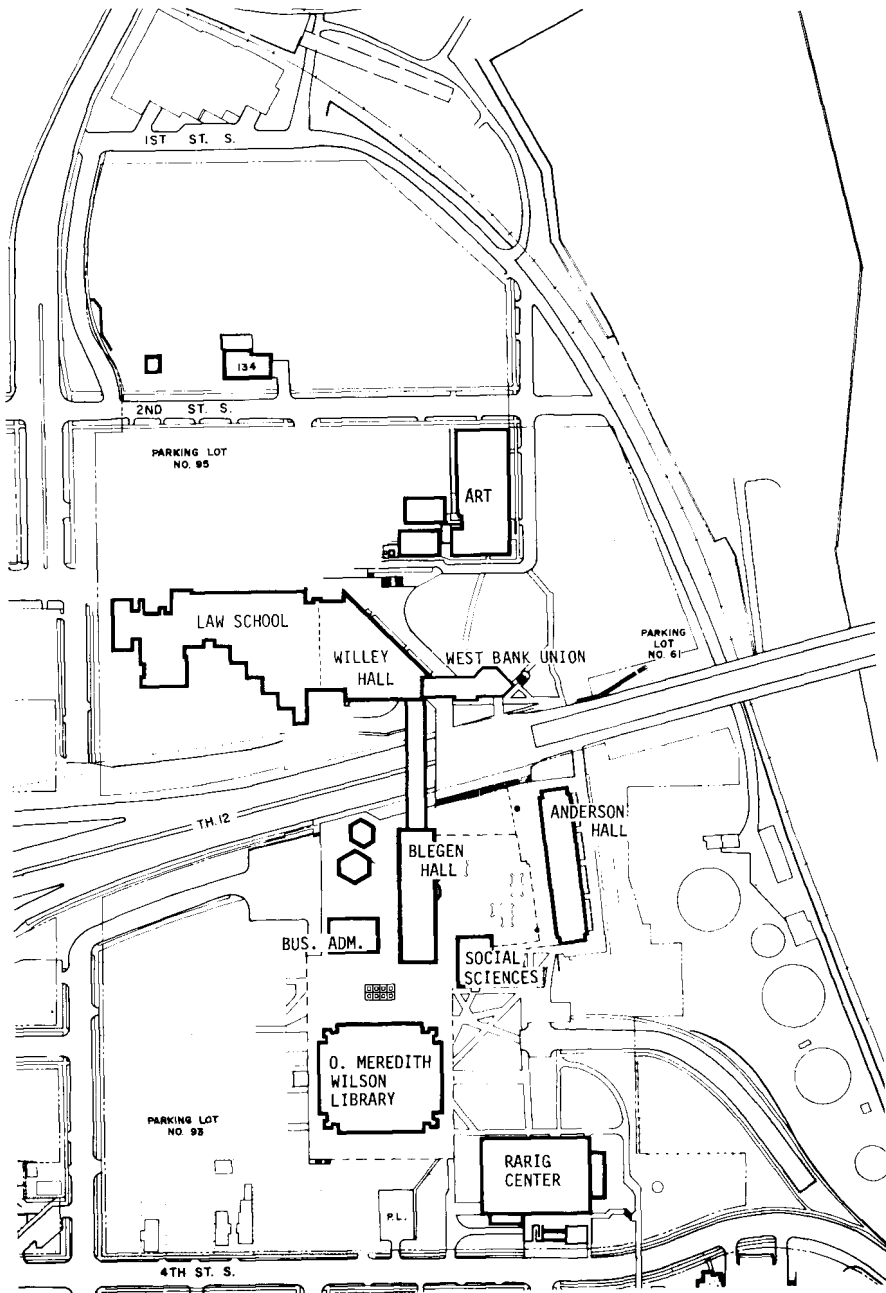
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Authority and Power	19
Best Sellers: Careers in Sales	24
The Birth of the Gothic	15
Blended Families: Living With Someone Else's Children	32
Bookmaking: The Art and Craft of the Book	15
Career Development Strategies	25
Careers in the Visual Arts	25
Changing Aesthetic Values in 20th Century Art:	
A Perspective on Diverse Cultural Influences	16
Communication: Speech Improvement, Speaking Skills	34
Computers: A Practical Introduction	26
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Creativity: The Person, The Process, The Product	16
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Dealing With the Problem Employee	20
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Dreams and Fantasies: What Do They Mean?	16
Eastern Europe, Solidarity, and the Future	33
Effective Leadership and Participation in the Work Group	20
Effective Listening	20
Effective Lobbying	33
F. Scott Fitzgerald, the Writer: A Reassessment	28
File . . . Don't Pile	32
Freelance Magazine Writing	36
Fundamental College Mathematics	30
Grammar for Business Use	21
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Minneapolis Campus East Bank



Minneapolis Campus West Bank

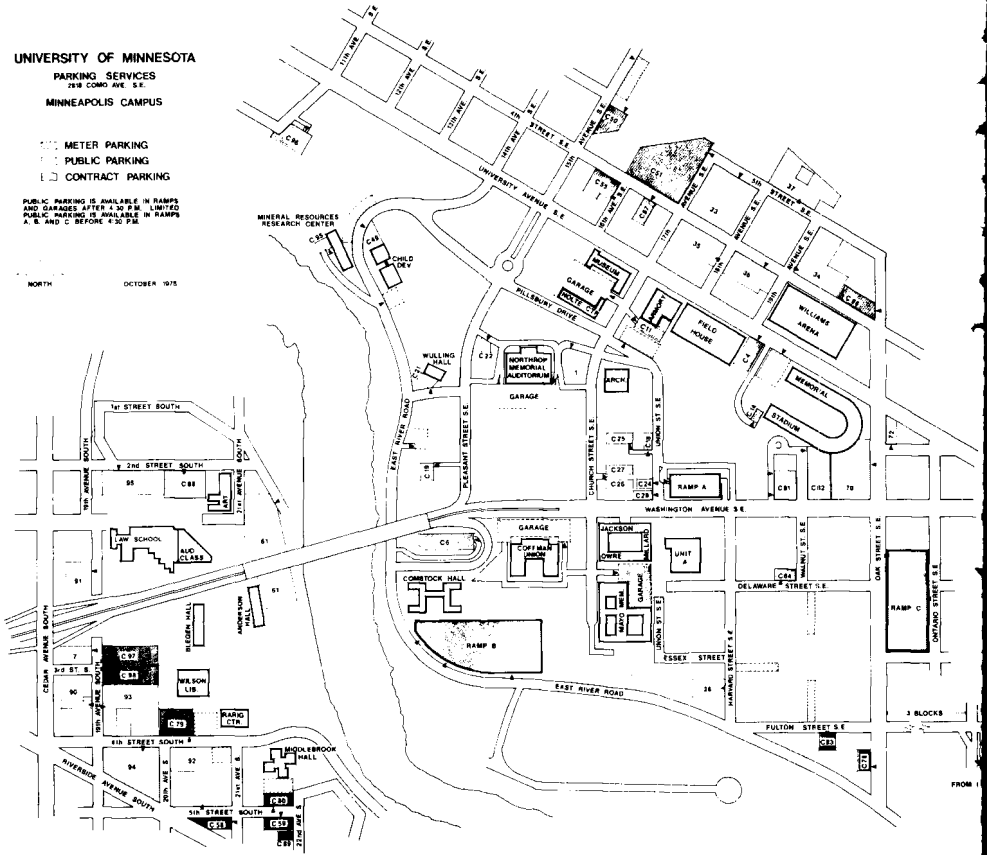
UNIVERSITY OF MINNESOTA

PARKING SERVICES
700 COMD AVE. S.E.
MINNEAPOLIS CAMPUS

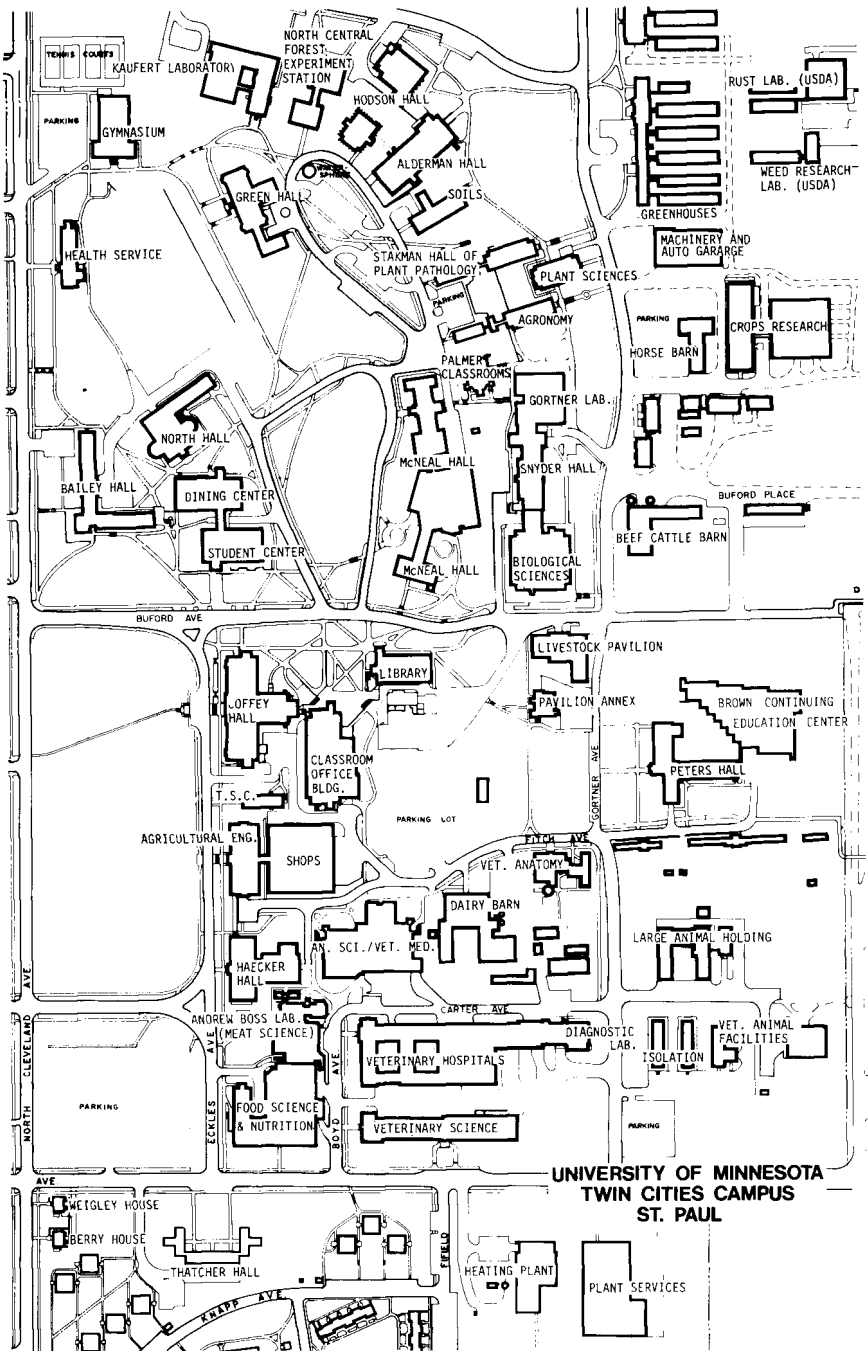
- ☐ METER PARKING
- ☐ PUBLIC PARKING
- ☐ CONTRACT PARKING

PUBLIC PARKING IS AVAILABLE IN RAMPS AND GARAGES. AFTER 4:30 P.M. LIMITED PUBLIC PARKING IS AVAILABLE IN RAMPS A, B, AND C BEFORE 4:30 P.M.

NORTH OCTOBER 1975

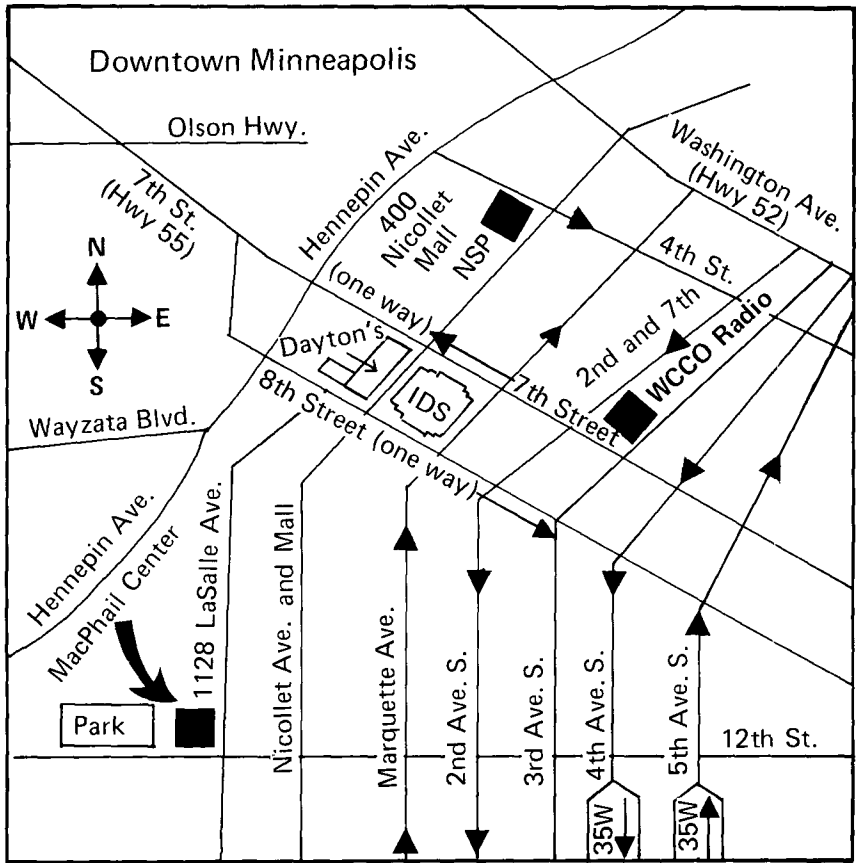


**Parking Facilities
(East and West Bank)**



**UNIVERSITY OF MINNESOTA
 TWIN CITIES CAMPUS
 ST. PAUL**

St. Paul Campus



MacPhail Center for the Arts

Registration Information

Prompt registration is suggested. Please check descriptions in this bulletin for starting dates of all noncredit classes. Unless otherwise noted, winter quarter classes begin the week of January 3, 1983. Make checks payable to the University of Minnesota. No arrangements for partial payment will be made. Students are not registered until their tuition and fees are paid. To avoid confusion, please state the location(s), starting date(s), and times of class(es) for which you are registering. For credit classes, please specify type of grading preferred.

Continuing Education for Women
200 Wesbrook Hall, 77 Pleasant Street S.E.
Minneapolis, MN 55455

373-9743

A \$5 late fee is charged after December 16 for winter quarter and after January 27 for spring semester.

Please register me for the following classes:

Location(s) _____

Starting Date(s) _____ Day(s) _____

Time(s) _____

For credit class(es) only, check one of the following:

A/N S/N Audit Graduate Credit Nontranscript

My check payable to the University of Minnesota for

\$..... is enclosed.

Name _____

Address _____

City _____ State _____ Zip _____

Phone (home) _____ Phone (work) _____

Birthdate _____ Social Security Number _____

If you received this bulletin because you are on our mailing list, please indicate the code number shown on the upper right hand corner of the address label:

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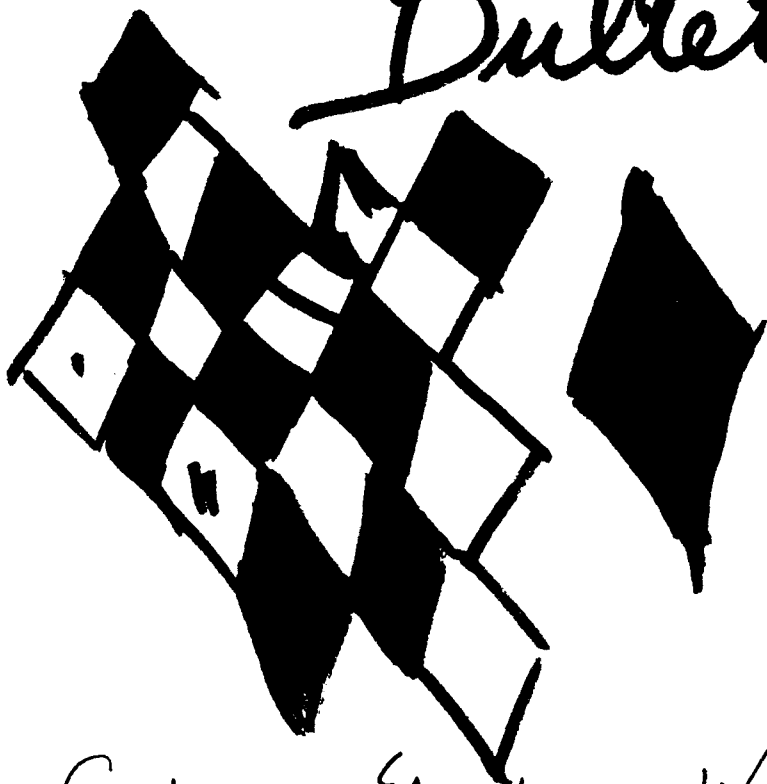
City _____ State _____ Zip _____

Phone (home) _____ Phone (work) _____

Birthdate _____ Social Security Number _____

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University of
Minnesota
Bulletin



Continuing Education for Women
Fall 1982

Continuing Education and Extension
University of Minnesota



University of Minnesota

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Continuing Education for Women

Fall Quarter 1982

September 28 — December 17

Fall Semester 1982

September 28 — January 29

Continuing Education for Women
200 Wesbrook Hall
77 Pleasant Street S.E.
University of Minnesota
Minneapolis, Minnesota 55455
373-9743

FROM THE DIRECTOR

Your interest in this bulletin marks you as someone who is not letting the wheels in your head grow rusty. It marks you as someone who knows the value of education — a continuing process. Continuing education is education for the whole person and for all of your life.

Courses and classes described here provide skills not only for careers and jobs, for good management of your life, for being a well informed member of the community, but for the equally important business of being a good friend or neighbor.

Browse through the bulletin, study it, find what's right for you. Credit classes will help you on the way to your degree. Descriptions of the offerings under Arts and Humanities and the Social Sciences can only hint at the creativity and involvement of committed staff and distinguished faculty members and give the University and Continuing Education and Extension its fine reputation.

Continuing Education for Women is committed to making and keeping you a "whole person." We invite your comments and suggestions and will consider them seriously. It's your University.



Edith E. Mucke, Director
Continuing Education for Women

One Hundred Years of the American Novel

A systematic overview of the American novel from the haunted puritanism of Hawthorne to the frustrations of Hemingway. Fall term: Nathaniel Hawthorne, Herman Melville, and Mark Twain. Winter term: Henry James, Edith Wharton, and Theodore Dreiser. Spring term: Willa Cather, F. Scott Fitzgerald, and Ernest Hemingway

Wednesday, Oct 6-Dec 8 10 a.m.-12 MacPhail Center \$68	or	Thursday, Oct 7-Dec 16 7-9 p.m. Minneapolis Campus \$68
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See noncredit section on Arts and Humanities.

Starting Your Own Business

Our fourth annual conference for people who want to start their own business. Topics include sources of assistance for small business, arranging financing, and pricing strategies for products and services. Call 373-9743 for brochure.

Saturday, Nov 13, 1982
9 a.m.-2 p.m.
Nolte Center, Minneapolis
\$50

See noncredit section on Professional Development.

Great Cities

Explore the history, art, architecture, and ambiance of four great cities.

Oct 14	Beijing (Peking)	Gary Schoener
Oct 21	Budapest	Johanna Kheim
Oct 28	Jerusalem	Robert Clark Nelson
Nov 4	Madrid	Ruth E. Jones

9:30-11:30 a.m.
Woman's Club of Minneapolis
\$40; \$15 for single session

See noncredit section on Arts and Humanities

Continuing Education for Women
University of Minnesota
200 Wesbrook Hall
77 Pleasant Street S.E.
Minneapolis, MN 55455
373-9743 or 376-4517

Counseling and Program Advising
314 Nolte Center
315 Pillsbury Drive S.E.
University of Minnesota
Minneapolis, Minnesota 55455
373-3905

Financial Aid and Tuition Assistance
314 Nolte Center
315 Pillsbury Drive S.E.
University of Minnesota
Minneapolis, Minnesota 55455
373-3905

Tuition and fees are subject to change without notice.

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, creed, color, sex, national origin, or handicap. In adhering to this policy, the University abides by the requirements of Title IX of the Education Amendments of 1972, by Sections 503 and 504 of the Rehabilitation Act of 1973, and by other applicable statutes and regulations relating to equality of opportunity.

Inquiries regarding compliance may be directed to Lillian H. Williams, Director, Office of Equal Opportunity and Affirmative Action, 419 Morrill Hall, 100 Church Street S.E., University of Minnesota, Minneapolis, MN 55455, (612) 373-7969, or to the Director of the Office of Civil Rights, Department of Education, Washington, D.C. 20202, or to the Director of the Office of Federal Contract Compliance Programs, Department of Labor, Washington, D.C. 20210.

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Admission

Continuing Education for Women is a department within Continuing Education and Extension. Students are urged to refer to the annual bulletin issued by Extension Classes for specific information on grades, refunds, cancellations, transcripts, etc. Students are responsible for all information contained in the large catalog that pertains to their University classes. Call 376-3000 for the Extension Classes Bulletin.

Anyone may register for Continuing Education for Women classes. There are no admission or entrance requirements; registrants need not possess a high school diploma. Students need only a desire to learn. Registration in specific programs or classes may require prerequisite courses.

Advising and Counseling

Professional counseling and testing services are available to CEW students who want to learn more about their own abilities, interests, and personalities; who wish help in educational and vocational planning or choosing a major field of study; and who seek help with problems affecting their academic performance. A fee of \$66 is charged for students and prospective students (\$99 for nonstudents) wishing to take a battery of tests. Appointments must be made in advance. Call 373-3905 for further information.

Program advising is available to help students select programs of study, determine prerequisites and standing, evaluate transcripts of previous college work, choose the kinds and numbers of courses to take and the order in which they should be taken, arrange for examinations for credit or advanced standing, and handle other academic matters. During registration periods, advisers will be available without appointment during registration hours in the Counseling Office, 314 Nolte Center. At other times of the year students may telephone 373-3905 to arrange for day or evening appointments, although advisers always are available on a walk-in basis during regular daytime hours.

Financial Assistance

Information on financial assistance (including the Louise Roff Scholarship Fund) is available through Continuing Education and Extension Counseling, 373-3905.

The Continuing Education for Women Louise Roff Scholarship Fund was established especially for courses offered through CEW. Awards are made on the basis of scholastic ability, motivation, previous achievement, financial need, and realistic plans. Contributions to the fund are always welcome.

Registration

Registration may be made in person at 200 Westbrook Hall (Minneapolis campus) or by mail. No registrations will be accepted at the MacPhail Center.

Registrations made by mail should be sent with a check payable to the University of Minnesota to Continuing Education for Women, 200 Westbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455. Students are not registered until tuition has been paid. No telephone registrations will be accepted except for students 62 or older enrolling in *credit* courses.

Special Registration for *Credit Classes* Only: Over 62

Students over 62 may register free in any nonlimited-enrollment CEW credit class for no credit. Courses may be taken for credit by paying a fee of \$6 per credit, plus the cost of books, special materials, and any special fees.

Regents' Scholarships

University Civil Service staff members working at least 75% time are eligible to apply for Regents' Scholarships through the Human Resources Development Division. **ONLY CREDIT CLASSES** may be taken through the Regents' Scholarship program, and students are responsible for any special fees, books, etc. For further information about application procedures, call Human Resources Development at 373-4366.

Grades

A-N Letter grading/No credit

S-N Satisfactory/No credit

Choice of **A-N** or **S-N** grading systems must be indicated for each credit course listed on the registration form at the time of registration and may not be changed after the second week of the quarter or the third week of the semester. (Instructors are not authorized to make changes in the grade base for a student.) If the student does not indicate the grading system desired on the registration form, the A-N system will apply.

Changes from audit to credit will not be allowed after the second week of the quarter.

For further questions on policy, refer to the Extension Classes Bulletin.

Grade Reports and Transcripts

Official quarterly reports of students' grades are released only by the University's Office of Registration and Student Records and cannot be furnished by the CEW office. Grades for each quarter or semester are mailed from the Records Office. Students should allow six to eight weeks from the close of a term for their grades to arrive in the mail. Students who need grades sooner may leave self-addressed postcards with their instructors, who will mail grades to them immediately following the end of a term.

Refunds

Refunds for classes from which students withdraw will be made in accordance with the following schedule:

1. Full refund of all tuition and special fees will be made:
 - a. When a class is cancelled by CEW; when the hour or day of the class is changed by CEW after a student has registered for it; or when, in the opinion of the instructor, the student does not have the necessary prerequisites. In the last case, the student must do the following:
 1. Ask the instructor for a note stating the above circumstances.
 2. Present this note in person at 200 Westbrook Hall, or by mail. It is the student's responsibility to obtain and present this note as stated above.
 - b. Students who have been ill or hospitalized and wish consideration for a refund should obtain a doctor's statement (on his/her letterhead) indicating that in the opinion of the doctor the student was unable to continue for medical reasons.
2. A \$5 cancellation fee will be charged for cancellation of classes before the first class meeting in any semester, quarter, or special term. The balance of the tuition and special fees will be refunded.
3. Late fees and/or transfer fees are not refundable.
4. Transfer fees will be charged after initial registration as follows:

Prior to and during the first week of classes	No charge
During the second week of classes	\$5 (if accepted)
During or after the third week of classes	\$10 (if accepted)
5. Refunds after the first class session are prorated; see your pink registration receipt or refer to the Extension Classes Bulletin.
6. Refund requests for one- or two-day workshops or special events must be received in writing or in person at the CEW office three (3) working days in advance of the event. Registrants who fail to attend or to cancel properly are liable for the entire fee. Refunds are paid by check only and are mailed to the student. A minimum of four weeks is required for processing a refund.

Cancellations

Students who wish to cancel a class or classes must do so officially, either in person or by writing to Continuing Education for Women, 200 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455. By so doing, a student will receive a refund if eligible (see Refunds) and in cases when a course is taken for credit, will ensure entry of the appropriate symbol on the grade report. See the Extension Classes Bulletin for further details.

No student is permitted to cancel during the last two weeks of a term (this includes final examination week).

Cancellation of or Change in Scheduled Classes

While the department sincerely regrets doing so, it is forced to cancel classes with insufficient enrollment. The department reserves the right to cancel, postpone, limit enrollment, split, or combine classes, and to change instructors and/or locations of classes.

Tuition for Current or Prospective Graduate Students

Students registering for graduate credit pay CEE tuition rates. However, when course work is transferred to the Graduate School record, the student will be charged the difference, if any, between CEE and Graduate School tuition for credits accepted in the program. The difference to be charged will be the difference between CEE and Graduate School tuition rates at the time of the transfer.

Bookstores

Textbooks for all courses listed in this bulletin have been ordered at the Minnesota Book Center, located in Williamson Hall on the East Bank Campus of the University between Nolte Center and Jones Hall.

Lists of course offerings and the required books are available at the bookstore.

Credit Courses Group Designations

Credit courses showing group designations may be used toward the College of Liberal Arts group distribution requirements for a two- or four-year degree. These courses also may be used toward the Liberal Arts Certificate. Group designations (A,B,C, or D) follow each course description.

Group Designations:

- A — Language, Logic, Mathematics, and the Study of Argument
- B — The Physical and Biological Universe
- C — The Individual and Society
- D — Literary and Artistic Expression

If you have any questions or would like additional information, please call the Counseling Office at 373-3905.

Orientation Day

Thursday, September 9, 1982

9:30 a.m. to 12 noon

MacPhail Center - no charge

A time to consider your future — and to make plans for yourself. Staff and counselors will be on hand to answer questions about coming back to school. The handbook *It's Not Just For Kids* will be available for \$1.50. Free coffee and cookies.

- | | | |
|-------|---|---|
| 9:30 | Welcome | Edith Mucke, Director,
Continuing Education for
Women |
| 9:45 | Reading and
Writing Skills | Sandra Flake,
Associate Professor,
General College |
| 11:00 | From Papers to
Paychecks: Keeping
Goals in Mind | Keith Buckley,
Associate Professor,
Counseling, Continuing
Education and Extension |

Message and the Medium

For people without advanced training who are responsible for publicity, newsletters, or announcements in organizations, institutes, and business. Call 373-9743 for brochure.

Thursday and Friday, Sept 16-17, 1982

9 a.m.-4 p.m.

Minneapolis Campus

\$75

See noncredit section on Writing.

Credit Courses and Descriptions

Credit courses through CEE are offered in time formats, places, and delivery modes designed to accommodate students' needs. Course content and materials, work expected of students, and responsibilities of instructors are determined by the academic discipline granting the credit. Courses are expected to have the integrity and legitimacy of campus-based day classes offered for equivalent credit.

Fall Quarter 1982 — September 28* through December 17

Fall Semester 1982 — September 28* through January 29

*Note that fall quarter/semester begins on a Tuesday.

Unless otherwise noted, fall quarter and fall semester credit classes begin the week of September 28. The last day to register for credit classes without a late fee is September 15. Tuition for credit classes includes a 15% surcharge to offset in part a state revenue shortfall. Late registration through the first week of classes must include a \$5 late fee.

Acct 1024 PRINCIPLES OF FINANCIAL ACCOUNTING. 3 degree credits, \$90 plus \$4 materials and testing fee. Total \$94.

Introduction to basic financial accounting concepts and application of these concepts to the recording, reporting, and interpretation of business transactions. (Sequence for Accounting 1982-83: Acct 1024, 1025; both will be offered through CEW). Two additional 1½ hour sessions will be arranged on Saturday morning on campus. Limited.

Th 9:30 a.m.-12, MacPhail Center

Anth 1102 INTRODUCTION TO SOCIAL AND CULTURAL ANTHROPOLOGY. 5 degree credits, \$150; nontranscript rate \$75.

Varieties and range of human behavior as revealed through comparative study of cultures in all parts of the world. (No prereq) (C-1)

F 9 a.m.-12, MacPhail Center, Patten

Sonia Patten is a doctoral candidate in the Department of Anthropology.

ArtS 1701 INTRODUCTION TO PHOTO MEDIUM. 4 degree credits, \$120 + \$15 course fee + \$5 special fee. Total \$140.

Black and white photography for beginners. Camera techniques, film development. Time spent in darkroom. Bring camera first day of class. (No prereq) Offered in cooperation with Extension Classes. Limited. (D)

T 9 a.m.-12:45 p.m., MacPhail Center, Husom

David Husom has been appointed by the Studio Arts Department to teach this course.

Clas 3072/5072 RELIGION IN ANTIQUITY: THE NEW TESTAMENT.

4 degree credits, \$124; nontranscript rate \$62.

First-century Israel under Roman rule. Jesus of Nazareth. Earliest Christian communities. Jewish Christianity. Mission to Gentiles. Paul the Apostle. Beginnings of New Testament. Study through the perspectives of archaeology, literary studies, psychology, history. Discussion of the relevance of the topics for today. Qualified students may register for graduate credit. (No class October 14.)

T 9-11:45 a.m., MacPhail Center, Kraabel

A. T. Kraabel is a professor in the Department of Classics.

Comp 1011 WRITING PRACTICE. 5 degree credits, \$150; nontranscript rate \$75.

Provides guided practice in solving writers' problems through recitation, in-class workshops, and individual conferences. Writing assignments focus on defining purpose, organizing and developing content, analyzing audiences, drafting the whole essay and its parts, and revising and editing so as to master the fundamentals of expository structure and style. After first day of class, consent of instructor is required. (No prereq) The Writing Practice requirement is fulfilled by successful completion of Comp 1011. Students whose work does not meet an acceptable standard in 1011 will receive a continuance grade (X) and will take Comp 1013 to complete the requirement.

M 9 a.m.-12, MacPhail Center, Henkel

Jacqueline Henkel has been appointed by the Department of English to teach this course.

Econ 1002 PRINCIPLES OF MICROECONOMICS. 4 degree credits, \$120.

Principles underlying economic activity and the way these principles work through our economic institutions with respect to demand and supply, competition and monopoly, distribution of income, international trade, and current economic problems. (No prereq, Econ 1001 and 1002 may be taken in either order.) Limited. (C)

T & Th 11:45 a.m.-12:55 p.m., Federal Reserve Bank, 10th Floor Assembly Room

Engl 5363 JAMES JOYCE. 4 degree credits, \$124; nontranscript rate \$62.

Life and early works, particularly *Dubliners*, *A Portrait of the Artist as a Young Man*, and the first four episodes of *Ulysses*. In the tradition of Dickens, Dostoevski, and Proust, James Joyce is firmly established as one of the great writers of fiction. Students also will read Joyce's poems and his one play. Qualified students may

register for graduate credit. (No prereq)
Th 9:30 a.m.-12, MacPhail Center, Anderson

Chester G. Anderson is a professor in the Department of English. He is textual editor of A Portrait of the Artist . . . and the author of James Joyce and His World.

GC 1445 INTERMEDIATE ALGEBRA. 5 degree credits, \$150.

Concepts and manipulative skills of algebra necessary for students to compete in a college algebra course. Topics include discussion of real number system, special products and factoring, exponents and radicals, linear equations in one and two variables, quadratic equations in one variable, progressions, inequalities, variation, and logarithms. Prospective students may have to give evidence of adequate preparation. (Prereq: one year high school algebra) Offered in cooperation with Extension Classes. Limited.

M & W 6:30-8:30 p.m., 102 Folwell Hall, Minneapolis Campus, Barnes

Sarabeth Barnes is an associate professor in the Division of Science, Business, and Mathematics of General College.

GC 3571 COMPUTER APPROACH: PROBLEM SOLVING. 4 degree credits, \$124.

Experience in using computer as problem-solving tool. Students write and run programs using computer language (BASIC) and become familiar with some routines available in library of computer. Emphasis on how computer may be used to help solve problems. Topics include elements of BASIC language, system commands, file manipulation, text editing, word processing, and linear programming. Provides good background for further programming courses. (Prereq: high school algebra or equivalent) Offered in cooperation with Extension Classes. Limited.

T 5-7:30 p.m., N391 Elliott Hall, Minneapolis Campus, Robertson

Douglas Robertson is an assistant professor in the Division of Science, Business, and Mathematics of General College.

Math 0009 - See Arts and Sciences (Math Anxiety Program).

Phil 1001 LOGIC. 5 degree credits, \$150.

Application of formal techniques for evaluating arguments. The goal of the course is to develop skills of argument recognition, evaluation, and construction. Argument recognition includes distinguishing arguments from unsupported assertions, and recognizing arguments in their natural habitat. Argument construction includes analyzing English arguments and representing them in symbolic notation, and deriving the conclusion from the premises of a valid argument by the use of natural deduction. The course also will attempt to give students a glimpse of some advanced results in logic so that they will have

some understanding of logic as a discipline. (No prereq) (A)

F 9 a.m.-12, MacPhail Center, Ryan

James Ryan is a teaching assistant in the Department of Philosophy.

PO 1001 HOW TO STUDY. 2 credits, \$90 + \$2 course fee. Total \$92.

Practical assistance to the student in developing efficient study habits, organizing materials, preparing for examinations, and improving the speed and comprehension of reading, spelling, vocabulary, and elementary composition also are provided. Credits do not count toward a B.A. degree; however, grades are included in the overall grade point average. (No prereq) Limited.

T 8:30-11 a.m., MacPhail Center, Schelske

Mark Schelske is a programming coordinator in the University of Minnesota Day Community Treatment Center and a learning disabilities counselor.

Psy 1001 GENERAL PSYCHOLOGY. 5 degree credits, \$150; nontranscript rate \$75.

Introduction to the study of human behavior. Designed to introduce the student to the field of psychology. Emphasis on methods of investigating human behavior. Prerequisite for all advanced courses in psychology. (No prereq) (C)

Th 9:30 a.m.-12, MacPhail Center, Dorset

Barbara Dorset is an adjunct assistant professor in the Department of Psychology and is a psychologist in private practice.

Psy 5107 FEMALE PSYCHOLOGY: JUNGIAN VIEW. 4 degree credits, \$124 + \$1 material fee. Total \$125; nontranscript rate \$63.

Presentation and discussion of Jungian theories regarding female psychology, with critical examination in the light of empirical research by non-Jungian and Jungian psychologists, anthropologists, and other investigators. Qualified students may register for graduate credit. (Prereq: Psy 1001)

W 9:30 a.m.-12, MacPhail Center, Mattoon

Mary Ann Mattoon, a Jungian analyst and licensed consulting psychologist, is a clinical assistant professor of psychology and psychiatry and a lecturer in the Extension Division of the University.

Spch 1101 FUNDAMENTALS OF SPEECH COMMUNICATION: ORAL COMMUNICATION. 4 degree credits, \$120.

Basic understanding of oral communication processes. Study and application of essential elements in oral communication. Consideration of criticism and response to oral discourse. Opportunities for individual speaking. (No prereq) Limited.

Sat 9 a.m.-12, 135 Blegen, Minneapolis Campus, West Bank, Ott

Kelley Ott is a teaching associate in the Department of Speech-Communication.

WoSt 3103 MODERN FEMINIST NOVEL. 4 credits, \$124;
nontranscript rate \$62.

In this course, we will explore a number of novels written by women about women. Conventionally, women have been defined by their relationship with men. More recently, novelists have been examining alternatives to this traditional conception of women's identity, and exploring a variety of other relationships as guides to self-knowledge. The commitment of women to other women, to the seriousness of their chosen work, and to the maintenance of personal integrity, is a predominant theme in the books we read. We also will look at the activism of the '60s as an influence on the development of the feminist novel as a new genre. (No prereq) (D)

F 1-3:30 p.m., MacPhail Center, Watkins

Helen Watkins is an adjunct faculty member of the Women's Studies Program.

WoSt 3301/5301 WOMAN: A SENSE OF IDENTITY. 4 degree credits, \$124.

Designed to help women drop self-limiting beliefs and behaviors, develop positive attitudes, and gain the confidence and skills needed to become self-directing. Examines the unique socialization process of women to increase an individual's awareness of where she is and how she got there, and to see alternative choices for future directions. Focus on skill development in the areas of effective and assertive communication, setting and implementation of goals, and making decisions. An important emphasis is on the development of support systems for women through small group interactions. Qualified students may register for graduate credit. Offered in cooperation with Extension Classes. (No prereq) Limited.

T 6:10-9:10 p.m., 116 Armory, Minneapolis Campus, Loeffler,
Coordinator

F 9 a.m.-12, MacPhail Center, Loeffler, Coordinator

Dorothy Loeffler is an associate professor in the Department of Educational Psychology and the Student Counseling Bureau.

Noncredit Courses and Descriptions

BB — refers to a noon hour class (brown bag)

BR — denotes breakfast seminar

Arts and Humanities

ANTIQUE COLLECTING: FINE TUNE YOUR SKILLS. \$40.

A full-day seminar designed to provide ideas, methods, and

training for upgrading skills in searching, researching, and purchasing antiques. Methods for developing a systematic process for dealing with dealers, auction houses, mail order antiques, and estate sales will be discussed. Actual examples will be used in the morning session to assess abilities in observing, evaluating, and drawing conclusions from antique objects presented to the class. The morning session is designed to support the afternoon presentations by carefully selected dealers. The dealers will discuss their particular area of expertise using samples or items from their inventories. Tips and advice from the dealers will precede a question-and-answer session.

Sat 8:30 a.m.-3:30 p.m., Oct 16 (1 session), 140 Nolte Center, Minneapolis Campus, Hendrickson

An avid collector for over 20 years, John Hendrickson has organized and taught antiques courses for Continuing Education for Women for several years. He also is a frequent speaker to antiques organizations on specialized types and methods of collecting.

ARTS OF GARDEN AND LANDSCAPE DESIGN. \$70.

Seven slide lectures plus two field trips on distinguished gardens — from vast architectural landscapes designed by royalty to minute cottage, castle, and cloister gardens. Medieval knot gardens, Renaissance maze and topiary gardens, Baroque formal gardens, English informal designs, Chinese and Japanese gardens, and the architecture they grace, from Imperial Rome through the mid-nineteenth century. Finally, American landscape gardens that reflect earlier styles. Slides will include paintings and drawings of owners, designers, and some gardens as they originally were planned. When appropriate, relationships of art motifs and indoor garden fantasies will be demonstrated. Field trip dates will be arranged — one full day at the Minnesota Landscape Arboretum; the second, a gallery tour of the Minneapolis Institute of Arts. Limited.

W 9:30 a.m.-12, Oct 13-Nov 24 (9 sessions including 2 field trips to be scheduled), University Club of St. Paul, Walnut Room, Kaerwer
W 1:30-4 p.m., Oct 13-Nov 24 (9 sessions including 2 field trips to be scheduled), Minneapolis Institute of Arts, Room 211, Kaerwer
Barbara Kaerwer, art historian and instructor, leads art tours to Europe and the Orient.

DANISH DESIGN. \$26.

The Danes have established an internationally recognized standard of modern design. Spend a morning exploring this modern Danish tradition through a slide/lecture on Danish ceramics, furniture, metalworks, and textiles, and a guided tour through the Danish Ceramic Design exhibit at the University Gallery in Northrop Auditorium. After lunch on your own, an additional optional tour of

the International Design Center, 100-2nd Avenue North in Minneapolis, is planned. Participants will be responsible for their own transportation to the Design Center. Offered in cooperation with University Gallery.

Sat 9 a.m.-2 p.m., Oct 23 (1 session), Nolte Center Library, Minneapolis Campus, Selkurt

Claire Selkurt is an assistant professor of art history at Mankato State University.

FROM THE PAGE TO THE STAGE: THREE COMEDIES AT THE GUTHRIE. \$45.

Learn how a dramatic script is brought to life on the stage. Three comedies presented this season by the Guthrie Theater will be discussed: *The Marriage of Figaro* by Beaumarchais; *Room Service* by John Murry and Allen Boretz; and *Heartbreak House* by George Bernard Shaw. The course takes participants beyond the enjoyment of watching the performances to an understanding of how artists prepare and achieve comedy in a production. Members of the Guthrie acting company and artistic staff will explore the style and comic qualities of scripts as well as how directors, actors, and designers contribute to the script. Participants may purchase tickets for the matinee performance following each session by calling the Guthrie Box Office, 377-2224. Offered in cooperation with the Guthrie Theater.

W 9:30 a.m.-12, Sept 22, Oct 20, Nov 17 (3 sessions), Guthrie Theater, Leyasmeyer, et al.

Archibald Leyasmeyer is an associate professor of English at the University.

GREAT CITIES: BEIJING (PEKING), BUDAPEST, JERUSALEM, MADRID. \$40; \$15 for single session.

Explore the history, art, architecture, and ambiance of four great cities — Beijing (Peking), Oct 14; Budapest, Oct 21; Jerusalem, Oct 28; and Madrid, Nov 4. Learn about museums, quaint neighborhoods, walking tours, modern shops and restaurants — all without leaving the Twin Cities. Whether you are an armchair traveler or one bound for points abroad, experience the rich past and colorful present of these great cities through the lectures and slide presentations of experienced travelers.

Th 9:30-11:30 a.m., Oct 14-Nov 4 (4 sessions), Woman's Club of Minneapolis, Schoener, Kheim, Nelson, Jones

Gary Schoener (Beijing) is a licensed psychologist and executive director of the Walk-In Counseling Center of Minneapolis; Johanna Kheim (Budapest) teaches French and humanities for the University of Minnesota; Robert Clark Nelson (Jerusalem) is an associate professor of art at the College of St. Catherine; Ruth E. Jones (Madrid) is an associate professor in the Department of Spanish and Portuguese.

ONE HUNDRED YEARS OF THE AMERICAN NOVEL. \$68; \$34 for students 62 and older.

A systematic overview of the American novel from the haunted puritanism of Hawthorne to the frustrations of Hemingway will provide an insight into the development of the novel in America. Through analysis of character, themes, symbols, and styles, we will identify aspects that render these novels particularly American, i.e., how they reflect American ideals, character, and society. During fall quarter, we will begin with the action-packed fiction of Fenimore Cooper and continue with Hawthorne and Melville, two essentially inner-oriented novelists, and conclude with Mark Twain. W 10 a.m.-12, Oct 6-Dec 8 (10 sessions), MacPhail Center, Kheim. Th 7-9 p.m., Oct 7-Dec 16 (10 sessions — no class Nov 25), 208 Folwell, Minneapolis Campus, Kheim. Offered in cooperation with Extension Classes.

Johanna Kheim has taught French and humanities at the University of Minnesota.

NINETEENTH CENTURY ROMANTIC VISIONARY AND NEO-CLASSICAL FORMALISTS. \$55.

Born out of social, political, scientific, and cultural revolt, the cry to be free permeated the spirit of the period. The nineteenth century was a time of emergence. Heroism, self-sacrifice, and a rugged form of individualism were celebrated in the masterworks of David, Gericault, Ingres, Goya, and Delacroix. Looking back to the grandeur that was Greece and Rome, these artists ventured into the unknown, forging new styles and attitudes. We will study the paintings that reveal the tensions between the classical formalists and the arch-romanticists who create images from predominately intuitive responses to nature. During this time, physical matter yielded and dissolved through light into infinite space.

T 1-3 p.m., Oct 12-Nov 16 (6 sessions), Minneapolis Institute of Arts, Ultan

Roslye Ultan is an adjunct instructor in art history and curator of the permanent art collection at Hamline University, and supervisor of creditation for the Minneapolis Institute of Arts Docent Training.

PILGRIMAGE . . . ISRAEL. \$15.

A multi-media slide presentation and lecture using 12 slide projectors, sound, music, and narration on the historical, archeological, and spiritual life of Israel. The program traces the tradition and modern development of a very old nation that has become a very new nation. The presentation moves from the Mediterranean Sea to the River Jordan and from the Sea of Galilee to the Dead Sea, and concentrates on the importance of this land to the three major religions of the world: Judaism, Islam, and

Christianity. Limited.

Th 2-3:15 p.m., Oct 28 (1 session), St. Paul College Club, Great Hall, Nelson

Robert Clark Nelson is an associate professor of art at the College of St. Catherine and has traveled abroad extensively.

SCANDINAVIAN LITERATURE: CHANGING ROLES OF WOMEN AND MEN. \$40; \$35 for students 62 and older.

From earliest modern times, Scandinavian literature has been concerned with the roles of men, women, and the family. In this class, we will consider these interests through texts that deal with strong women: Ibsen's *Hedda Gabler*, Undset's *Kristin Lavransdatter*, and Almquist's *Sara Videbeck*. These books trace the changing roles of the sexes and the family throughout the nineteenth and early twentieth centuries, and give background for the current debate over these important issues in Scandinavia today.

T 1-3:30 p.m., Oct 5-Oct 26 (4 sessions), MacPhail Center, Simpson

J. Allen Simpson is a professor in the Department of Scandinavian.

SCHUBERT AND HIS TIMES. \$60.

The annual Orchestra Hall Fall Lecture Series jointly presented by Continuing Education for Women, the Minnesota Orchestra, and the Schubert Club of St. Paul in honor of the Schubert Club's 100th anniversary season. Six lectures with live performances as well as recorded music concentrating on the music of Franz Schubert. Schubert and his Circle, Schubert and the Poets, Schubert and the Song, Schubert and the Keyboard, Schubert and the Art of Friends, Schubert and the Symphony.

W 9:30-11:30 a.m., Oct 20-Nov 24 (6 sessions), Orchestra Hall, Minneapolis, with one session at Landmark Center, St. Paul, , Feldman et al.

Mary Ann Feldman is the program annotator for the Minnesota Orchestra; Vern Sutton is an associate professor of music; Wolfgang F. Taraba is a professor of German.

SIGHTS AND SOUNDS OF AUSTRIA. \$25 nonmembers; \$20 VF members.

History and architecture of Vienna through slides and lecture. The Anschluss: an eyewitness account. Final session will be guitar performance and discussion on Viennese music.

T 7:30-9 p.m., Oct 12-Oct 26 (3 sessions), Volksfest Kultur Haus, Wright, Rath, Schubert

William E. Wright is a professor of modern European and Austrian history at the University, John Rath is a professor in the Department of History. John Schubert is a teacher at MacPhail Center for the Arts.

SPANISH FOR TRAVELERS. \$38; \$19 students 62 and older.

A survival course for those with no previous knowledge of Spanish. Will provide you with the basic Spanish vocabulary necessary for coping with everyday travel situations: changing money; obtaining train tickets and information; renting hotel rooms; shopping; ordering meals; asking directions; understanding telephones, post offices, and public transportation systems. Increased knowledge of Spain, Latin America, and of Hispanic culture will help you travel more adventurously and more economically. Emphasis will vary from area to area within the Hispanic world. Offered in cooperation with Extension Classes.

M 7-8:40 p.m., Oct 4-Nov 15 (6 sessions — no class Oct 11), 110 Pillsbury Hall, Minneapolis Campus, Narvaez

Eric Narvaez is an instructor at the College of St. Thomas.

TWIN CITIES THEATER: ROOTS AND WINGS. \$41 (does not include cost of theater tickets).

Provides a provocative, stimulating, and thoughtful look at what has been acclaimed to be some of the nation's very best and most original theater. Attend three performances from among these area companies: At the Foot of the Mountain, Heart of the Beast, Cherry Creek, Actor's Theatre, Theatre Three, Illusion Theatre, Palace Theatre (exact performances will depend on fall schedule of these groups). Meet and talk with artists and discuss these productions. Students will get a close-up look at several of the area's most original and exciting theater companies. Tuition does not include cost of theater tickets. Offered in cooperation with Extension Classes and Continuing Education in the Arts.

Th 7-8:30 p.m., Oct 7-Oct 28 (4 sessions, plus 3 performances on Thursday or Friday evenings), 130 Wulling Hall, Minneapolis Campus, O'Fallon

David O'Fallon is director of Continuing Education in the Arts.

Career Planning

CAREER DEVELOPMENT STRATEGIES. \$60 + \$5 testing and materials fee. Total \$65.

Have you decided on a career goal? This class is designed for women who want to develop strategies for setting successful career goals. Participants will receive help in developing individual career plans through lectures, interest testing, and the use of self-evaluation techniques, and will learn decision-making and goal-setting skills that provide direction for selecting or changing careers. Students will identify existing and potential occupational skills and interests, and learn how to research jobs, how to identify available and alternative positions, and how to present themselves

professionally. Limited.

W 9-11 a.m., Sept 29-Oct 27 (5 sessions), Southdale Library, Brodie
M 6:30-8:30 p.m., Oct 25-Nov 22 (5 sessions), Highland Park
Library, Emerson

*Jane Brodie is a licensed psychologist in private practice. Nadine
Emerson is a counselor at Muscala, Emerson and Associates.*

CAREER MANAGEMENT FOR WORKING WOMEN. \$60 + \$5 testing
and materials fee. Total \$65.

Do you have a job or career? Is there something that stands in the
way of fulfilling your career aspirations? This class is designed for
women who want help defining career goals or need information
and guidance in areas such as motivation, values, clarification, dual
careers, resources (educational counseling, networks, mentoring),
assessing skills and interests, informational interviewing, and risk
taking for new behavior. Through self-assessment, testing, lectures,
and group process, find and use skills to enhance career
satisfactions. Limited.

M 6:30-8:30 p.m., Sept 20-Oct 18 (5 sessions), 229 Nolte Center,
Minneapolis Campus, Hemphill

*Karen Hemphill is a human resource associate in career
development at Honeywell.*

CAREER RENEWAL. \$30.

Do you want to get more out of your current career? This
workshop is designed to identify values and skills to enhance
satisfaction in your current work position. Participants will receive
help in developing practical action plans for enhancing work and
life satisfaction. Limited.

Th 6-8:30 p.m., Oct 7 & Oct 14 (2 sessions), 229 Nolte Center,
Minneapolis Campus, Gray

*Bonnie Gray, Ph.D., is an assistant professor in Extension
Counseling and a licensed consulting psychologist in private
practice.*

CAREERS AT HOME: THE ENTREPRENEURIAL WOMAN. \$37 (does
not include lunch).

A practical one-day seminar to help women assess the advantages
and disadvantages of a career or business in the home. The
program will include how to begin, community resources, public
and private financial resources, record keeping, tax considerations,
regulations of business in the home and property restraints, choice
of business entity, marketing techniques, how to protect your
product, and personal considerations such as time management. In
addition, a woman who has developed a successful career in her
home will describe how she did it. Limited.

Sat 9 a.m.-4 p.m., Oct 2 (1 session), 140 Nolte Center, Minneapolis
Campus, Interdisciplinary Faculty

CAREERS IN MASS COMMUNICATION. \$22.

Have you thought about a career in communication? Advertising, public relations, electronic media, newspapers, corporate communications — which one fits you? This program will cover the career opportunities in communication, including skills and training, advances in these fields, where and how to begin and outlook for the future. Limited.

Sat 8:30 a.m.-12:30 p.m., Nov 6 (1 session), 140 Nolte Center, Minneapolis Campus, Interdisciplinary Faculty

CHALLENGING CAREER FOR THE '80s: COMPUTER FIELDS. \$22.

Computers are leading the way of a high technology, information society. This seminar will focus on how to take advantage of this trend by pursuing a career in data processing or in one of the many related fields using computers. A historical perspective of the growth of the computer industry and its job opportunities will be given. Hear professional computer personnel discuss jobs, careers, education, training, motivation, and skills of people considering these fields. Learn about educational programs and how to develop a plan to reach your goals. Limited.

Sat 8:30 a.m.-12:30 p.m., Sept 18 (1 session), 140 Nolte Center, Minneapolis Campus, Interdisciplinary Faculty

EXPLORING A CAREER AS A SALES REPRESENTATIVE. \$42.

Sales representatives (vendors) often are in positions that can lead to high income and rapid advancement. Many people may be qualified for such positions without realizing the opportunities available. This workshop is for people who are considering a career as a sales representative. Topics covered include how sales fits into the organizational structure; the profile of a successful sales representative; the responsibilities of a vendor; and a discussion of the problems unique to women in sales, including dealing with sexual and cultural stereotypes, and handling travel and relocation. The seminar includes an assessment of your personal selling style and sales skills, and a look at career opportunities in sales marketing. Limited.

Sat 8:30 a.m.-3:30 p.m., Oct 2 (1 session), 235 Nolte Center, Minneapolis Campus, Crowe-Innes

Jennifer Crowe-Innes is the personnel manager for Levi Strauss and Company.

STARTING YOUR OWN BUSINESS — See Professional Development.

Computer Technology

CHALLENGING CAREER FOR THE '80s: COMPUTER FIELDS — See Career Planning.

COMPUTERS: A PRACTICAL INTRODUCTION. \$72 + \$5 materials fee. Total \$77 (includes computer time).

A seminar designed for the novice who would like to develop an understanding of computers. Students will learn how to communicate effectively with colleagues in the computer science area and obtain a general knowledge of what the computer can do and how it will affect our lives. We'll explore how the computer is used as a problem-solving tool and why it seems to be a problem-creating tool. Topics covered will include equipment, personnel, applications, history, future uses, the mathematics of computers, and programming. The programming language BASIC, used in most home computers, will be presented. Participants will have the opportunity to write and run simple programs for approximately two hours of "hands on" experience on University computer terminals. Limited.

Sat 9 a.m.-4 p.m., Sept 25 & Oct 2 (2 sessions), 206 Vincent Hall, Minneapolis Campus, Ressler

Th 5:30-8 p.m., Oct 14-Nov 4 (4 sessions), 6 Vincent Hall, Minneapolis Campus, Ressler

Tom Ressler is an instructor in the School of Mathematics.

PRINCIPLES OF DATA PROCESSING AND PROGRAMMING IN BASIC. \$95 (includes computer time).

A working introduction to data processing and computers and background information useful in other computer language courses as well as other information processing classes. For people considering the field of data processing who wish to assess their aptitude for the work and learn about career opportunities in the field. Participants will learn about information needs in business, the role of information systems in their organizations, and how to communicate with others about computers. Other topics include computer characteristics, equipment, and methods used to process data. Students will write, debug, and run six or seven programs using the BASIC language on the University's computer terminals. Limited.

T 6-8:30 p.m., Sept 28-Nov 16 (8 sessions), Vincent Hall, Minneapolis Campus, Folz

Bernice Folz is an associate professor of quantitative methods and computer science at the College of St. Thomas. She has worked as a systems engineer for IBM and as a supervisor in computer software design and maintenance at Sperry-Univac.

WHAT IS A COMPUTER? \$18.

Computers are being used in an increasing number of ways —from processing payrolls in business to recipes and tax records in the home. This workshop will introduce you to the computer and give you basic information to help you understand what it is, how it works, and the future of computers in our society. Topics include a definition of data processing, brief history of computers, characteristics and types of computers, components of a computer system, personnel, procedures, and documentation. The instructor will provide additional resources for participants interested in learning more about the computer and/or how to program. No previous background necessary. Limited.

W 9 a.m.-12:30 p.m., Oct 6 (1 session), Brookdale Library, Marker.
Offered in cooperation with Hennepin County Library.

M 5:30-9 p.m., Oct 25 (1 session), Washburn Library, Marker

Carolyn Marker is the data systems head of the Audio Visual Library Service, Continuing Education and Extension, University of Minnesota.

Mathematics

Math 0009 INTERMEDIATE ALGEBRA. Entrance credit, \$150.

Covers high school higher algebra. For those students who are deficient in a higher algebra course, this course is a prerequisite for a variety of areas such as economics, chemistry, business, etc., and is a requirement for all math courses offered at the University.

(Prereq: a working understanding of elementary algebra or a recent one year high school course in elementary algebra or Math 0006.)
Limited.

FALL SEMESTER

Th 1-3:30 p.m., Sept 30-Jan 27, MacPhail Center, Ressler

Tom Ressler is an instructor in the School of Mathematics.

ARITHMETIC AND ELEMENTARY ALGEBRA. \$88.

Individualized instruction and group lecture in basic mathematics including fractions, decimals, percentages, solving word problems, and elementary algebra. Students proceed at their own rate.

Students may listen to lectures on arithmetic and/or elementary algebra, or work on an independent basis with supervision of one of two instructors. No math background is necessary. Limited.

FALL SEMESTER

W 9-11:30 a.m., Sept 29-Jan 26 (16 sessions — no class Dec 22 & Dec 29), MacPhail Center, McMorro

W 6:30-9 p.m., Sept 29-Jan 26 (16 sessions — no class Dec 22 &

Dec 29), N391 Elliott Hall, Minneapolis Campus, Robertson and Broch

Vivian McMorro has been an instructor in the CEW Math Anxiety Program since its beginning in 1975. *Doug Robertson* is an assistant professor in the Division of Science, Business, and Mathematics of General College. *Elana Broch* is a graduate student in psychometrics.

MATH ANXIETY DIAGNOSTIC CLINIC. \$20.

The Diagnostic Clinic is the introductory step in the Math Anxiety Program. The clinic will explore mathematics as a problem-solving tool and the nature of math anxiety — how it develops and how it affects math performance. Tests and questionnaires are used to help participants identify math skills and level of math anxiety. An overview of the math program and supportive services will be given.

W 9 a.m.-12:30 p.m, Sept 15 (1 session), MacPhail Center, Robertson and Claesgens

W 6-9:30 p.m., Sept 15 (1 session), 140 Nolte Center, Minneapolis Campus, Robertson and Claesgens

Doug Robertson is an assistant professor in the Division of Science, Business, and Mathematics of General College. *Joan Claesgens* is a program director in Continuing Education for Women working specifically with the Math Anxiety Program.

MATH ANXIETY SUPPORT GROUP. \$25.

The support group will work with participants in examining attitudes and behavior toward learning math, dealing with test anxiety, building a confident approach to math, and applying assertive techniques in gaining control over math anxiety. Led by a counseling psychologist and designed to complement the math classes. Students are encouraged to participate in the Diagnostic Clinic and to enroll in a math class. Limited.

Th 6-7:30 p.m., Oct 14-Nov 11 (5 sessions), 160 Ford Hall, Minneapolis Campus, Peterson

Sue Peterson is a counselor in the Continuing Education and Extension (CEE) Counseling Department.

MATH ANXIETY TUTORIAL. No charge.

Free tutorial services for those enrolled in CEW math classes will be available every other week beginning Wednesday, October 6, 1982. Sessions will meet from 5:30 to 6:30 p.m. on the Minneapolis campus (room to be scheduled at a later date) and from 11:30 a.m. - 12:30 p.m. at MacPhail Center.

BB-MATHEMATICS ON THE JOB — See Professional Development.

Professional Development

ASSERTIVENESS FOR WOMEN IN LEADERSHIP POSITIONS. \$45.

If you are a woman with leadership responsibility, this workshop is designed to help you become more effective. The course will teach you to recognize the differences among aggressive, nonassertive, and assertive leadership styles, and will focus on the effect of these styles on motivation. Participants also will discuss people who create problems and ways to be more direct with them, and will practice new assertiveness skills in a supportive environment. Limited.

M 6:30-9 p.m., Sept 20-Oct 4 (3 sessions), 235 Nolte Center, Minneapolis Campus, Reed

Debra Reed is the former manager of Manpower Development for Training at Economics Laboratory.

BALANCING WORK LIFE AND FAMILY LIFE. \$75 + \$5 special fee. Total \$80.

An overview of common chronic and acute tensions and stresses experienced by professionals attempting to integrate demanding careers with quality family life (guilt, use of time, child care, workaholism, relocation). Topics covered include examining expectations, determining goals, setting priorities, negotiating, managing time and stress. Special concerns of dual-employment and single-parent families are addressed. Both corporate and intra-family coping strategies for alleviating work and family stress are examined as useful to participants and as applicable to supervisees. A Professional Improvement Course offered in cooperation with Extension Classes. Limited.

M 6-9 p.m., Nov 8-Dec 6 (5 sessions), Earle Brown Center, St. Paul Campus, Portner

Joyce Portner is a program director in Continuing Education in Social Work at the University, and a marriage and family therapist at the Family Consultation Center.

BASIC GUIDE TO PUBLIC RELATIONS. \$72 + \$10 special fee. Total \$82.

Gives practical how-to techniques of public relations plus an understanding of its effective use. Cuts through the mysteries of public relations and makes it a powerful tool for every profit and nonprofit organization. What you learn you will be able to use the next day. Guest lecturers provide a wide range of expertise. A practical problem is discussed in each class. Designed for people who want to know how to use public relations or how to supervise public relations practitioners. A Professional Improvement Course offered in cooperation with Extension Classes. Limited.

Th 7-9 p.m., Oct 7-Nov 18 (6 sessions — no class Oct 21), Earle

Brown Center, St. Paul Campus, Lachter

Lewis E. Lachter is a public relations supervisor for the 3M Company.

BUSINESS ACCOUNTING MADE UNDERSTANDABLE. \$48

(includes lunch).

Designed for the person without an extensive background in accounting, this one-day seminar provides an overall view of accounting fundamentals and the use of accounting data to generate financial statements. Topics include the role, basic principles, language, and process of accounting, and the format and structure of financial statements. Since accounting is the basic language of business communication, this seminar will help participants communicate and work with financial managers and accountants.

Th 9 a.m.-4 p.m., Sept 30 (1 session), Earle Brown Center, St. Paul Campus, Folz

Bernice Folz is an associate professor of quantitative methods and computer science at the College of St. Thomas and an instructor in the General College of the University of Minnesota.

BUSINESS FINANCE MADE UNDERSTANDABLE. \$48 (includes lunch).

This one-day seminar will help the person without an extensive background in finance understand the concepts needed to work with financial officers and make financial decisions. Topics include financial and managerial accounting, financial statement analysis, depreciation and inventory, and ratio analysis. Components of the planning process (such as revenue forecasting methods and cost-volume-profit analysis) will be discussed and income tax factors in management planning will be explored.

Th 9 a.m.-4 p.m., Oct 14 (1 session), Earle Brown Center, St. Paul Campus, Folz

Bernice Folz is an associate professor of quantitative methods and computer science at the College of St. Thomas and an instructor in the General College of the University of Minnesota.

COMMUNICATING EFFECTIVELY AT WORK. \$42.

This class is designed to teach women how to communicate better in business situations. Verbal communication skills covered include how to present ideas; dealing with conflict situations; speaking effectively in one-to-one settings with supervisors, peers, or subordinates; and functioning well in meetings, both as moderator and participant. Limited.

Sat 9 a.m.-4 p.m., Oct 30 (1 session), 140 Nolte Center, Minneapolis Campus, McArthur

Jerie McArthur is an assistant professor in the Department of Speech-Communication at the University of Minnesota, and is a freelance organizational consultant.

BB-COMMUNICATION AND CREDIBILITY: SPEAKING MORE EFFECTIVELY. \$30.

In this seminar we will focus on communication style and language choice as they influence other people's perceptions of you in your work setting. You will be encouraged to examine your own communication style, including telephone communication, in order to determine areas you would like to strengthen.

M 12-1 p.m., Oct 25-Nov 22 (5 sessions), American Institute of Banking, Minneapolis, fifth floor, Murphy

Sally Murphy is a teaching associate in the Department of Speech-Communication.

DEALING WITH JOB STRESS. \$96 + \$24 special fee. Total \$120.

Turn boredom and discomfort into comfort and excitement. More than half of all stress and dissatisfaction on the job is related to nonproductive behavior. Improving personal productivity is the single most effective method of dealing with job stress. Much of the remaining stress is related to poor lifestyle. Changing to a healthier lifestyle is another powerful tool for dealing with job stress. For the remaining, seemingly irreducible stresses, participants are taught to select and apply appropriate stress management or satisfaction enhancement techniques. A final plan for improving productivity, reducing stress, increasing job satisfaction, and reducing health risks is developed by each participant. A Professional Improvement Course offered in cooperation with Extension Classes. Limited.

Sat 8 a.m.-12, Oct 23-Nov 20 (4 sessions — no class Oct 30), Earle Brown Center, St. Paul Campus, Dahl

Tor Dahl is an associate professor in Hospital and Health Care Administration at the University and is an internationally recognized expert in stress management and increasing personal productivity.

DESIGNING QUESTIONNAIRES AND SURVEYS. \$45 + \$5 special fee. Total \$50.

This course helps you design reliable and valid questionnaires. Questionnaires and surveys often are used in work settings to assess employee needs, develop an effective plan for solving an organizational problem, or establish a base for future planning. Topics include the strengths and weaknesses of questionnaires; what constitutes a good questionnaire; how to write effective questions and prepare an efficient format; the importance of setting up response alternatives; how to conduct the study; and preparing the responses for computer analysis. Designed for people in marketing, those doing needs assessments or evaluations of programs, or those who are involved in volunteer work and need

reliable data. A Professional Improvement Course offered in cooperation with Extension Classes. Limited.

W 6-8 p.m., Oct 6-Oct 27 (4 sessions), Earle Brown Center, St. Paul Campus, Hendel

Darwin Hendel is a consulting psychologist and a research associate at the University's Measurement Services Center.

EFFICIENT READING FOR MANAGERS. \$135.

Build your reading speed to as high as 500 to 1000 words a minute with 80% comprehension. The course shows you how to read everything you are expected to digest and still have time to get the job done. Designed to meet the precise needs of busy managers, this remarkably effective course uses many relevant, high interest reading selections —everything from economic news to management articles — to produce a dramatic increase in your on-the-job reading speed and comprehension. By cutting your reading time in half, you should have hundreds of extra hours a year to increase your productivity. (Offered in cooperation with American Management Association's Extension Institute.) A Professional Improvement Course offered in cooperation with Extension Classes. Limited.

M 5:30-9:30 p.m., Oct 4-Nov 1 (4 sessions — no class Oct 11), 100 Haecker Hall, St. Paul Campus, Bennett

J. Michael Bennett is the coordinator of the Efficient Reading Program at the University.

FACING NEW WRITING RESPONSIBILITIES. \$56 + \$4 special fee. Total \$60.

Managers and other business professionals need strategies to help them get started writing and to develop their ideas into workable plans of action. Then they need strategies to organize their results and express their solutions clearly to audiences ranging from managers to technicians to clients. In this course, you learn these strategies and practice applying them to examples from your own writing and to case studies. Finally, you receive handouts and checklists to jog your memory after the course is completed. A Professional Improvement Course offered in cooperation with Extension Classes. Limited.

Th 6-8 p.m., Oct 14-Nov 11 (4 sessions — no class Oct 21), Earle Brown Center, St. Paul Campus, Moore

Patrick Moore has taught business and technical writing for management professionals through Continuing Education and Extension at the University. He is a technical writer for Cytol, Inc., a Minneapolis software development firm.

HOW TO PREPARE FOR GRADUATE ADMISSIONS TESTS — See Social Science.

HOW SUCCESSFUL WOMEN MANAGE. \$98 + \$20 special fee. Total \$118.

The techniques executive women use to establish their leadership roles. This hard-hitting course states flatly that there is no difference between what male and female managers must do to get the job done, but that there is a world of difference in how it must be done to get results. Many mini-case studies show how to use proven techniques to open the door to career advancement, job satisfaction, and equal pay. Topics include culture, conditioning, and the female role; communication skills, including the assertive script; managing vs. doing; time and stress management; techniques for decision making; leadership and the woman manager; managing change, including measuring innovation and overcoming resistance; and career planning. Designed for every woman manager or supervisor who wants to be accepted for what she does, not who she is. A Professional Improvement Course offered in cooperation with Extension Classes. Limited.

M 6-8 p.m., Oct 18-Nov 29 (7 sessions), Earle Brown Center, St. Paul Campus, Schall and McGlauchlin

Maryan Schall is an organizational consultant and doctoral candidate in speech-communication at the University. Dorothy McGlauchlin is director of Candor Associates, Inc.

BR-HUMAN RELATIONS IN THE WORK SETTING. \$57 (includes full breakfast).

Being a good employee means more than being competent at tasks. A good employee knows how to communicate and interact effectively with people. This course will provide you with tools for becoming a better listener and a more responsible speaker. You will learn to (1) understand why you react to others the way you do; (2) recognize differences in personalities and behavioral styles; (3) give and take criticism; and (4) deal with conflict situations. The focus will be on increasing openness and generating higher trust in interpersonal relations. The reward will be a more satisfying and productive work environment.

T 7:30-8:30 a.m., Oct 19-Nov 23 (6 sessions), Minneapolis Athletic Club, Burke

Nancy Burke is a management consultant and former assistant vice president of compensation for First Bank of Minneapolis.

INTRODUCTION TO EDITING FOR BUSINESS. — See Writing.

LEADERSHIP SKILLS. \$45.

This course is for supervisors who want to develop their leadership skills by understanding leadership/fellowship dynamics. The course will explore follower needs and their relationship to effective leadership styles, and will examine the influence that organizational

norms have on leaders. One session will include a panel of women in top leadership positions. They will examine their experiences and dilemmas as women leaders, and will discuss leadership differences between men and women. Limited.

Th 6:30-9 p.m., Nov 4-Nov 18 (3 sessions), 229 Nolte Center, Minneapolis Campus, Sisson

Suzanne Sisson, formerly the manager of organizational development and management training at the University of Minnesota Hospitals, is a private management consultant.

BB-MANAGEMENT SKILLS FOR WOMEN. \$45.

This course is for women new to management who are interested in learning the basic skills of supervision and management. The focus will be on the role of the manager and the major functions of management including planning, setting objectives, organizing, communication, motivation, and performance appraisal.

Discussions will center on the application of these concepts to the daily work setting. Special concerns of women moving into management will be discussed.

Th 12-1 p.m., Sept 30-Nov 18 (8 sessions), Landmark Center, Butler Room (326), Burke

Nancy Burke is a management consultant and former assistant vice president of compensation for First Bank of Minneapolis.

MANAGING TIME IN AN ORGANIZATIONAL SETTING. \$50 + \$5 special fee. Total \$55.

Become more effective and productive in the organizational environment through time management techniques. Realistic, practical methods of planning, organizing, and controlling work and work variables are covered. Through hands-on exercises, participants do goal setting, priority setting, time problem analyses, and time problem solving. Dynamics of interpersonal relationships such as delegating, motivating, and communicating are tied into time management challenges such as interruptions, missed deadlines, and low quality performance. Participants' own time challenges will be discussed and dealt with. Designed for persons in administrative/supervisory roles who want to be more efficient. A Professional Improvement Course offered in cooperation with Extension Classes. Limited.

T 7-9 p.m., Oct 19-Nov 9 (4 sessions), Earle Brown Center, St. Paul Campus, Kroll

Patrick Kroll is an assistant professor of business studies in the General College and a time management consultant.

BB-MATHEMATICS ON THE JOB. \$45.

Basic business mathematics. Topics include fractions, decimals, percentages with applications, and interest. Additional areas such as depreciation and inventory, remuneration, gross earnings, net earnings, and deductions will be chosen by group members. A

workbook-style format will be used for assignments. No specific math background necessary. Limited.

T 12-1 p.m., Sept 28-Nov 16 (8 sessions), American Institute of Banking, fifth floor, Minneapolis, Stenglein

Sharon Stenglein has a master's degree in mathematics and is an instructor at the College of St. Catherine, St. Paul.

THE MESSAGE AND THE MEDIUM. — See Writing.

ONE-TO-ONE COMMUNICATION. \$90 + \$5 special fee. Total \$95.

Managers and supervisors constantly are involved in one-to-one communications that affect both the performance and feelings of personal well-being of their staff and themselves. This course stresses win-win strategies for the effective management of those one-to-one interactions. Participants learn principles and practice techniques for providing and receiving support and criticism; conducting hiring, selection, and performance appraisal interviews; and managing conflict situations. Most important, the course aims to increase your ability to assess the dynamics of an interaction, and your ability to effectively manage that event. A Professional Improvement Course offered in cooperation with Extension Classes. Limited.

W 6:30-9:30 p.m., Oct 13-Nov 17 (6 sessions), S132 Kolthoff, Minneapolis Campus, McArthur

Jerie McArthur has consulted extensively and taught communication skills for industry, health care organizations, and public and governmental agencies. She is a member of the speech-communications faculty at the University.

POLISHING YOUR PRESENTATION SKILLS — See Speech/Communication.

REPORT WRITING. \$48.

Designed for people who currently write reports, help others with report writing, or will be required to write reports in the future, this course offers practical methods and techniques for writing clear, concise, and persuasive reports. The course covers planning, organization, development, format, continuity, grammar, and editing, and provides participants with opportunities to write and have their written material analyzed. (Participants should bring a writing sample to the first class.)

W 7-9 p.m., Sept 22-Oct 13 (4 sessions), 229 Nolte Center, Minneapolis Campus, DeNoble

Jan DeNoble is a teaching specialist in the Reading and Writing Communication Skills Center.

BR-RISK TAKING: WHAT EVERY WOMAN MANAGER SHOULD KNOW. \$38 (includes full breakfast).

This course will provide an overview of the elements and components of risk taking. Characteristics commonly associated with risk takers will be identified. The broad range of risks that

people take and the benefits and penalties associated with risk taking will be explored. Participants will have the opportunity to discuss strategies for positive-outcome risk taking.

W 7:30-8:30 a.m., Sept 22-Oct 13 (4 sessions), Minneapolis Athletic Club, Sisson

Suzanne Sisson, formerly the manager of organizational development and management training at the University of Minnesota Hospitals, is a private management consultant.

SKILLS FOR PROFESSIONAL SELLING. \$48.

This seminar is for women who sell (or will sell) products and services to the public, either by telephone or in person. Topics covered include introducing yourself to a customer, developing effective listening and communication skills, opening and closing techniques, negotiating a sale, identifying the type of sales situation best for you, dealing with the fear of failure, and developing your personal style of selling. Additional instructors will be brought in for specific topics. Limited.

M 6:30-8:30 p.m., Oct 4-Nov 1 (4 sessions — no class Oct 11), Nolte Center Library, Minneapolis Campus, Ackerman

Dee Ackerman, C.P.C., is a management specialist with Salkin and Linoff, and has been named Sales Consultant of the Year by the Minnesota Association of Personnel Consultants.

STARTING YOUR OWN BUSINESS. \$50.

Women own over 7% of the small businesses in the United States. Most began with less than \$25,000, and 25% with no capital at all. Our fourth annual conference for people who want to start their own business will cover such topics as a case study of how one person began a business, sources of assistance for small business, arranging financing, pricing strategies for products and services, financial planning, and how to develop effective marketing and advertising. Cosponsored by the Minnesota Chapter, National Association of Women Business Owners. Call 373-9743 for a brochure. Limited.

Sat 9 a.m.-4 p.m., Nov 13 (1 session), 140 Nolte Center, Minneapolis Campus, Interdisciplinary Faculty

WOMEN IN MANAGEMENT: A BOOK DISCUSSION SERIES. \$70

(includes dinners but not texts).

Explore the differences and similarities of the work lives of men and women managers by reading and discussing current literature. In this dinner series, participants will review classic works about women in management, and will apply these readings to their own work experiences. Required reading, in order of discussion, is (1) *Women's Reality*, Anne Wilson Schaef, (2) *The Managerial Woman*, Margaret Hennig and Anne Jardim, (3) *Outsiders on the Inside*, Barbara Forisha and Barbara Goldman, (4) *Games Mother Never Taught You*, Betty Harragan. Limited.

Th 6-9 p.m., Sept 23-Oct 14 (4 sessions), Campus Club, Coffman Memorial Union, Room 626, Minneapolis Campus, Sisson
Suzanne Sisson, formerly the manager of organizational development and management training at the University of Minnesota Hospitals, is a private management consultant.

WOMEN SUPERVISING MEN. \$18.

Women who work with male subordinates sometimes encounter problems in developing an effective working relationship with them. This workshop will examine differences in socialization, language styles, and rules that can affect how women and men function in a work setting. The program will focus on practical ways to handle potentially difficult situations. Limited.

T 6-9 p.m., Sept 21 (1 session), 229 Nolte Center, Minneapolis Campus, McArthur

Jerie McArthur is an assistant professor in the Department of Speech-Communication at the University of Minnesota, and is a freelance organizational consultant.

WOMEN SUPERVISING WOMEN. \$175 (includes lodging and meals).

For women who are (or may be) supervising women, as well as for women who work for a woman supervisor, this workshop will explore the unique problems that may arise in situations where women supervise women. Issues that will be discussed include understanding the impact of guilt, jealousy, and dependency; resolving conflicts; delegating effectively; learning to recognize the difference between operating and managing; and handling issues of power and authority. Limited.

W-Th; 5:00 p.m. Wednesday until 4 p.m. Thursday; Oct 6 & Oct 7, Spring Hill Conference Center, McArthur

Jerie McArthur is an assistant professor in the Department of Speech-Communication at the University of Minnesota, and is a freelance organizational consultant.

WORKING IN A TRADITIONALLY MALE ORGANIZATION. \$42.

When women move into organizations that traditionally have been male, they often need to develop new management styles. Participants in this seminar will analyze their organizations by identifying the patterns of organizational behavior and will then develop appropriate strategies for working effectively within those organizations. Specific topics include integrating traits into a cohesive management style, understanding how men and women often view power issues from different perspectives, and learning how to deal with reluctant peers. Limited.

Sat 9 a.m.-4 p.m., Oct 9 (1 session), 140 Nolte Center, Minneapolis Campus, Alexander

Cheryl Alexander is president of The Alexander Company, an executive search and recruiting firm, and is a national sales manager for a data processing system.

BR-WORKING SUCCESSFULLY WITH YOUR BOSS. \$32 (includes continental breakfast).

By working successfully with your boss, you can obtain the best results for yourself, your boss, and your organization. This course will help you understand your boss's job and your own job from your boss's perspective. What are your boss's goals and pressures? What are his or her strengths and weaknesses? What are your own goals, strengths, and weaknesses? Practical tips will be given for establishing and maintaining an effective working relationship, for example, matching your work style with that of your boss.

W 7:30-8:30 a.m., Sept 29-Oct 20 (4 sessions), St. Paul Athletic Club, Reed

Debra Reed is the former manager of Manpower Development and Training at Economics Laboratory and a consultant in private practice.

Social Science

BALANCING WORK LIFE AND FAMILY LIFE. — See Professional Development.

CHILDFREE: PARENTHOOD OPTIONS. \$40 per person; \$60 per couple.

To have — or not to have — children is the subject of this workshop. Women and men, singles or couples, interested in the issues concerning the childbearing decision will have an opportunity to explore relevant research findings and to share feelings. Dr. Thoen will report on her childfree lifestyles research, demonstrate a scale developed for measuring commitment to remaining childfree, and critically review selected literature on the topic. Discussion subjects include children's impact on husband/wife relationships, life cycle implications, and the decision-making process. Film, lecture, and small group discussion will aid in exploring issues. Class also suitable for professionals who counsel family planning. Limited.

F 9 a.m.-4 p.m., Oct 8 (1 session), 140 Nolte Center, Minneapolis Campus, Thoen

Dr. Gail Thoen is an assistant professor of family life at the University of Minnesota and a marriage and family therapist in private practice.

DEALING WITH JOB STRESS — See Professional Development.

DESIGNING QUESTIONNAIRES AND SURVEYS — See Professional Development.

FILE . . . DON'T PILE. \$20 + \$2.50 materials fee. Total \$22.50.

A simple and unique filing system is presented in an enjoyable workshop setting. It is especially useful for those who clip and save ideas, articles, patterns, poems, quotes, notes, and recipes and

spend months trying to find them again. Through participation in demonstrations, class members become acquainted with the system. They then apply the technique to their personal needs with individual direction from the instructor. All registrations must include a self-addressed stamped envelope to receive necessary information for the first day of class. Limited.

W 7-9:30 p.m., Oct 6 & Oct 13 (2 sessions), Valley View Junior High School, Dorff. Offered in cooperation with Edina Community Education.

M 9:30 a.m.-12, Oct 18 & Oct 25 (2 sessions), House of Hope Church, Dining Rooms A & B (use door on corner of Portland and Avon), Dorff

T 7-9:30 p.m., Oct 19 & Oct 26 (2 sessions), St. Louis Park Jewish Community Center, Dorff

Patricia Dorff has a master's degree in library science.

HOW TO PREPARE FOR GRADUATE ADMISSIONS TESTS. \$32 + \$5 materials fee. Total \$37.

This workshop is designed for students preparing to take the Graduate Record Examination (GRE), Graduate Management Admissions Test (GMAT), or the Law School Aptitude Test (LSAT). The morning session will cover general test-taking skills as well as a review of the various types of verbal questions presented on each of the tests. The afternoon session will include a review of basic mathematics and quantitative reasoning skills, with ample opportunity to practice typical test problems. There will be some small group work as well as a test simulation exercise. Limited.

Sat 9 a.m.-4 p.m., Oct 23 (1 session), 120 Burton Hall, Minneapolis Campus, Byrne

Joan Byrne has a master's degree in educational administration and is director of program development at Metropolitan State University.

INVESTMENT REAL ESTATE FOR THE NOVICE. \$24 per person; \$43 per couple.

The purpose of this class is to provide the background necessary to understand and evaluate real estate investment opportunities. It will address the needs of the novice as to opportunities and techniques of the real estate environment. Topics include (1) how real estate compares to other investments; (2) benefits of investment income (rents), principal reduction, tax benefits and appreciation; (3) single family homes as an investment. Bring calculators and practice examples. Limited.

T & Th 6:30-8:30 p.m., Sept 21 & Sept 23 (2 sessions), Nolte Center Library, Minneapolis Campus, Lundstedt

Thomas R. Lundstedt, a University of Minnesota graduate in business administration, is training director for Griffin Companies, Inc., an investment real estate firm. In addition to teaching investment real estate, he manages his own personal investment portfolio.

INVESTMENTS AND PERSONAL FINANCIAL PLANNING. \$54.

Designed to help you attain your personal financial goals. How to assess your financial resources and spending patterns in order to budget and invest wisely. Focus on steps to basic financial security and the application of various investment possibilities to your financial goals. Limited.

F 9 a.m.-12, Oct 15-Nov 19 (6 sessions), Southdale Library, Whittlinger

Erica Whittlinger is a corporate financial consultant, has a private financial consulting practice, and teaches in the graduate program in management at the College of St. Thomas.

ORIENTATION DAY. No charge.

A time to consider your future — and coming back to school. Sandra Flake of the Reading and Study Skills Center in General College will speak on "Reading and Writing Skills." Keith Buckley of Extension Counseling will speak on "From Papers to Paychecks: Keeping Goals in Mind." Staff will be on hand to answer questions about coming back to school. Free coffee and cookies.

Th 9:30 a.m.-12, Sept 9 (1 session), MacPhail Center, Flake and Buckley

READING AND STUDY SKILLS WORKSHOP. \$60.

If you are ready to start back to school, but are unsure of your skills, this three-day program can help you get off to a more confident start. It will stress practice in college-level reading and study methods using self-reinforcing techniques. The class will cover visual training for reading, paragraph interpretation and retention, critical reading, and rate improvement. There also will be useful hints on listening and notetaking, study methods, time scheduling, memorizing, concentration, and goal setting. The instructor will offer help in preparing for and taking exams, and making the most of University resources and libraries.

T, W, Th 9:30 a.m.-3 p.m., Sept 21, 22, 23 (3 sessions), MacPhail Center, Wark

David Wark is a professor of psychology in the Student Counseling Bureau.

THE SOVIET UNION: A WIDE ANGLE VIEW WITH DEPTH OF FOCUS. \$65.

A deeper understanding of the USSR in its contemporary state is necessary for the informed citizen. This class presents a series of analyses on salient questions necessary for an understanding of the USSR. What sort of country is the USSR (physical features, natural resources, ethnic groups, religious life, education, the economy)? What happens in the daily life of the ordinary citizen? Why have the creative arts come alive in recent years and what is the nature of the intellectual unrest? Foreign policy, the polycentric tendencies of Eastern European countries, the Polish situation, the forces behind the Sino-Soviet split, and the burning issue of arms

control. Regents' Professor John Turner and interdisciplinary faculty, all experts in their fields, present a view of the Soviet Union from a broad perspective, each focusing upon his/her topic in considerable depth.

T 9:30-11:30 a.m., Oct 7-Dec 9 (9 sessions — no class Nov 25),
MacPhail Center, Interdisciplinary Faculty

SWEDISH EXERCISES FOR WOMEN. \$38 for one class per week; \$43 for two classes per week.

Keep fit the Swedish way. The Swedish Exercise Program is known for its rhythmical build-up to strengthen the whole body. All movements are performed to music. Each session concludes with relaxation exercises. Suitable for all ages. Offered in cooperation with The American Swedish Institute.

T 8:30-9:30 a.m., Sept 28-Nov 23 (9 sessions), American Swedish Institute, Stockenstrom — Same location and instructor for all sections.

T 9:45-10:45 a.m., Sept 28-Nov 23 (9 sessions)

F 8:30-9:30 a.m., Oct 1-Dec 3 (9 sessions — no class Nov 26)

F 9:45-10:45 a.m., Oct 1-Dec 3 (9 sessions — no class Nov 26)

Ragnhild Stockenstrom has a graduate degree in physical education from the University of Stockholm and has been teaching movement classes for 15 years.

TAX SHELTERS. \$36 per person; \$67 per couple.

The first session will cover basic tax exempt and tax deferred income sources available including IRAs, tax-free money market funds, municipal bonds, exempt stock dividends, etc. Session two will cover how the most common tax sheltered investments, such as real estate, oil and gas, work with emphasis on evaluating the programs. Limited.

Th 6-9 p.m., Oct 14 and Oct 21 (2 sessions), Nolte Center Library, Minneapolis Campus, Whittlinger

Erica Whittlinger is a corporate financial consultant, has a private financial consulting practice, and teaches in the graduate program in management at the College of St. Thomas.

WOMEN: HEALTH AND THE MIDDLE YEARS. \$50 (includes materials, lunch and refreshments); \$35 for students 62 and older.

One-day seminar to identify and explore new directions and definitions of health concerns for women in the middle years. Changes — psychological and physical. Special-interest discussion groups will include the middle years and medication, cancer, sexuality, depression, nutrition, alcoholism, cosmetic surgery.

Other topics are men's reactions to changing roles of women, what corporations are doing to enhance well being, and who can benefit from psychotherapy. Call 373-9743 for a brochure. Offered in cooperation with Continuing Nursing Education.

Sat 8:30 a.m.-4 p.m., Sept 11 (1 session), Earle Brown Center, St. Paul Campus, Interdisciplinary Faculty

WOMEN ON THEIR OWN. \$35.

Designed for women who are single, divorced, or widowed, this one-day program will cover such topics as initiating relationships, dealing with loneliness, single parenting, coping with change, risk taking, and financial planning. The format will consist of lectures and workshops. Call 373-9743 for a brochure.

Sat 9 a.m.-4 p.m., Nov 20 (1 session), Nolte Center, Minneapolis Campus, Interdisciplinary Faculty

Speech Communication

CAREERS IN MASS COMMUNICATION — See Career Planning.

COMMUNICATING EFFECTIVELY AT WORK — See Professional Development.

BB-COMMUNICATION AND CREDIBILITY: SPEAKING MORE EFFECTIVELY — See Professional Development.

COMMUNICATION: SPEECH IMPROVEMENT. \$36.

Everyday good speech is stressed; no mannerism, no affectation. Outlining and delivery of the short speech. Value of reading aloud. Personal development through self-knowledge and sharing ideas.

Th 10-11:30 a.m., Sept 30-Nov 18 (8 sessions), MacPhail Center, Toy

Selma Toy, a former actress, has taught speech and drama throughout the United States.

EFFICIENT READING FOR MANAGERS — See Professional Development.

ONE-TO-ONE COMMUNICATION — See Professional Development.

POLISHING YOUR PRESENTATION SKILLS. \$45 + \$12 special fee. Total \$57.

This class offers a practical approach to better speaking for people who want to communicate more effectively with an audience. The course combines videotape recording and review, physical and vocal exercises, and intensive individual coaching. Students develop awareness and control of voice, breath, stance, body alignment, gestures, nervousness, and personal mannerisms. Individual work will be geared to the interests of each participant. Limited.

T 6:30-9:30 p.m., Oct 5-Oct 19 (3 sessions), 325 Peik Hall, Minneapolis Campus, Johnson

Brian Johnson is a speech consultant at the University of Minnesota Law Center and an opera singer.

Writing

CREATIVE WRITING. \$49.

This course is designed for the developing writer who wants to learn more about the craft and aesthetics of contemporary fiction. Members will be encouraged through assignment suggestions to experiment with various styles and subjects, with the goal of enhancing the participants' understanding of prose possibilities. Attention will be paid to technical issues such as point of view, voice, characterization, form, close analysis of the text, and to more philosophical questions such as what constitutes good writing (and why), what is the purpose of fiction, and why one writes fiction. The class will discuss members' writing, as well as assigned fiction and articles. Limited.

W 1-3 p.m., Oct 6-Nov 17 (7 sessions), MacPhail Center, Alden
Paulette Bates Alden has taught fiction writing at Stanford University and the University of Minnesota. She has published short stories in a number of literary magazines, including The South Carolina Review, The Mississippi Review, and the Antioch Review. She is a 1982 recipient of a Bush Foundation Fellowship in fiction writing.

FACING NEW WRITING RESPONSIBILITIES — See Professional Development.

FICTION WRITING: THE NOVEL IN YOU, PLUS THE SHORT STORY. \$75.

This course will stimulate the dormant creativity in you that could well lead to the novel you've been wishing to write. How do we risk writing? What methods are available to provoke ideas? Can a "non-creative" person become imaginative? Discussions will range from intensive and soul-searching to fun and exciting exercises with the writing process our primary goal. There is no text. Limited.

M 9:30 a.m.-12, Oct 18-Dec 6 (8 sessions), MacPhail Center, Balfour

Conrad Balfour is a published writer and playwright, a guest columnist for the Minneapolis Star and Tribune, and instructor of writing for the General College.

FREELANCE MAGAZINE WRITING. \$70.

Students will learn the procedures necessary to sell their work in the freelance magazine and newspaper markets and will work on developing their skill as writers. The class will study story structure, how to develop sources, how to write a query letter, developing a good writing style, how to get along with editors, and how to analyze a magazine before querying. Students will receive

extensive critiques of their writing in an atmosphere of support and encouragement. Limited.

T 1-3 p.m., Sept 28-Nov 23 (9 sessions), MacPhail Center, Froiland
Paul Froiland is the managing editor of Northwest Airline's Passages magazine and an associate editor of TWA Ambassador, both published by the Webb Company in St. Paul.

HOW TO WRITE FOR CHILDREN. \$65.

This course will offer discussion of the children's picture book, storybook, and novel. Elements of characterization, plot, and style will be examined in lectures by the instructor and through class discussion. Students will have the opportunity to read from their work. The instructor will provide information about the children's book market including how to prepare a manuscript for marketing. Limited.

W 9-11:30 a.m., Oct 13-Nov 17 (6 sessions), House of Hope Church (use door on corner of Portland & Avon), Room 30 & 31 (second floor — church/school wing), Buchwald

Emilie Buchwald is the editor of the Milkweed Chronicle and an author of children's books.

INTRODUCTION TO EDITING FOR BUSINESS. \$75 + \$5 materials fee. Total \$80.

An introduction to the principles of copy editing in the three major areas of professional editing. Weekly assignments and in-class exercises give students practice in imposing consistency on manuscripts, revising for clarity, and developing awareness of style and tone. The course includes marking a manuscript for the printer, reading and marking proof, varieties of printing processes available to the production editor, and discussion of the roles of line editor, production editor, and editing supervisor. We will consider jobs that are available in this area. The course is very helpful to writers as well as beginning editors. The text will be *A Manual of Style*, University of Chicago Press.

Th 1-3 p.m., Sept 30-Nov 18 (8 sessions), MacPhail Center, Somers
Margaret Somers is an adjunct faculty member in the Department of Rhetoric.

JOURNALS AND LETTERS. \$40; \$35 for students 62 and older.

Journal writing is an expressive form that is free from conventions and rules. You cannot "do it wrong." In this class students will read authors who have used the journal and letter form with great success: Anne Morrow Lindbergh, May Sarton, Louise Bogan, and Trish Hampl. Participants also will learn ways to write about their lives and what they are thinking, and will share their work with others in the class. For those who love the journal form and have

had no experience writing journals, or those who have taken previous classes. Limited.

M 1-3 p.m., Oct 18-Nov 22 (6 sessions), MacPhail Center, Mucke
Edith Mucke is an assistant professor and director of Continuing Education for Women.

THE MESSAGE AND THE MEDIUM. \$75.

This two-day workshop is for people without advanced training who are responsible for publicity, newsletters, or announcements in organizations, institutions, and businesses and for all people who work with the production of publications. Through lectures and workshops, all facets of publication will be covered including writing, editing, keylining, graphics and layout, photojournalism, etc. Call 373-9743 for brochure.

Th & F 9 a.m.-4 p.m., Sept 16-Sept 17 (2 days), Minneapolis Campus, Interdisciplinary Faculty

REPORT WRITING. — See Professional Development.

WRITING FANTASY AND SCIENCE FICTION. \$52.

An introduction to writing all forms of science fiction and fantasy. The course will cover both general writing topics and topics of special relevance to science fiction and fantasy (extrapolation, other worlds and other beings, science fiction cliches, suspending disbelief, science fiction satire, and marketing manuscripts). We will approach fantasy and science fiction as both entertainment and literature, and the class will involve a good deal of in-class writing as well as discussions and lectures. The atmosphere will be informal. Private conferences and attention to individual pieces of writing are available at the student's option. Open to both new and experienced writers. Offered in cooperation with Extension Classes. Limited.

T 7-9 p.m., Oct 5-Nov 23 (8 sessions), 104 Mines & Metallurgy, Minneapolis Campus, Edelstein

Scott Edelstein, editor, publishes stories, poems, and articles in magazines and anthologies around the world.

STEPFAMILIES: NEGOTIATING NEW RELATIONSHIPS. \$42
(includes lunch).

This workshop is for anyone living in a stepfamily or working with stepfamilies. Call 373-9743 for brochure.

Sat 9 a.m.-4 p.m., Sept 25 (1 session), Plymouth Congregational Church, Jackson Hall, Interdisciplinary Faculty

Location and Address

American Institute of Banking, WCCO Radio Building, 625 Second Avenue South, Minneapolis

American Swedish Institute, 2600 Park Avenue, Minneapolis

Brookdale Library, 6125 Shingle Creek Parkway, Brooklyn Center

Federal Reserve Bank, 250 Marquette Avenue, Minneapolis

Guthrie Theater, Vineland Place, Minneapolis

Highland Park Library, 1974 Ford Parkway, St. Paul

House of Hope Church, 797 Summit Avenue, St. Paul

Landmark Center, 75 West Fifth Street, St. Paul

MacPhail Center, 1128 LaSalle Avenue, Minneapolis

Minneapolis Athletic Club, 615 Second Avenue South, Minneapolis

Minneapolis Campus

Minneapolis Institute of Arts, 2400 Third Avenue South, Minneapolis

Orchestra Hall, Marquette Avenue between 11th and 12th Streets, Minneapolis

St. Louis Park Jewish Community Center, 4330 Cedar Lake Road, St. Louis Park

St. Paul Athletic Club, 340 Cedar, St. Paul

St. Paul Campus

St. Paul College Club, 990 Summit Avenue, St. Paul

Southdale Library, 7001 York Avenue, Edina

Spring Hill Conference Center, Wayzata

University Club of St. Paul, 420 Summit Avenue, St. Paul

Valley View Junior High School, 6750 Valley View Road, Edina

Volksfest Kultur Haus, 301 Summit Avenue, St. Paul

Washburn Library, 5244 Lyndale Avenue South, Minneapolis

Woman's Club of Minneapolis, 410 Oak Grove Street, Minneapolis

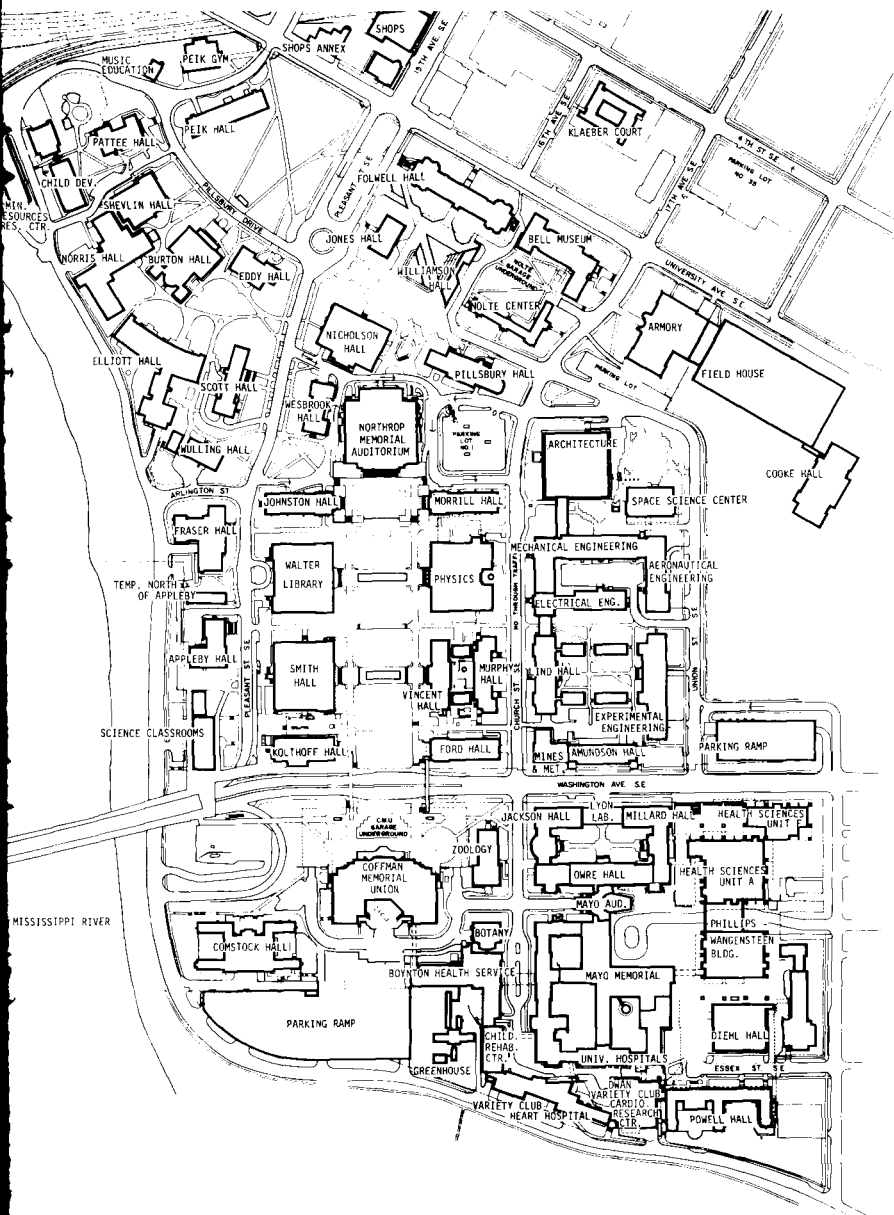
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Principles of Financial Accounting	11
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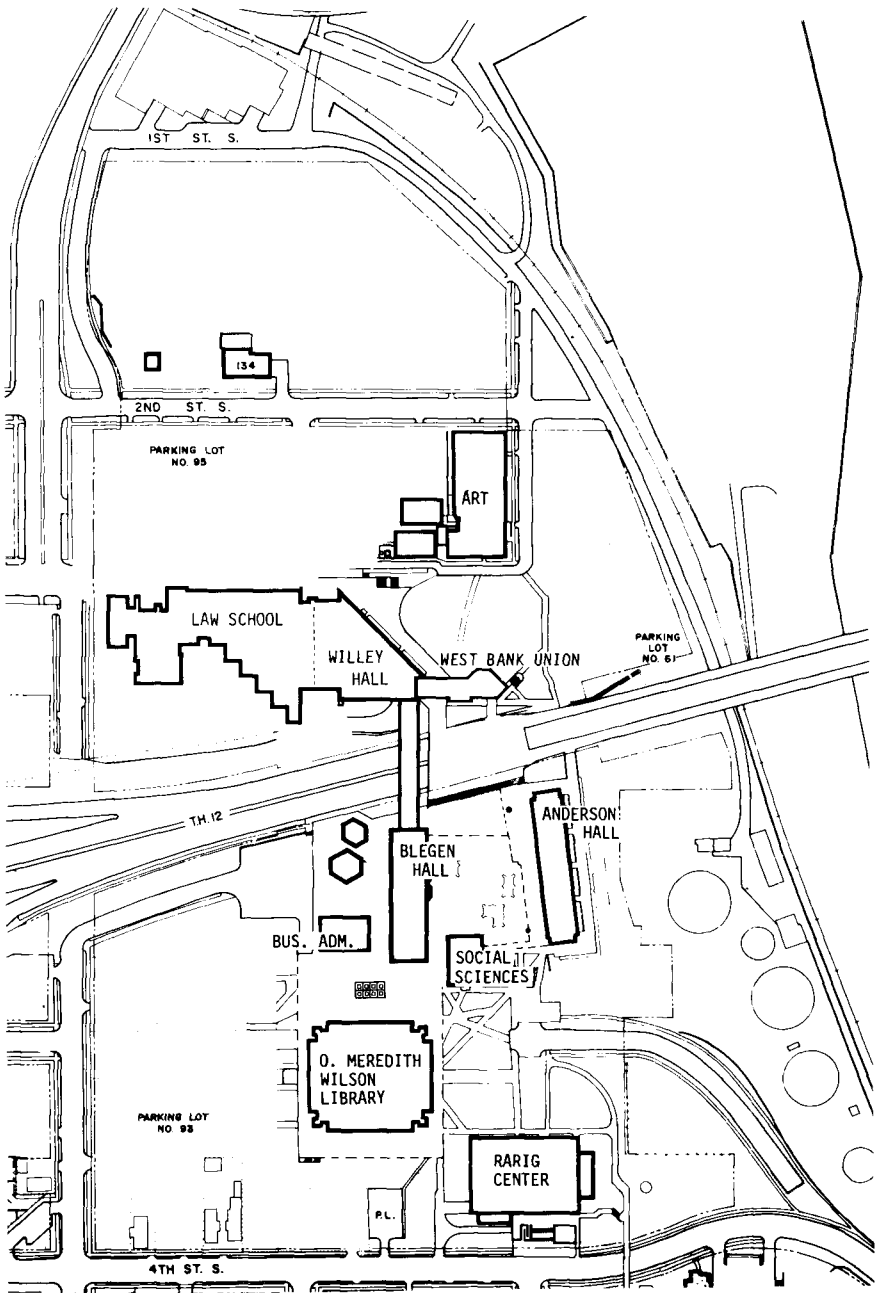
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




Minneapolis Campus East Bank



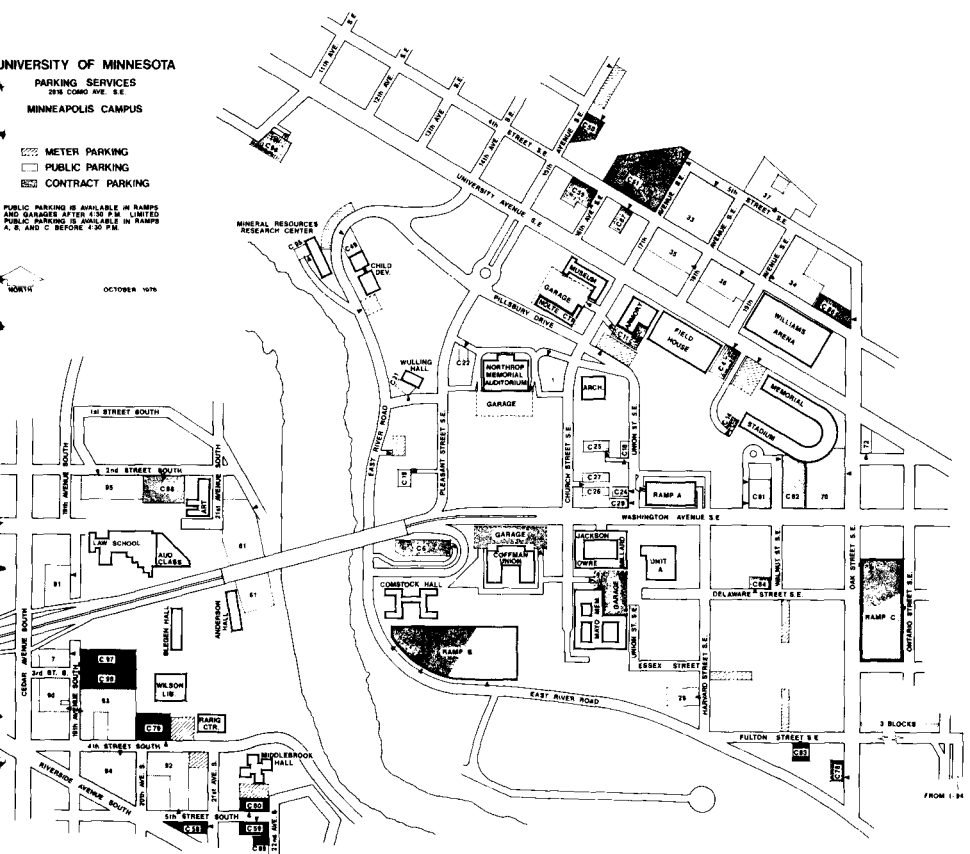
Minneapolis Campus West Bank

UNIVERSITY OF MINNESOTA
PARKING SERVICES
 255 COMB AVE. S.E.
MINNEAPOLIS CAMPUS

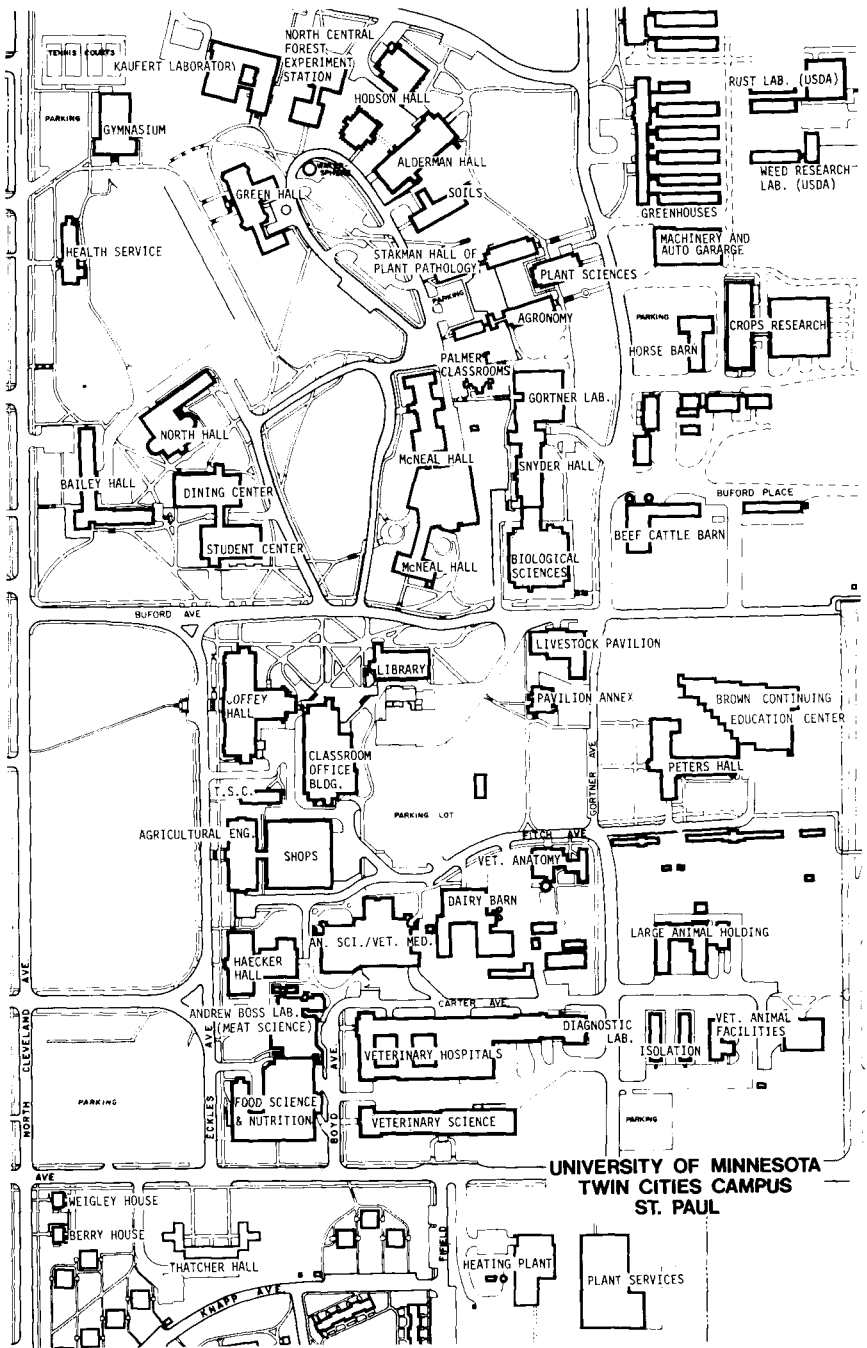
-  METER PARKING
-  PUBLIC PARKING
-  CONTRACT PARKING

PUBLIC PARKING IS AVAILABLE IN RAMPS AND GARAGES AFTER 4:30 P.M. LIMITED PUBLIC PARKING IS AVAILABLE IN RAMPS A, B AND C BEFORE 4:30 P.M.

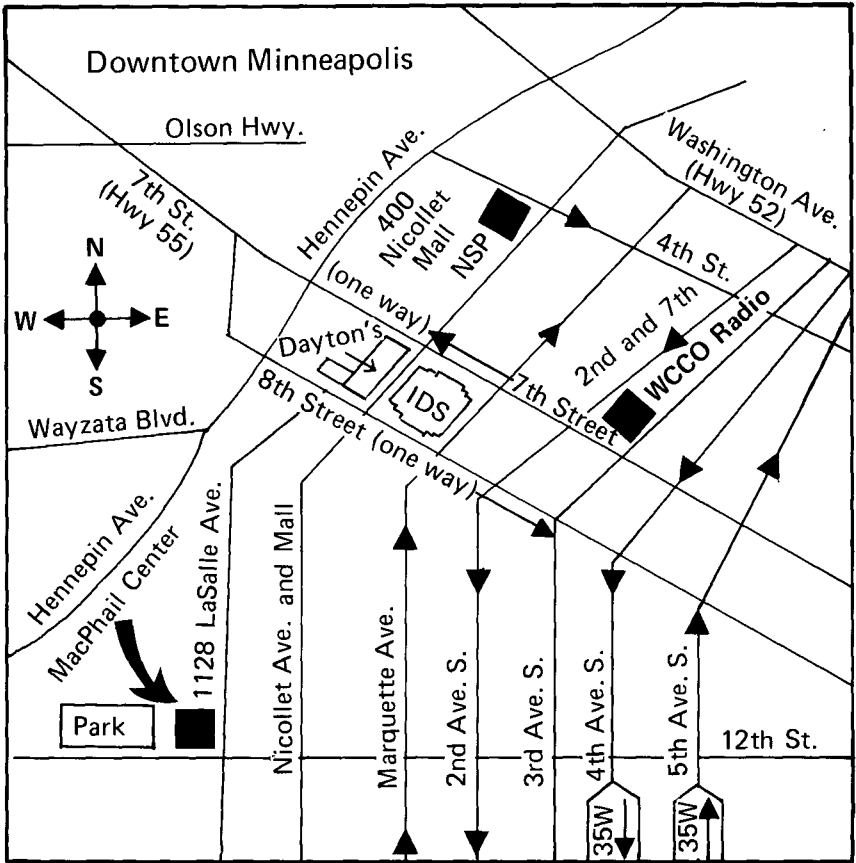
OCTOBER 1976



Parking Facilities
(East and West Bank)



St. Paul Campus



MacPhail Center for the Arts

Registration Information

Prompt registration is suggested. Please check bulletin descriptions for starting dates of all noncredit classes. Unless otherwise noted, fall quarter and fall semester credit classes begin the week of September 28. (Note: fall quarter begins on a Tuesday.) Make checks payable to the University of Minnesota. No arrangements for partial payment will be made. Students are not registered until their tuition and fees are paid. To avoid confusion, please state the location(s), starting date(s), and times of class(es) for which you are registering. For credit classes, please specify type of grading preferred.

.....
Continuing Education for Women
200 Wesbrook Hall, 77 Pleasant Street S.E.
Minneapolis, MN 55455

373-9743

Late fee for fall quarter and semester credit classes after September 15
— \$5.00.

Please register me for the following classes:

Location(s) _____

Starting Date(s) _____ Day _____

Time(s) _____

For credit class(es) only, check one of the following:

A/N S/N Audit Graduate Credit Nontranscript

My check payable to the University of Minnesota for
\$._____ is enclosed.

Name _____

Address _____

City _____ State _____ Zip _____

Phone (Home) _____ Phone (Work) _____

Birthdate _____ Social Security Number _____

- I am working toward a degree.
- This is my first registration in a CEW class.



University
of Minnesota
Bulletin

Continuing Education
for Women
Summer 1982

Continuing Education and Extension
University of Minnesota



University of Minnesota

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Volume LXXXV, Number 7, May 7, 1982
UNIVERSITY OF MINNESOTA BULLETIN
(USPS 651-720)

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The contents of this bulletin and other University bulletins, publications, or announcements are subject to change without notice.

Continuing Education for Women

Summer 1982

Continuing Education for Women
200 Wesbrook Hall
77 Pleasant Street S.E.
Minneapolis, Minnesota 55455
373-9743

FROM THE DIRECTOR

Thank you for looking at the Continuing Education for Women bulletin of the Continuing Education and Extension Division of the University of Minnesota. Your interest marks you as someone interested in learning, someone with intellectual curiosity.

Green grass, blue skies, shade trees. . . Summer is a good time to dream, to think, to plan.

We face the end of the Industrial Age. As we move from an Industrial Society to an Informational Society, we recognize the importance of computers and informational systems. In response, we have a new category in our bulletin, Computer Technology. Note Computers: A Brief Introduction at two library locations; Computers: A Practical Introduction and Principles of Data Processing on the Minneapolis Campus.

We live in a time of multiple options. How will you spend the rest of your life? Note Career Moves for Secretaries, Careers in Sales, Career Development Strategies, and Career and Life Planning.

Change and options. And, always with us, problems. For an approach to some of those problems: Planning for Dual-Career Parenthood and Stepfamilies: Negotiating New Relationships.

Response and survival. We continue to find strength and understanding in the liberal arts. Exciting worlds to explore are here in Childhood Literature, Brideshead Revisited, and Saul Bellow.

Let us help you have a good summer!



Edith E. Mucke, Director
Continuing Education for Women

Brideshead Revisited

You've watched it on the tube; now read and discuss it with direction. Waugh's views on friendship and love and on family and marriage may reinforce your own favorite ideas — or they may shake you out of them.

Thursday, June 24-July 8, 1982

1:15-3:15 p.m.

MacPhail Center

\$28; \$20 students 62 and older

See noncredit section on Literature

Message and the Medium

For people without advanced training who are responsible for publicity, newsletters, or announcements in organizations, institutions, and business. Call for brochure.

Thursday and Friday, September 16-17, 1982

9 a.m.-4 p.m.

Minneapolis Campus

\$75

See noncredit section on Writing

Women: Health and the Middle Years

One-day seminar to identify and explore new directions and definitions of health concerns for women in the middle years. Call for brochure.

Saturday, September 11, 1982

8:30 a.m.-4 p.m.

Earle Brown Center, St. Paul Campus

\$50 (includes materials, lunch, and refreshments)

See noncredit section on Health and Physical Fitness

Training Programs for Women at Work

Continuing Education for Women is pleased to announce that courses in this bulletin can be offered in-house for your business or organization.

We also can design programs to address specific training needs.

For further information: Camilla Colantonio, (612) 373-9743

Continuing Education for Women
200 Wesbrook Hall
77 Pleasant Street S.E.
University of Minnesota
Minneapolis, Minnesota 55455
373-9743 or 376-4517

Counseling and Program Advising
314 Nolte Center
315 Pillsbury Drive S.E.
University of Minnesota
Minneapolis, Minnesota 55455
373-3905

Financial Aid and Tuition Assistance
314 Nolte Center
315 Pillsbury Drive S.E.
University of Minnesota
Minneapolis, Minnesota 55455
373-3905

Tuition and fees are subject to change without notice

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, creed, color, sex, national origin, or handicap. In adhering to this policy, the University abides by the requirements of Title IX of the Education Amendments of 1972, by Sections 503 and 504 of the Rehabilitation Act of 1973, and by other applicable statutes and regulations relating to equality of opportunity.

Inquiries regarding compliance may be directed to Lillian H. Williams, Director, Office of Equal Opportunity and Affirmative Action, 419 Morrill Hall, 100 Church Street S.E., University of Minnesota, Minneapolis, Minnesota 55455, (612) 373-7969, or to the Director of the Office of Civil Rights, Department of Education, Washington, D.C. 20202, or to the Director of the Office of Federal Contract Compliance Programs, Department of Labor, Washington, D.C. 20210.

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Woman's Day on Campus

Offered in cooperation with Summer Session
and the University of Minnesota
Alumnae Society.

Wednesday
June 16, 1982

8:30-2:30

Earle Brown Center
St. Paul Campus

\$22 (includes lunch)

Beverly Kees	Executive Editor, Grand Forks <i>Herald</i>
Virginia Corsi	Bently & Evans, Executive Recruiting Firm
Carolyn Brookter	KSTP Television

MacPhail Musical Theater

Reservations must be made by June 11, 1982.

Call 373-9743 for a brochure.

Back to School?

It's Not Just for Kids, a handbook written by Edith E. Mucke and Maria B. Murad, has helped a number of women since it was published. The book includes chapters on studying and test-taking, registering, getting to know the campus, and problem-solving tips to make your transition to being a student a bit easier. The handbook is available through our office for \$1.50.

Admission

Anyone may register for Continuing Education for Women classes. There are no admission or entrance requirements; registrants need not possess a high school diploma. Students need only a desire to learn. Registration in specific programs or classes may require prerequisite courses.

Advising and Counseling

Professional counseling and testing services are available to CEW students who want to learn more about their own abilities, interests, and personalities; who wish help in educational and vocational planning or choosing a major field of study; and who seek help with problems affecting their academic performance. A fee of \$60 is charged for students and prospective students (\$90 for nonstudents) wishing to take a battery of tests. Appointments must be made in advance. Call 373-3905 for further information.

Program advising is available to help students select programs of study, determine prerequisites and standing, evaluate transcripts of previous college work, choose the kinds and numbers of courses to take and the order in which they should be taken, arrange for examinations for credit or advanced standing, and handle other academic matters. During registration periods, advisers will be available without appointment during registration hours in the Counseling Office, 314 Nolte Center. At other times of the year students may telephone 373-3905 to arrange for day or evening appointments, although advisers are always available on a walk-in basis during regular daytime hours.

Financial Assistance

Low Income Scholarships

Tuition assistance scholarships are available through the Continuing Education and Extension Tuition Assistance Program (TAP) for low-income adults who are not eligible for other financial aid and wish to enroll in CEW courses. Call 373-3905 for further information.

Minnesota Part-Time Student Grant Program

Awards are made to Minnesota residents who are formally admitted to and in good academic standing in a degree or certificate program. Recipients must demonstrate financial need (generally low-income and some middle-income students meet the guidelines) and cannot be eligible for or be receiving other education financial aids. Grants cover tuition and fees only for part-time students in credit courses.

Louise Roff Scholarship Fund

Awards from the Louise Roff Scholarship Fund are made on the basis of scholastic ability, motivation, previous achievement, financial need, and realistic plans. Small awards are given serious consideration. The funds can be used only for courses offered through CEW. Closing date for fall quarter and fall semester applications is mid-August.

Registration

Registration may be made in person at 200 Westbrook Hall, Minneapolis campus or by mail. No registrations will be accepted at the MacPhail Center.

Registrations made by mail should be sent along with a check made out to the University of Minnesota to Continuing Education for Women, 200 Westbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455. Students are not registered until tuition has been paid. No telephone registrations will be accepted except for students 62 or older enrolling in *credit* courses.

Registration of Students 62 or Older

Amendments by the 1981 Minnesota Legislature to the Senior Citizens Higher Education Act of 1975 have modified the provisions for space-available, tuition-free admissions for persons aged 62 and older. Minnesota State law now allows persons 62 and older to register free in any nonlimited-enrollment CEW credit class for no credit. They may also register free for no credit in limited-enrollment credit classes on a space-available basis. Courses may be taken for University credit for only \$6 per credit plus the cost of books, other materials, and any special fees. Reduced tuition registrations may not be accepted until immediately in advance of the starting date of a course, nor is it possible to guarantee a place in a course without payment of full tuition. No late fees will be assessed for those who use this credit registration option. Full tuition (or some portion thereof) will be required for admission to noncredit programs. CEW noncredit programs that have reduced rate for students aged 62 and over are indicated in the course descriptions; all other noncredit courses are priced as shown.

Regents' Scholarships

University Civil Service staff members working at least 75% time are eligible to apply for Regents' Scholarships through the Human Resources Development Division. Regents' Scholarships cover only tuition for approved classes. All course fees, special fees, and materials fees must be paid by the student. Further information about eligibility and application procedures can be obtained from Human Resources Development, 1919 University Avenue, St. Paul; telephone 373-4366. It is the policy of Continuing Education for Women to accept Regents' Scholarship registrations in *limited* classes three (3) working days prior to the first class session.

Refunds

Refunds for classes from which students withdraw will be made in accordance with the following schedule:

1. Full refund of all tuition and special fees will be made:
 - a. When a class is cancelled by CEW; when the hour or day of the class is changed by CEW after a student has registered for it; or when, in the opinion of the instructor, the student does not have the necessary prerequisites. In the last case, the student must do the following:
 1. Ask the instructor for a note stating the above circumstances.
 2. Present this note in person at 200 Westbrook Hall, or by mail. It is the student's responsibility to obtain and present this note as stated above.
 - b. Students who have been ill or hospitalized and wish consideration for a refund should obtain a doctor's statement (on his/her letterhead) indicating that in the opinion of the doctor the student was unable to continue for medical reasons.
2. A \$3 cancellation fee will be charged for cancellation of classes before the first class meeting in any semester, quarter, or special term. The balance of the tuition and special fees will be refunded.
3. Late fees and/or transfer fees are not refundable.
4. Refunds for cancellations of classes after the opening date of each semester, quarter, or special term (except as indicated in item 2) will be made as follows:

	Semester	Quarter
a. refund before second class	75%	75%
b. refund before third class	75%	50%
c. refund before fourth class	50%	25%
d. refund before fifth class	25%	none
e. refund after fifth class	none	none

5. Refund requests for one- or two-day workshops or special events must be received in writing or in person at the CEW office three (3)

working days in advance of the event. Registrants who fail to attend or to cancel properly are liable for the entire fee.

Refunds are paid by check only and are mailed to the student. A minimum of four weeks is required for processing a refund.

Cancellations

Students who wish to cancel a class or classes must do so officially, either in person or by writing to Continuing Education for Women, 200 Westbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455. By so doing, a student will receive a refund if eligible (see Refunds).

Cancellations must be made in person or by letter. Telephone cancellations will not be accepted.

No instructor is authorized to accept cancellation of any student. The effective date of cancellation will be the day on which the cancellation is received in the CEW office, regardless of the date of the student's last attendance. (Cancellations by mail become effective on the date of the postmark.) It is **important**, therefore, that an official cancellation is received by the CEW office whenever a student stops attending class.

Cancellation of or Change in Scheduled Classes

While the department sincerely regrets doing so, it is forced to cancel classes with insufficient enrollment. The department reserves the right to cancel, postpone, limit enrollment, split, or combine classes, and to change instructors and/or locations of classes.

Symbols

BB Brown Bag School — noon hour courses

Bookstores

Textbooks for all courses listed in this bulletin have been ordered at the Minnesota Book Center, located in Williamson Hall on the East Campus of the University between Nolte Center and Jones Hall. It replaces the Nicholson Hall Bookstore and the Main Engineering Bookstore.

Lists of course offerings and the required books are available at the bookstore.

Parking

For programs on the Minneapolis campus, parking is normally available for a nominal fee after 5 p.m. in the Nolte Center Garage, located underground at the Church Street entrance to Nolte Center. Additional parking is available at nearby lots. For programs on the St. Paul campus, parking is normally available for a nominal fee at the Earle Brown Center lot, located off Randall. See maps on pages 62-67.

Certificates

Beginning May 1, 1982, there will be a \$10 Certificate Application Fee. Applications for Admissions to Certificate Programs received after May 1 will not be processed until the \$10 fee is received. Please accompany each Certificate Application with a check for \$10 payable to the University of Minnesota.

Noncredit Courses and Descriptions

Arts and Humanities

ART OF THE ESKIMO (INUIT). \$25.

This course examines Eskimo art as a reflection of tradition and contemporary Arctic culture. Sculptures and original prints provide a basis for discussing the joys and struggles of Eskimo survival. The relationship between religion and art will be explored through a slide show of intriguing shamanic art. Discussion will focus on Inuit art as a path from the ordinary to the extraordinary and Inuit artists as spiritual teachers and healers. Offered in cooperation with Southdale Library.

W 7-9 p.m., June 16-June 23 (2 sessions), Southdale Library, Crawford

Linda Crawford, a doctoral candidate in American Studies, is the owner of The Raven Gallery, which specializes in Indian and Eskimo art, and has taught classes on Inuit art and culture for ten years.

CHINESE EXPERIENCE IN AMERICA. \$19.

Follow the path of the Chinese who immigrated to the West Coast to work in the gold fields, wheat fields, and on the railroads. Learn the story of the Chinatowns they established as buffers against anti-Chinese violence, and the emergence of Chinese-American communities in new areas like the Twin Cities. We also shall chart the history of these Chinese-Americans as they chose husbands and wives and see how their choices shaped their children's identity as Chinese. The afternoon will conclude with a guided tour of the exhibit "The Chinese of America, 1785-1980," produced by the Chinese Cultural Center of San Francisco, and currently on display at the Minnesota Historical Society. Offered in cooperation with the Minnesota Historical Society.

Th 1-4:30 p.m., July 15 (1 session), Minnesota Historical Society, Weyerhaeuser Room, Mason and Bristol-Kagan

Leigh Bristol-Kagan is a doctoral candidate in Chinese-American History at Harvard University. Sarah Mason has her Ph.D. in history and has done research for the Minnesota Historical Society.

FRENCH IMPRESSIONISM: PRISMATIC COLORS IN NATURE. \$45.

The French Impressionists embraced the view of life as "transitory, fleeting, contingent," and expressed that in their visual response to nature. With their luminous, vibrating images, the artists of this period broke with conventional attitudes to create a new tradition known as Impressionism. In this three-session class, we shall study the times, lives, and theories of such artists as Manet, Degas, Monet, and Cassatt. Limited.

T 9:30 a.m.-12, June 29-July 13 (3 sessions), Minneapolis Institute of Arts, Rm 305, Ullan

Roslye Ullan is an adjunct instructor in art history and curator of the permanent art collection at Hamline University, and supervisor of creditation for the Minneapolis Institute of Arts Docent Training.

WOMAN'S DAY ON CAMPUS. \$22 (includes lunch).

Annual Event: A time to renew acquaintances, make new friends, introduce new people to the University of Minnesota and Continuing Education for Women. Offered in cooperation with Summer Session and the University of Minnesota Alumnae Society. Call 373-9743 for brochure. See page 6.

W 8:30 a.m.-2:30 p.m., June 16 (1 session), Earle Brown Center, St. Paul Campus, Interdisciplinary Faculty

Business

BB—ASSERTIVENESS FOR SECRETARIES. \$25.

How can you make the most of your secretarial role and increase your job satisfaction? Learn assertive communication skills as a means of improving your relationships with your boss, peers, subordinates, and public. Topics include how to ask for a raise and/or promotion; saying "no" to the boss; projecting a positive self-image; and constructive ways of handling conflict and tension on the job. Emphasis is on role playing, participation, and group support.

Th 12-1 p.m., July 8-August 5 (5 sessions), Landmark Center, Butler Rm 326, Brodie

Jane Brodie is a licensed psychologist in private practice and teaches assertiveness, life planning, and human potential.

ASSERTIVENESS FOR WOMEN IN LEADERSHIP POSITIONS. \$40.

If you are a woman with leadership responsibility, this workshop is designed to help you become more effective. The course will teach you to recognize the differences among aggressive, nonassertive, and assertive leadership styles, and will focus on the effect of these styles on motivation. Participants also will discuss people who create problems and ways to be more direct with them, and will practice new assertiveness skills in a supportive environment. Limited.

M 6:30-9 p.m., July 12-July 26 (3 sessions), Nolte Center, Minneapolis Campus, Emerson

Nadine Emerson is a graduate student in counseling psychology at the University of Minnesota, and a trainer and counselor for a private agency.

BEST SELLERS: CAREERS IN SALES — See Career Planning.

CAREER MOVES FOR SECRETARIES — See Career Planning.

COMMUNICATING EFFECTIVELY AT WORK. \$150 (includes private room and meals).

This residential seminar is designed to teach women how to communicate better in business situations. Verbal communication skills covered include how to present ideas; dealing with conflict situations; speaking effectively in one-to-one settings with supervisors, peers, or subordinates; and functioning well in meetings, both as a moderator and as a participant. Limited.

Th & F, 5:30 p.m. Thursday until 4 p.m. Friday, August 5-August 6, Spring Hill Conference Center, McArthur

Jerie McArthur is an assistant professor in the Department of Speech-Communication at the University of Minnesota, and is an organizational consultant.

DESIGNING QUESTIONNAIRES AND SURVEYS. \$25.

Questionnaires and surveys are often used in work settings to assess employee needs, develop an effective plan for solving an organizational problem, or establish a base for future planning. This workshop will help you learn how to design reliable and valid questionnaires. Topics include the strengths and weaknesses of questionnaires, what constitutes a good questionnaire, how to write effective questions and prepare an efficient format, the importance of setting up response alternatives, how to conduct the study, and preparing the responses for computer analysis. Participants will have an opportunity to design a questionnaire or improve a questionnaire on which they are already working. Limited.

W 6:30-9 p.m., July 14 & July 28 (2 sessions), Nolte Center, Minneapolis Campus, Hendel

Darwin D. Hendel is a licensed consulting psychologist, and a research associate at the Measurement Services Center of the University of Minnesota.

EFFECTIVE DELEGATION. \$15.

Do you spend too much time trying to do everything yourself? This seminar will help you improve your organizational effectiveness through better delegation. Topics covered include the need for delegation, identifying what can and cannot be delegated, and delegating the right task to the right person. The role of delegation in developing employees also will be discussed. Limited.

M 6:30-9:30 p.m., June 14 (1 session), Nolte Center, Minneapolis Campus, Burke and Mulcahy

Nancy Burke is a management consultant and former assistant vice president of compensation for First Bank of Minneapolis. Mickey Mulcahy is the supervisor of management development at St. Paul Fire and Marine Insurance Company.

HOW TO LEAD COMMITTEES. \$15.

Although most people spend a great deal of time in committee meetings, very few have had training in leading committees. In this workshop participants will learn to determine the need for, to prepare for, and to conduct committee meetings. Methods for keeping a group on its task and creating efficient norms will be discussed, and ways to overcome barriers to efficient committees, such as lack of motivation and delegation, will be explored.

F 1-4 p.m., July 9 (1 session), Earle Brown Center, St. Paul Campus, McArthur

Jerie McArthur has a Ph.D. in speech-communication and is a freelance college instructor and consultant.

HOW TO LISTEN — See Speech-Communication.

IDENTITY, FEMININITY, AND POWER. \$25.

Women's identity traditionally has been tied to stereotypic definitions of femininity, e.g., women as weak, passive, and appeasing. For many women, identity is linked with being powerless, a connection that does not serve women well in today's world. This course is designed to encourage discussion of traditional images of the feminine, and to help women learn how to define their own identity in more acceptable terms. Limited.

W 6:30-9 p.m., August 11-August 18 (2 sessions), Minneapolis Campus, Faunce

Patricia S. Faunce is a professor in the Department of Psychology and Women's Studies Program

IMPROVING YOUR WRITING AT WORK. \$15.

This workshop is designed for people who want to improve their writing at work. The instructor will help participants to (1) improve confidence and competence in using written communication while learning to use specific, direct language; (2) improve sentence structure; (3) avoid redundancy and wordiness; (4) avoid using the passive voice; (5) emphasize important points; (6) "gear" written communication to a specific audience; and (7) begin composing or editing letters and memos. In addition, participants will learn what determines "readability" and how sentence variety can improve style.

T 6:30-9:30 p.m., July 27 (1 session), Nolte Center, Minneapolis Campus, Bardouche

Suzanne Bardouche is an administrative assistant in the Department of Studio Arts.

MALE-FEMALE COMMUNICATION — See Speech-Communication.

BB—MANAGEMENT SKILLS FOR WOMEN. \$35.

This course is for women new to management who are interested in learning the basic skills of supervision and management. The focus will be on the role of the manager and the major functions of management including planning, setting objectives, organizing, communicating, motivating, and appraising performance. Discussions will center on the application of these concepts to the daily work setting. Special concerns of women moving into management will be discussed.

Th 12-1 p.m., July 15-August 26 (7 sessions), American Institute of Banking, Burke

Nancy Burke is a management consultant and former assistant vice president of compensation for First Bank of Minneapolis.

THE MESSAGE AND THE MEDIUM — See Writing.

NEW WOMAN SUPERVISOR. \$150 (includes private room and meals).

Most new supervisors encounter a variety of situations that may be difficult to handle, such as gaining acceptance, leading the group, dealing with conflict, using effective disciplinary action, and conducting performance appraisals. This seminar, designed for new supervisors and those who are aspiring toward a supervisory career, will offer practical techniques that can be used immediately in these frequently encountered, difficult situations. Limited.

T & W, 5:30 p.m. Tuesday until 4 p.m. Wednesday, June 15-June 16, Spring Hill Conference Center, Reed

Debra Reed is the former manager of manpower development and training for Economics Laboratory.

NONDEFENSIVE COMMUNICATION — See Speech-Communication.

BB—ON-THE-JOB WRITING. \$20.

Make your reports readable, your memos memorable, your proposals profound. This course is appropriate for any business or professional person or office worker whose writing skills need upgrading. Emphasis is on how to organize, say what you mean, inform and persuade your reader, reduce verbiage, and edit your own writing. The course includes critical evaluation of writing samples you bring in, if you wish, as well as individual critiques of class assignments.

T 12-1 p.m., June 15-July 6 (4 sessions), American Institute of Banking, DeNoble

Jan DeNoble is a teaching specialist in the Reading and Writing Communication Skills Center.

PERSUASION — See Speech-Communication.

THE PRODUCTIVITY CHALLENGE: QUALITY CIRCLES IN THE OFFICE. \$30.

Quality circles offer a unique solution to management's challenge of developing the organizational structures and processes that will improve both productivity and the quality of work life. Quality circles are based on the simple concept that people will take more interest and pride in their work if they are allowed to influence decisions made about their work. This introductory course will cover history of quality circles, program guidelines, ingredients for success, training requirements, potential pitfalls, and how to develop quality circles for office workers. Limited.

T & Th, 6-9 p.m., August 10 & August 12 (2 sessions), Nolte Center, Minneapolis Campus, Martin

Pat Martin is manager of administration with Honeywell, Inc., and is responsible for consumer services, administrative services, and office services.

PUBLIC SPEAKING — See Speech-Communication.

TEAM BUILDING: WHAT IT MEANS AND HOW TO DO IT. \$48
(includes full breakfast).

This course is for women who want to create and maintain a team orientation in job, volunteer, or family settings. Through mini-lectures, discussions, and group exercises, the instructor and participants will investigate the key ingredients of a successful team; three models useful in developing, maintaining, and evaluating a team orientation; and particular issues women must deal with in job-related team situations.

W 7:30-8:30 a.m., June 23-July 21 (5 sessions), Minneapolis Athletic Club, Schall

Maryan Schall is a doctoral candidate in communication theory at the University of Minnesota and a consultant for Control Data Corporation.

TIME MANAGEMENT ON THE JOB. \$30.

Time management is a tool that can be used to make your job more productive and enjoyable. This seminar will help you evaluate the way you spend your time, schedule your workload in terms of priorities, work more efficiently, and plan ahead. Aspects of time management that will be emphasized are planning and organizing your time, establishing priorities and deadlines, handling decisions, delegating effectively, minimizing interruptions and other time wasters, and reducing paperwork. Limited.

M & W, 6-9 p.m., June 28 & June 30 (2 sessions), Nolte Center, Minneapolis Campus, Popp

Joyce Popp holds a master's degree in international management and has taught time management for several years.

Career Planning

BEST SELLERS: CAREERS IN SALES. \$35.

Sales careers can range from the traditional door-to-door selling of household products to fundraising for nonprofit organizations. Is one of these for you? This program will explore the variety of sales careers available, including such features as the skills and training required, income levels, promotion potential, and travel requirements. Learn the psychological profile of a typical successful salesperson, the difference between personal and commercial sales, and the advantages and disadvantages of salary versus commission. Learn how to locate positions that are open and how to get the position you want in this growing field. Limited.

Sat 9 a.m.-3 p.m., July 24 (1 session), Minneapolis Campus, Ackerman

Dee Ackerman, C.P.C., is a management specialist at Salkin and Linoff, and has been named Sales Consultant of the Year by the Minnesota Association of Personnel Consultants.

CAREER DEVELOPMENT STRATEGIES. \$61.

Have you decided on a career goal? This class is designed for women who want to develop strategies for setting successful career goals. Participants will receive help in developing individual career plans through lectures, interest testing, and the use of self-evaluation techniques, and will learn decision-making and goal-setting skills that provide direction for selecting or changing careers. Students will identify existing and potential occupational skills and interests, and learn how to research jobs, how to identify

available and alternative positions, and how to present themselves professionally. Limited.

W 6-8 p.m., July 7-August 4 (5 sessions), Nolte Center, Minneapolis Campus, Emerson

Nadine Emerson is a counselor with the St. Paul Student Counseling Bureau.

CAREER AND LIFE PLANNING. \$42.

A class that will help you explore individual interests, skills, values, and goals. The objective is to expand participants' awareness of themselves and of the many alternatives open to them in their choice of work (paid or unpaid) and lifestyle. We shall consider work settings that complement the talents of the participants and learn decision-making strategies. The course includes lecture presentations, interest testing, and self-evaluation techniques. It is designed for the woman re-entering or considering re-entering the world of work who has not had recent experience or is entering the job market for the first time. Limited.

M 6:30-8:30 p.m., July 12-August 2 (4 sessions), Washburn Library, Grabow

Karen Grabow is a consultant for Personnel Decisions, Inc., and is a doctoral candidate in industrial/organizational psychology and counseling psychology at the University of Minnesota.

CAREER MOVES FOR SECRETARIES. \$35.

Working as a secretary has proven to be a successful career for many women. This workshop is designed to help women in clerical positions explore advancement possibilities within their profession, and career opportunities in other fields that would use the skills they have acquired. Participants will assess their levels of satisfaction with being secretaries and will explore the career options open to them. Participants also will hear from women who are, or have been, secretaries, and their reasons for staying in, or leaving, the profession. Limited.

Sat 9 a.m.-4 p.m., June 19 (1 session), Nolte Center, Minneapolis Campus, Ackerman

Dee Ackerman is a management specialist at Salkin and Linoff, and is a former secretary.

EMPLOYMENT TESTS: MAXIMIZING YOUR PERFORMANCE — See Skills.

ORIENTATION DAY. No charge.

A time to consider your future — and coming back to school. Sandra Flake of the Reading and Study Skills Center in General College will speak on "Reading and Writing Skills." Keith Buckley of Extension Counseling will speak on "From Papers to Paychecks: Keeping Goals in Mind." Staff will be on hand to answer questions about coming back to school. Free coffee and cookies.

Th 9:30 a.m.-12, September 9 (1 session), MacPhail Center, Flake and Buckley

TEACHERS IN TRANSITION: EXPLORING CAREER OPTIONS. \$98

+ \$5 special fee. Total \$103.

Designed to help teachers discover the "hidden job market," identify teaching skills that transfer to other careers, and develop a personal career plan. Emphasis on all the ways to find a job, making your interviews count, and creating an effective contact network. Includes presentations by a panel of former teachers in new careers. Offered in cooperation with Extension Classes. Limited.

Th 6:10-9:10 p.m., July 22-August 19 (5 sessions), Earle Brown Center, St. Paul Campus, Marsh

Cynthia Marsh holds a doctorate in counseling psychology from the University of Minnesota.

Computer Technology

COMPUTERS: A BRIEF INTRODUCTION. \$12.

Computers are being used in an increasing number of ways —from processing payrolls in business to recipes and tax records in the home. This workshop will introduce you to the computer and give you basic information to help you understand what it is, how it works, and the future of computers in our society. Topics include a definition of data processing, brief history of computers, characteristics and types of computers, components of a computer system, personnel, procedures and documentation. The instructor will provide additional resources for participants interested in learning more about the computer and/or how to program. No previous background necessary. Limited.

M 5:30-9 p.m., June 21 (1 session), Highland Park Library, Meeting Room, Marker

T 6:30-10 p.m., June 29 (1 session), Southdale Library, Meeting Room, Marker (Offered in cooperation with Southdale Library)

W 9 a.m.-12:30 p.m., July 21 (1 session), Southdale Library, Meeting Room, Marker (Offered in cooperation with Southdale Library)

Carolyn Marker is the data systems head of the Audio Visual Library Service, Continuing Education and Extension, University of Minnesota.

COMPUTERS: A PRACTICAL INTRODUCTION. \$64 (includes all course materials and computer time).

A seminar designed for the novice who would like to develop an understanding of computers. Students will learn how to communicate effectively with colleagues in the computer science area, obtain a general knowledge of what the computer can do and how it will affect our lives. We'll explore how the computer is used as a problem-solving tool and why it seems to be a problem-creating tool. Topics covered will include equipment, personnel,

applications, history, future uses, the mathematics of computers, and programming. The programming language BASIC, used in most home computers, will be presented. Participants will have the opportunity to write and run simple programs for approximately two hours of "hands on" experience on University computer terminals. Limited.

T & Th 6:30-8:30 p.m., June 15, 17, 22, 24 (4 sessions), Vincent Hall, Minneapolis Campus, Ressler

Tom Ressler is an instructor in the School of Mathematics.

PRINCIPLES OF DATA PROCESSING AND PROGRAMMING IN BASIC. \$75.

This class provides a working introduction to data processing and computers, and offers background information useful in other computer language courses as well as other information processing classes. It is directed toward people who are considering entering the field of data processing who wish to assess their aptitude for the work and learn about career opportunities in the field. Participants will learn about information needs in business, the role of information systems in their organizations, and how to communicate with others about computers. Other topics include computer characteristics, equipment, and methods used to process data. Students will write, debug, and run six or seven programs using the BASIC language on the University's computer terminals. Limited.

W 6-8:30 p.m., June 9-July 28 (8 sessions), Vincent Hall, Minneapolis Campus, Folz

Bernice Folz is an associate professor of quantitative methods and computer science, College of St. Thomas. She has worked as a systems engineer for IBM and as a supervisor in computer software design and maintenance at Sperry-Univac.

Health and Physical Fitness

WOMEN: HEALTH AND THE MIDDLE YEARS. \$50 (includes materials, lunch, and refreshments); \$35 for students 62 and older.

One-day seminar to identify and explore new directions and definitions of health concerns for women in the middle years. Changes — psychological and physical. Special-interest discussion groups will include the middle years and medication, cancer, sexuality, depression, nutrition, alcoholism, cosmetic surgery. Other topics are men's reactions to changing roles of women, what corporations are doing to enhance well being, and who can benefit from psychotherapy. Call 373-9743 for a brochure. Offered in cooperation with Continuing Nursing Education.

Sat 8:30 a.m.-4 p.m., September 11 (1 session), Earle Brown Center, St. Paul Campus, Interdisciplinary Faculty

Investments and Law

INVESTMENT PROGRAMS FOR PEOPLE WITH INCOMES OF \$20,000 OR LESS. \$21.

"If it takes money to make money, how can smaller investors get the most for their investment?" This course will cover the basics of saving and investing for middle-income people, including money market funds and how to select one, how to go about investing in stocks, and tax strategies. Limited.

Th 6:30-8:30 p.m., July 29-August 5 (2 sessions), Walker Library, Meeting Room, Whittlinger

Erica Whittlinger is a corporate financial consultant, has a private financial consulting practice, and teaches in the graduate program in management at the College of St. Thomas.

Literature

BRIDESHEAD REVISITED. \$28; \$20 for students 62 and older.

Brideshead Revisited, this "fierce little human tragedy," has established itself as a classic of contemporary literature. Its appeal comes partly from Waugh's ability to gently satirize upper-class English society, and partly from his thoughtful exploration of the religious sensibilities that define some of the complex identities of its members. It is predominately a story of male relationships, but there are also fascinating female characters who play important roles. Waugh's views on male friendship and love, and on family and marriage are intriguingly presented; they may reinforce our own favorite ideas on these subjects — or they may shake us out of them.

Th 1:15-3:15 p.m., June 24-July 8 (3 sessions), MacPhail Center, Fuller
Cynthia Fuller is an instructor in the Department of English.

CHILDHOOD LITERATURE REVISITED: ONCE UPON A TIME . . . \$34.

Join us in the joy of rediscovering the wonderful world of childhood classics. Remember the magic of your favorite books? The thrill of discovery as you glimpsed other worlds? This class will take you back for a new look at old favorites. We shall explore the influences those books had on us, and we shall chart the hidden messages contained within their covers. For librarians, parents, and all adults who remember with fondness such classics as *Grimm's Fairy Tales*, *King Arthur*, *Alice in Wonderland*, *Winnie the Pooh*, *The Wind in the Willows*, and *Tom Sawyer*.

W 9:30-11:30 a.m., June 23-July 14 (4 sessions), House of Hope Church, Kirby Lounge, King

Joy King holds a doctorate in English literature and is on the staff of the College of St. Thomas.

A COUNTRY LIKE AUSTRALIA: MODERN AUSTRALIAN FICTION.

\$45; \$35 for students 62 and older.

During the past 50 years, Australia has produced a group of fine writers who write tellingly and probingly about the problems modern women and men face in this fascinating land. Whatever your country may be, you will find the landscape and towns of Australia as compelling as the people who struggle tragically —and comically — for definition. Please read the first half of Nevil Shute's *A Town Like Alice* before the first class. Offered in cooperation with the Southdale Library.

T 10 a.m.-12, June 22-July 20 (5 sessions), Southdale Library, Fuller

Cynthia Fuller is an instructor in the Department of English at the University of Minnesota.

SAUL BELLOW. \$34; \$24 for students 62 and older.

Saul Bellow, winner of the 1976 Nobel Prize for Literature, is perhaps the most important living American novelist. In his acceptance speech for the National Book Award (1964) for *Herzog*, he stated that the writer's function is to "make a clearer estimate of our condition." Through discussion of *Herzog* and *Humboldt's Gift*, we shall analyze the themes, character, and style Bellow employs in order to "make a clearer estimate."

W 10 a.m.-12, June 30-July 21 (4 sessions), MacPhail Center, Kheim

Johanna Kheim has taught French and humanities at the University of Minnesota.

Mathematics

ARITHMETIC AND ELEMENTARY ALGEBRA. \$86.

Individualized instruction and group lecture in basic mathematics including fractions, decimals, percentages, solving word problems, and elementary algebra. Students may attend lecture presentations on arithmetic and/or elementary algebra, and work on an individual basis with the supervision of one of two instructors. Students proceed at their own rate. No math background is necessary. Limited.

W 6:30-9 p.m., June 16-September 1 (12 sessions), N391 Elliott Hall, Minneapolis Campus, Robertson and Broch

Doug Robertson is an assistant professor in the Science, Business, and Mathematics Division of General College. Elana Broch is a graduate student in psychometrics.

FUNDAMENTAL COLLEGE MATHEMATICS. \$80.

Basic arithmetic. Intended for students with limited backgrounds in arithmetic. Topics include basic operations in whole numbers, fractions, decimals, percents, and measurement of length, area, and volume. Students will be introduced to elementary algebra. Self-paced with individual instruction. Limited.

W 9-11:30 a.m., June 16-September 1 (12 sessions), MacPhail Center, McMorrow

Vivian McMorrow has been an instructor in the CEW Math Anxiety Program since its beginning in 1975.

INTRODUCTION TO THE PRINCIPLES OF GEOMETRY. \$57.

Development of the principles of geometry with emphasis on those found in standardized tests such as GRE (Graduate Record Exam), GMAT (Graduate Management Admission Test), MSAT (Medical School Exam), etc. This course will include group lecture and individual instruction in problems and formulas involving lines, circles, angles, triangles, volume, and area. Prerequisite: elementary algebra or concurrent registration in the algebra portion of Arithmetic and Elementary Algebra. Limited.

M 6:30-9 p.m., July 12-August 30 (8 sessions), N391 Elliott Hall, Minneapolis Campus, Robertson

Doug Robertson is an assistant professor in the Science, Business, and Mathematics Division of General College.

MATH ANXIETY DIAGNOSTIC CLINIC. \$18.50.

The Diagnostic Clinic is the introductory step in the Math Anxiety Program. The clinic will explore mathematics as a problem-solving tool, careers that require math, and the nature of math anxiety — how it develops, how it affects math performance, and how it can be overcome. Tests and questionnaires are used to help participants identify their current level of math skills and level of math anxiety. An overview of the math program, including specific courses and supportive services, will be given.

Th 9 a.m.-12:30 p.m., June 3 (1 session), MacPhail Center, Robertson and Claesgens

Th 6-9:30 p.m., June 3 (1 session), Minneapolis Campus, Robertson and Claesgens

Doug Robertson is an assistant professor in the Science, Business, and Mathematics Division of General College. Joan Claesgens is a program director in Continuing Education for Women, working specifically with the Math Program.

STATISTICS MADE UNDERSTANDABLE. \$58.

Designed especially for people who are afraid of taking statistics or who want a basic understanding of statistical concepts. For use in business, social and health sciences, or as preparation for University statistics courses. This course will explain both the descriptive and decision-making uses of statistics. Students who lack sufficient background in arithmetic or algebra should consider taking *Arithmetic and Elementary Algebra* prior to taking this course. Limited.

Th 6-8 p.m., June 17-August 19 (10 sessions), Minneapolis Campus, Broch

Elana Broch is a graduate student in psychometrics.

Personal Growth

DISCOVERING YOUR POTENTIAL. \$32.

This class can help you develop self-assertion as a means of increasing effectiveness in interpersonal relationships. By making you aware of factors affecting self-esteem in women, of skills that develop self-confidence (in yourself and others), and of effective communication techniques, the class will help you identify your strengths and set goals through lectures, discussion, and group support. Limited.

T 9:30-11:30 a.m., July 6-July 27 (4 sessions), MacPhail Center, Brodie

Jane Brodie is a licensed psychologist in private practice.

IDENTITY, FEMININITY, AND POWER — See Business.

WOMEN ALONE: ALIVE AND THRIVING. \$42.

A program for women who are on their own — separated, divorced, never married, widowed, or living apart from their spouses because of dual-career work commitments. The aim of the program is to emphasize the positive aspects of being single and the many joys and opportunities available in today's society for single women. This course is designed as an educational experience, not a therapy group. Limited.

T 6:30-8:30 p.m., June 22-July 13 (4 sessions), Nolte Center, Minneapolis Campus, Thoen

Dr. Gail Ann Thoen is an assistant professor of family life, University of Minnesota, and a marriage and family therapist in private practice.



BEYOND PAPER. \$14 (includes materials).

This class extends beyond filing piles of paper to organizing the clutter in drawers, closets, basements, etc. Topics include photographs, clothing, toys, food, and much more. It offers resourceful ideas for persons who want to maintain the daily minimum organization as well as a practical system for those who want more in-depth organization. Offered in cooperation with Excelsior Library. Limited.

Th 7-9:30 p.m., June 24 (1 session), Excelsior Library, Dorff
Patricia Dorff has a master's degree in library science.

DESIGNING QUESTIONNAIRES AND SURVEYS — See Business.

EMPLOYMENT TESTS: MAXIMIZING YOUR PERFORMANCE. \$30.

A course designed to assist people who want to learn how they can improve their scores on employment tests. Topics to be covered include how to prepare for various types of tests, making a positive impression in oral tests, developing techniques for written tests, learning to deal with test anxiety, and where to find resources to help prepare for employment tests. Additional related topics will be chosen by group members. Limited.

M 6-8 p.m., June 7-June 28 (4 sessions), Nolte Center, Minneapolis Campus, Webster

Linda Webster is the equal opportunity employment coordinator for the City of Minneapolis Personnel Department.

FILE . . . DON'T PILE. \$20 (includes materials).

A simple and unique filing system is presented in an enjoyable workshop setting. It is especially useful for those who clip and save ideas, articles, patterns, poems, quotes, notes, and recipes and spend months trying to find them again. Through participation in demonstrations, class members become acquainted with the system. They then apply the technique to their personal needs with individual direction from the instructor. *All* registrations must include a self-addressed, stamped envelope to receive necessary information for the first day of class. Limited.

T 9:30 a.m.-12, June 22-June 29 (2 sessions), Plymouth Congregational Church, Dorff

T 6:30-9 p.m., July 13-July 20 (2 sessions), St. Louis Park Jewish Community Center, Dorff

Patricia Dorff has a master's degree in library science.

READING AND STUDY SKILLS WORKSHOP. \$60.

If you are ready to start back to school, but are unsure of your skills, this three-day program can help you get off to a more confident start. It will stress practice in college-level reading and study methods using self-reinforcing techniques. The class will cover visual training for reading, paragraph interpretation and retention, critical reading, and rate improvement. There also will be useful hints on listening and notetaking, study methods, time scheduling, memorizing, concentration, and goal setting. The instructor will offer help in preparing for and taking exams, and making the most of University resources and libraries.

T, W, Th 9:30 a.m.-3 p.m., September 21, 22, 23 (3 sessions),
MacPhail Center, Wark

David Wark is a professor of psychology in the Student Counseling Bureau.

Social Science

FREUD. \$58.

A basic understanding of psychoanalytic theories continues to be essential for anyone who wishes to understand contemporary culture. In this two-week, four-session class, a distinguished University professor will discuss Freud's views of personality development and structure, religion and society, and will include subsequent developments of psycho-dynamic views.

T & Th 1-3 p.m., June 29, July 1, July 6, July 8 (4 sessions),
MacPhail Center, Tellegen

Auke Tellegen is a professor in the Department of Psychology.

PLANNING FOR DUAL-CAREER PARENTHOOD. \$50 for one; \$90 for two who register together (includes supper).

If you are working outside the home and are planning to have children, or have recently become a parent, you face the stress of two-career parenting. What will be the impact on your relationship with your spouse? How will you adjust to the new time demands? Can two careers harmonize successfully with childraising? This supper seminar will focus on the many issues and emotions involved, and will include such topics as role flexibility, gender differences in relating to the child, the guilt of parenting, and the effects on both careers and the husband/wife relationship.

M 6-9:30 p.m., June 21-June 28 (2 sessions), St. Paul Student Center, Cherrywood Room, St. Paul Campus, Hey and Budd

Richard Hey is a professor in the Department of Family Social Science. Linda Budd has a doctorate in family social science.

STEPFAMILIES: NEGOTIATING NEW RELATIONSHIPS. \$42

(includes lunch).

Living in a stepfamily presents problems and adjustments not experienced in the nuclear family. External and internal pressures are felt by both adults and children as they attempt to develop a satisfying family relationship. This workshop will identify some common problems encountered by stepparents and stepchildren and provide guidelines and suggestions for dealing with those problems. Topics include negative myths about stepfamilies, hostility and divisiveness of children, child custody and visitation rights, competition and rejection, negative reactions from outsiders, relationships with ex-spouses, and financial difficulties. This workshop is for anyone living in a stepfamily or working with stepfamilies. Call 373-9743 for brochure.

Sat 9 a.m.-4 p.m., September 25 (1 session), Plymouth Congregational Church, Jackson Hall, Interdisciplinary Faculty

THE STUDY OF TWINS. \$15.

Twins have been studied by geneticists, psychologists, and other scientists for over 100 years in an attempt to sort out the influence of heredity and environment on humans. The current Minnesota Study of Twins Reared Apart is one of the most recent studies and has received world-wide attention for the thoroughness of its research and the provocative nature of its tentative findings. This lecture will review past studies of identical and nonidentical twins, particularly as they focus on major psychological traits of mental ability, personality, and vocational interests, and will then feature a detailed discussion of the Minnesota Study of Twins Reared Apart.

M 9 a.m.-12, June 21 (1 session), MacPhail Center, Bouchard

Thomas Bouchard, Jr., is a professor in the Department of Psychology at the University of Minnesota, and is director of the Minnesota Study of Twins Reared Apart.

WEEKEND AT WILDER FOREST FOR SINGLE-PARENT FAMILIES.

\$35 per person (includes meals and lodging).

The Wilder Forest, located 30 miles northeast of downtown St. Paul, is the setting for a weekend workshop for single parents and their children. While the children explore the forest, lakes, and farmland, parents will examine the responsibilities and problems faced by single parents. They will discuss the difficult issues of developing support networks, identifying and reorganizing role responsibilities, and recognizing personal and family needs. Topics include handling discipline, effects of single-parent families on child development, and finding quality time with your children and for yourself. Parents and children will have time together to relax, take a walk in the woods, or just talk. Offered in cooperation with Wilder Foundation. Limited to 30 participants (children ages 6-12 only).

Sat & Sun 12 noon to 12 noon, June 26-27 (1½ days), Wilder Forest, Zuengler

Kaye Zuengler is a doctoral candidate in the Department of Family Social Science.

Speech / Communication

COMMUNICATING EFFECTIVELY AT WORK — See Business.

HOW TO LISTEN. \$15.

Listening, often thought to be the least developed communication skill, can be a very useful skill in conflict resolution, team building, and making people feel valued. This seminar will look at some basic communication theory and the role of listening in the communication process. Techniques to improve listening ability will be presented, followed by the opportunity to practice in small groups. Limited.

T 6-9 p.m., June 22 (1 session), Nolte Center, Minneapolis Campus, Shipka

Barbara Shipka, formerly an internal organizational development consultant with Honeywell, is an organizational consultant in private practice.

MALE-FEMALE COMMUNICATION. \$20.

This workshop will focus on the dynamics involved when men and women communicate. Discussion will include sources of miscommunication due to differences in the ways women and men communicate in professional and personal situations. Emphasis will be on the importance of language and language use in creating our perceptions of the world, and on how language use reflects and reinforces cultural gender roles. Throughout the workshop, an attempt will be made to generate methods of overcoming the problems caused by male-female communication differences.

Th 6:30-7:30 p.m., July 1-July 22 (4 sessions), Nolte Center, Minneapolis Campus, Murphy

Sally Murphy is a teaching associate in the Department of Speech-Communication.

NONDEFENSIVE COMMUNICATION. \$15.

Nondefensive Communication is designed for people who want to improve their human relations skills in dealing with the public, co-workers, friends, and intimates. Participants will learn to identify causes of defensive feelings and to develop skills for preventing or diminishing defensiveness. They also will have an opportunity to assess their current styles of dealing with anger and to explore ways of using anger constructively.

Sat 9 a.m.-12, July 24 (1 session), Minneapolis Campus, Phillips

Rita Phillips is a staff development specialist for the State Department of Employee Relations and a consultant in private practice.

NONVERBAL COMMUNICATION. \$15.

Many communication experts believe that 85% of all human communication could be nonverbal. What cues do you emit by the way you hold yourself, by the amount of personal space you require, by your tone of voice, or by your facial expressions? What can you determine about another person by observing his/her nonverbal behavior? This workshop will cover such areas as eye contact, gestures and body position, touching behavior, space and territory, vocal cues, and facial expression. Participants will assess their own behavior and observe the behaviors of others, and come away from this workshop with a greater sensitivity to nonverbal communication.

Th 6:30-9:30 p.m., August 19 (1 session), Nolte Center, Minneapolis Campus, Ray

Catherine Ray is an instructor in communication and theater at the College of St. Thomas and a freelance communication consultant.

PERSUASION. \$15

Persuasion is an interactive process of influencing other people. This workshop will focus on basic principles of audience analysis, preparing your message, and adapting to listeners. Special attention will be given to establishing your credibility, enhancing your image, developing clear messages, and adjusting your message to deal with audience reactions. Limited.

T 6-9 p.m., July 13 (1 session), Nolte Center, Minneapolis Campus, Kroll

Becky Swanson Kroll, who has a doctorate in speech-communication, is an assistant professor in the Communication/Theater Department at the Colleges of St. Catherine and St. Thomas.

PUBLIC SPEAKING. \$60.

If you make public presentations either in your job or in community activities, this course is designed for you. The course will focus on both constructing a solid speech and giving a dynamic delivery. Specific topics to be covered include anxiety reduction, establishing credibility, verbal and nonverbal delivery, strategies for persuasion, effective organization, impromptu speaking, and dealing with audience questions or comments. Limited.

Th 6:30-8:30 p.m., June 17-July 22 (6 sessions), Minneapolis Campus, Ray

Catherine Ray is a public speaking instructor at the College of St. Thomas and a freelance communication consultant.

TEAM BUILDING: WHAT IT MEANS AND HOW TO DO IT — See Business.

Writing

BRIEF INTRODUCTION TO CREATIVE WRITING. \$34; \$20 for July 10 session only.

A workshop for the new or prospective writer; especially for people who are interested in creative writing but who cannot get away for a weekly writing class or who are wary of making such a large commitment so soon. The workshop will involve lectures, discussions, and in-class writing practice. An attempt will be made to cover briefly many aspects of creative writing. The workshop will deal both with writing technique and with the possible attitudes of the writer toward his or her audience and material. The atmosphere will be generally informal, but the pace will (necessarily) be somewhat swift. More experienced writers who would like a brief refresher course are also welcome. Limited.

Sat 9 a.m.-1 p.m., July 10-July 17 (2 sessions), Nolte Center, Minneapolis Campus, Edelstein

Scott Edelstein, editor, has had stories, poems, and articles published in magazines and anthologies around the world.

CREATIVE WRITING. \$45; \$35 for students 62 and older.

Students will work on developing publishable writing in the genres of their preference, including, but not limited to, fiction, personal experience, poetry, humor, and essays. There will be lectures on writing style, syntax, imitative writing, writing in images, and how to market one's writing. There also will be class discussions of class members' writing. Students will receive extensive individual critiques of their writing. Cassettes allowed. Limited.

T 10:30 a.m.-12:30 p.m., June 22-July 27 (6 sessions), MacPhail Center, Froiland

Paul Froiland is the managing editor of Northwest Airline's Passages magazine and an associate editor of TWA Ambassador, both published by the Webb Company in St. Paul.

FREELANCE MAGAZINE WRITING. \$45.

As a booming branch of journalism, magazines offer rich and varied opportunities to freelance writers. This practical course covers both the craft and the business of article writing: how to get article ideas, how to query, research, interviewing, types of articles (personality sketches, how-to-do-its, reviews, etc.), slanting writing for different readers. Instructor will advise students on how to edit and prepare the manuscript for submission and suggest marketing strategies. Class format consists of lectures, discussion, writing critiques, and guest lectures by local editors.

M 9 a.m.-12, June 14-July 12 (4 sessions, no class July 5), MacPhail Center, Roberts

Nancy Roberts, instructor in the School of Journalism and Mass Communication, specializes in magazine writing.

IMPROVING YOUR WRITING AT WORK — See Business.

JOURNALS AND LETTERS. \$33; \$22 for students 62 and older.

Journal writing is free from conventions and rules. Everything and anything goes. You cannot "do it wrong." In this class students will learn ways to write about their lives and what they are thinking.

They will talk, write, and read from literary and nonliterary journals written by those who love the journal and letter form. By writing good letters, you allow your friends to know you better. By writing in a journal, you can learn to know yourself better. Limited.

W 1-3 p.m., July 7-August 11 (6 sessions), MacPhail Center, Mucke
Edith Mucke is an assistant professor and director of Continuing Education for Women.

THE MESSAGE AND THE MEDIUM. \$75.

This two-day workshop is for people without advanced training who are responsible for publicity, newsletters, or announcements in organizations, institutions, and businesses, and for all people who work with the production of publications. Through lectures and workshops, all facets of publication will be covered including writing, editing, keylining, graphics and layout, photojournalism, etc. Call 373-9743 for brochure.

Th & Fri 9 a.m.-4 p.m., September 16-September 17 (2 days),
Minneapolis Campus, Interdisciplinary Faculty

ON-THE-JOB WRITING — See Business.

PROFESSIONAL WRITING AND THE PUBLISHING WORLD. \$50;
\$25 for students 62 and older.

For the beginning or advanced writer who wishes to know about the business end of writing. Topics will include manuscript preparation, dealing with editors, book proposals, professional protocol, taxes, grants for writers, writers' colonies, college writing programs, and the workings of the editing and publishing world. Other relevant topics will be covered on request. The course will be taught primarily by lecture, but discussion will be welcomed at any time. Limited.

W 9:30 a.m.-12, June 23-July 28 (6 sessions), MacPhail Center,
Edelstein

Scott Edelstein, editor, has had stories, poems, and articles published in magazines and anthologies around the world.

LOCATIONS AND ADDRESSES OF COURSES

American Institute of Banking, WCCO Radio Building, Fifth Floor, 625 Second Avenue South, Minneapolis

Management Skills for Women
On-the-Job Writing

Excelsior Library, 343 Third Street, Excelsior

Beyond Paper

Highland Park Library, 1974 Ford Parkway, St. Paul

Computers: A Brief Introduction

House of Hope Church, 797 Summit Avenue, St. Paul

Childhood Literature Revisited: Once Upon a Time . . .

Landmark Center, 75 West Fifth Street, St. Paul

Assertiveness for Secretaries

MacPhail Center, 1128 LaSalle Avenue, Minneapolis

Bridehead Revisited
Creative Writing
Discovering Your Potential
Freelance Magazine Writing
Freud
Fundamental College Mathematics
Journals and Letters
Math Anxiety Diagnostic Clinic
Orientation Day
Professional Writing and the Publishing World
Reading and Study Skills Workshop
Saul Bellow
The Study of Twins

Minneapolis Athletic Club, 615 Second Avenue South, Minneapolis

Team Building: What It Means and How to Do It

Minneapolis Campus

Arithmetic and Elementary Algebra
Assertiveness for Women in Leadership Positions
Best Sellers: Careers in Sales
Brief Introduction to Creative Writing
Career Development Strategies
Career Moves for Secretaries
Computers: A Practical Introduction
Designing Questionnaires and Surveys
Effective Delegation
Employment Tests: Maximizing Your Performance
How to Listen
Identity, Femininity, and Power
Improving Your Writing at Work
Introduction to the Principles of Geometry
Male-Female Communication

Math Anxiety Diagnostic Clinic
The Message and the Medium
Nondefensive Communication
Nonverbal Communication
Persuasion
Principles of Data Processing and Programming in BASIC
The Productivity Challenge: Quality Circles in the Office
Public Speaking
Statistics Made Understandable
Time Management on the Job
Women Alone: Alive and Thriving

Minneapolis Institute of Arts, 2400 Third Avenue, Minneapolis

French Impressionism: Prismatic Colors in Nature

Minnesota Historical Society, 690 Cedar, St. Paul

Chinese Experience in America

Plymouth Congregational Church, 1900 Nicollet Avenue, Minneapolis

File . . . Don't Pile

Stepfamilies: Negotiating New Relationships

St. Louis Park Jewish Community Center, 4330 Cedar Lake Road, St. Louis Park

File . . . Don't Pile

St. Paul Campus

How to Lead Committees

Planning for Dual-Career Parenthood

Teachers in Transition: Exploring Career Options

Woman's Day on Campus

Women: Health and the Middle Years

Southdale Library, 7001 York Avenue, Edina

Art of the Eskimo (Inuit)

Computers: A Brief Introduction

A Country Like Australia: Modern Australian Fiction

Spring Hill Conference Center, Wayzata

Communicating Effectively at Work

New Woman Supervisor

Walker Library, 2880 Hennepin Avenue, Minneapolis

Investment Programs for People With Incomes of \$20,000 or Less

Washburn Library, 5244 Lyndale Avenue South, Minneapolis

Career and Life Planning

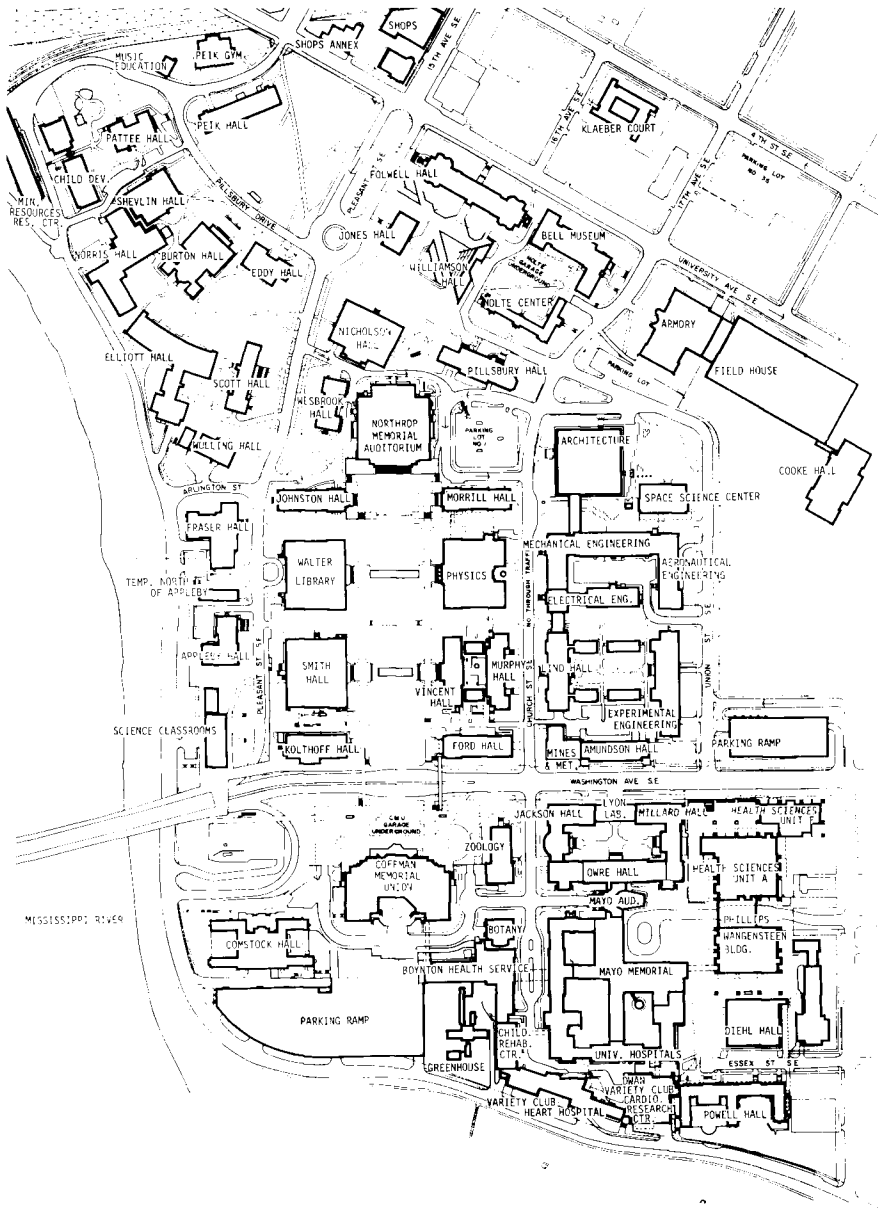
Wilder Forest, 14189 Ostlund Trail North, Marine on St. Croix

Weekend at Wilder Forest for Single Parent Families

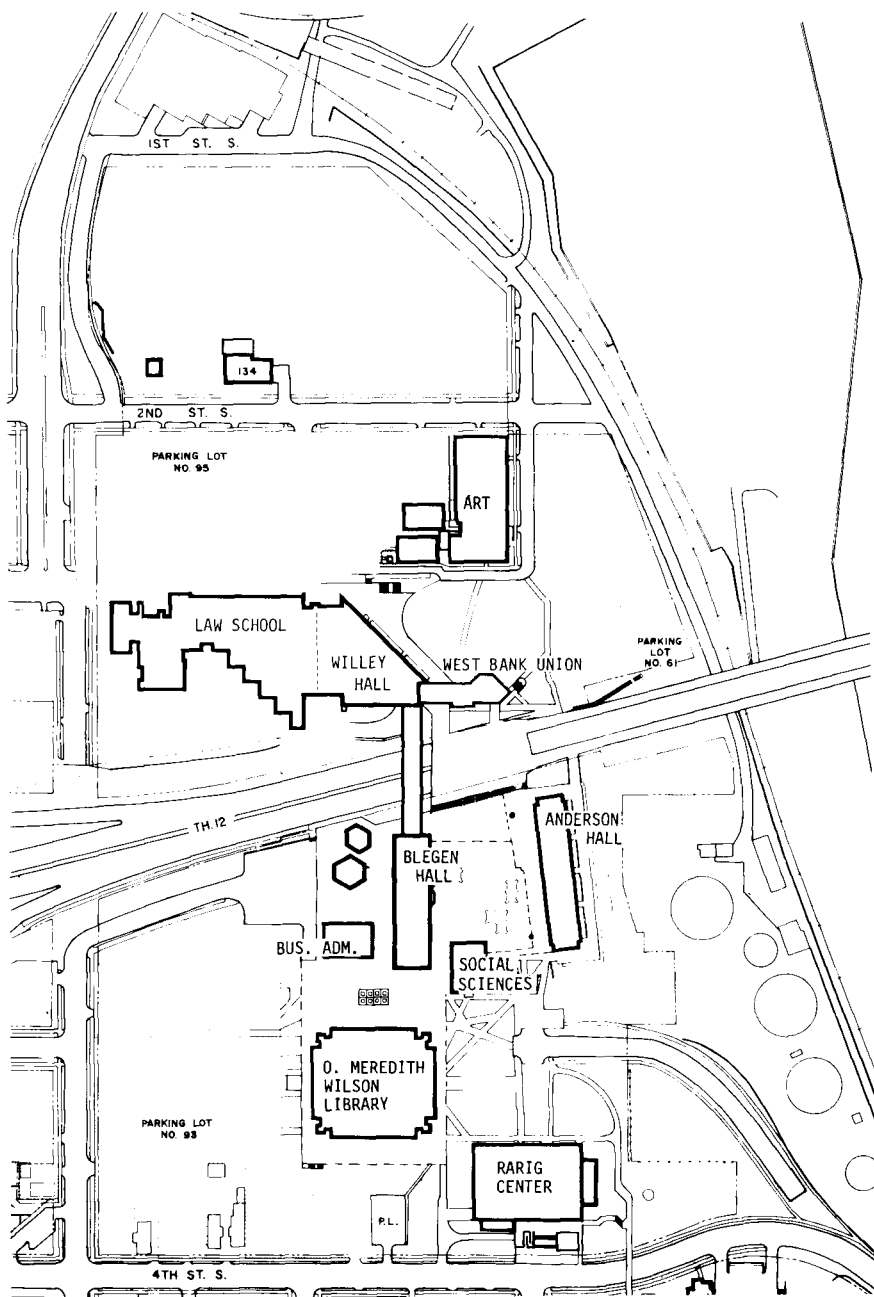
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Minneapolis Campus East Bank



Minneapolis Campus West Bank

UNIVERSITY OF MINNESOTA

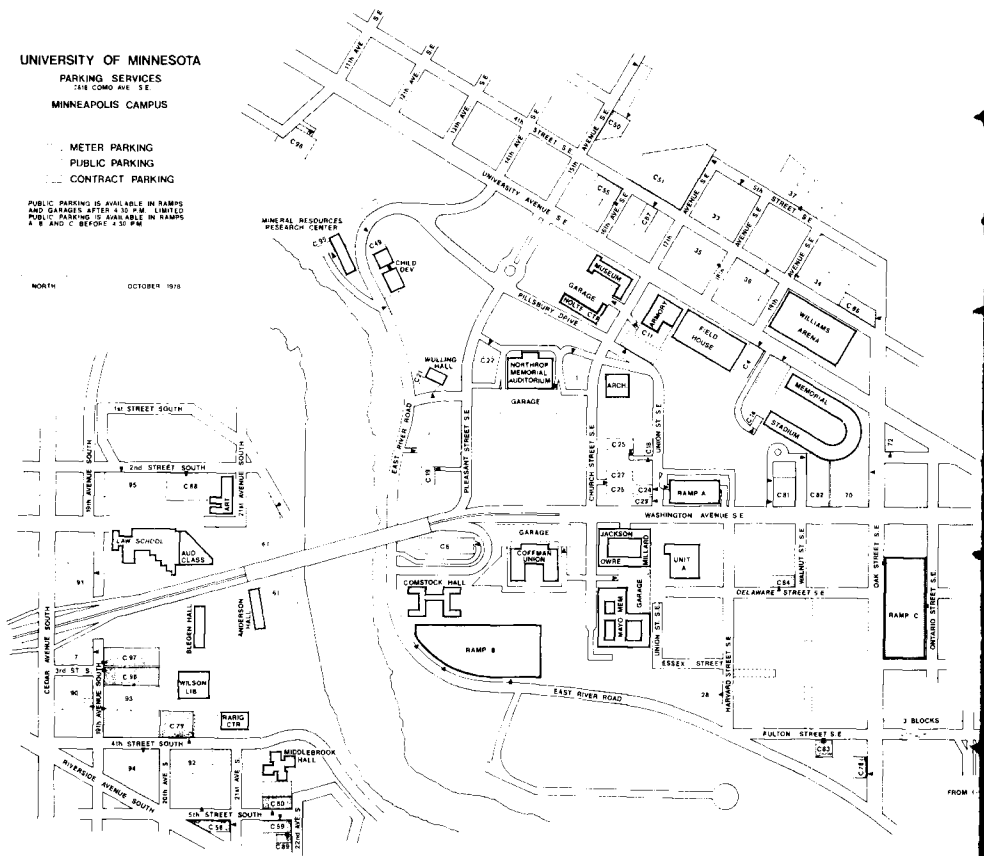
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248 COMO AVE. S.E.

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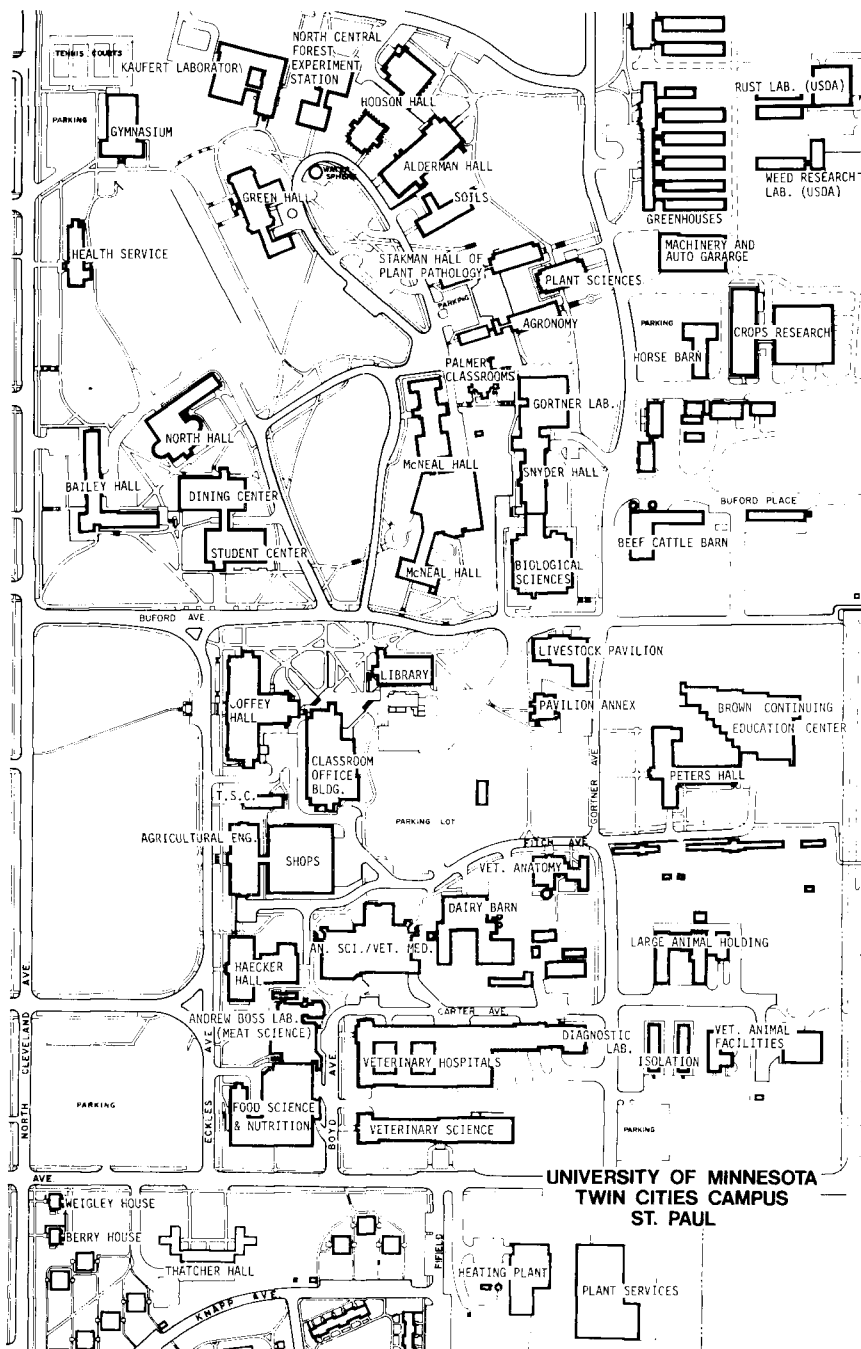
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- PUBLIC PARKING
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PUBLIC PARKING IS AVAILABLE IN RAMPS AND GARAGES AFTER 4:30 P.M. LIMITED PUBLIC PARKING IS AVAILABLE IN RAMPS A, B AND C BEFORE 4:30 P.M.

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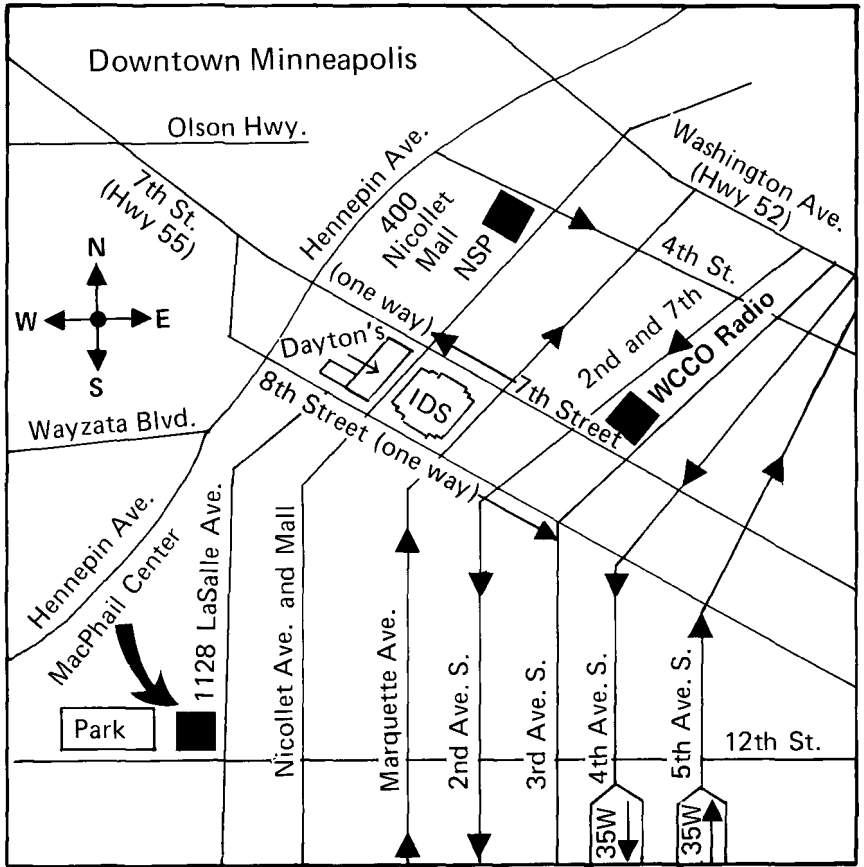


**Parking Facilities
(East and West Bank)**



UNIVERSITY OF MINNESOTA
TWIN CITIES CAMPUS
ST. PAUL

St. Paul Campus



MacPhail Center for the Arts

Registration Information

Prompt registration is suggested. Please check bulletin descriptions for starting dates of all noncredit classes. Make checks payable to the University of Minnesota. No arrangements for partial payment will be made. Students are not registered until their tuition and fees are paid. To avoid confusion, please state the location(s), starting date(s), and times of class(es) for which you are registering.

.....
Continuing Education for Women
200 Wesbrook Hall, 77 Pleasant Street S.E.
Minneapolis, MN 55455

373-9743

Please register me for the following classes:

Location(s) _____

Starting Date(s) _____ Day _____

Time(s) _____

My check payable to the University of Minnesota for
\$. is enclosed.

Name _____

Address _____

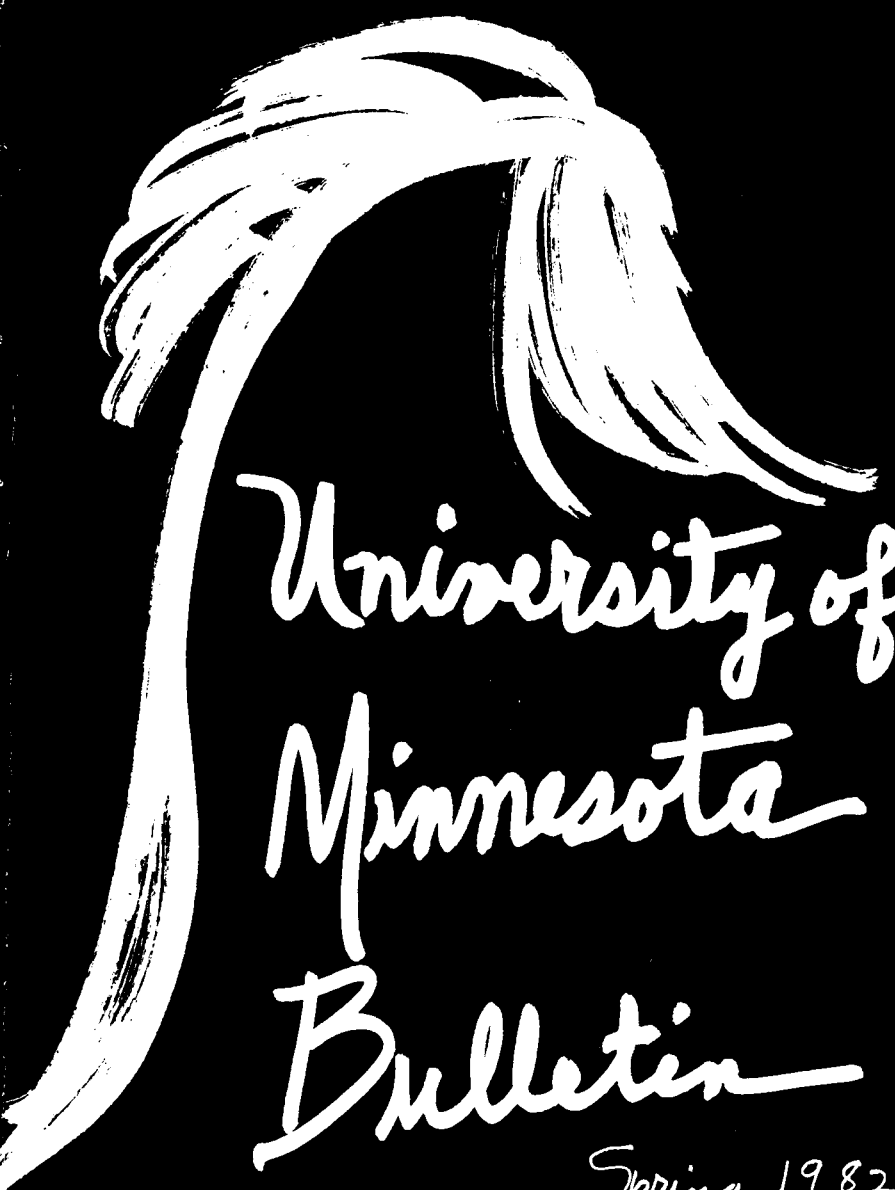
City _____ State _____ Zip _____

Phone (Home) _____ Phone (Work) _____

Birthdate _____ Social Security Number _____

- I am working toward a degree.
- This is my first registration in a CEW class.

Continuing Education for Women



*University of
Minnesota
Bulletin*

Spring 1982

Continuing Education and Extension
University of Minnesota



University of Minnesota

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The contents of this bulletin and other University bulletins, publications, or announcements are subject to change without notice.

Continuing Education for Women

Spring Quarter 1982

March 29 — June 12

Continuing Education for Women
200 Wesbrook Hall
77 Pleasant Street S.E.
Minneapolis, Minnesota 55455
373-9743

The Institute for Professional Women's Development

A two-and-a-half day residential program designed to help highly capable women in business, government, education, and the professions develop the skills needed for succeeding in management positions.

5:30 p.m. Monday, April 12, through 3 p.m. Wednesday, April 14

Spring Hill Conference Center, Wayzata, Minnesota
\$275 (includes overnight lodging and meals)

Mothers and Sons

Just in time for Mother's Day—a chance to examine the relationship between mothers and sons.

Saturday, May 8, 1982

9 a.m. — 3:30 p.m.

YWCA Urban Center, 1130 Nicollet Avenue, Minneapolis,
Minnesota
\$37 (includes lunch)

Corporate Culture

Explore the influence on corporate culture of the new management dynamic of men and women working together in this unique, one-day workshop.

Saturday, May 15

9 a.m. - 4 p.m.

Earle Brown Continuing Education Center, St. Paul Campus
\$40 (includes lunch)

See noncredit section on Business

Training Programs for Women at Work

Continuing Education for Women is pleased to announce that courses in this bulletin can be offered in-house for your business or organization.

We can also design programs to address specific training needs.

For further information: Camilla Colantonio, (612) 373-9743

FROM THE DIRECTOR

It's spring. April, "the cruelest month," comes timidly, with some reluctance. Do you daydream? Entertain ghosts of unborn dreams, unrealized hopes? Ponder unused talents?

It's spring. Time to awaken, time to be happy. Women who are where they want to be are happy. Women who are happy are in command—or at least in control—of their lives. Within the pages of this bulletin are classes, courses, seminars, and one-day events to inspire, to teach, to help you gain and maintain control of your life.

It's spring. Time for housecleaning, polishing, and new beginnings. Note the career planning section—from Career Management for Working Women and A Creative Approach to Careers in Banking and Finance and Informational Interviewing.

You'll find classes that will help you make the best decisions on how to spend or not spend your dollars—among them, Antiques: Collecting For Investment, Gemstones: How Do I Know What I'm Buying?, Hard Asset Investing, Cash Register Blues and Consumer Savvy.

Credit classes, both upper and lower division, will bring you closer to that hoped for degree. New this quarter are Drawing, Greek and Roman Mythology, Introduction to Modern Business, and Thoreau.

We are flexible. Courses are often scheduled in response to requests of our students. Comments and suggestions are invited and are always seriously considered. Feel free to call us at 373-9743. And do plan to join us for Woman's Day on Campus, June 16—a good time to celebrate and renew old acquaintances.



Edith E. Mucke, Director
Continuing Education for Women

Continuing Education for Women
200 Wesbrook Hall
77 Pleasant Street S.E.
University of Minnesota
Minneapolis, Minnesota 55455
373-9743 or 376-4517

Counseling and Program Advising
314 Nolte Center
315 Pillsbury Drive S.E.
University of Minnesota
Minneapolis, Minnesota 55455
373-3905

Financial Aid and Tuition Assistance
314 Nolte Center
315 Pillsbury Drive S.E.
University of Minnesota
Minneapolis, Minnesota 55455
373-3905

Tuition and fees are subject to change without notice.

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Admission

Anyone may register for Continuing Education for Women classes. There are no admission or entrance requirements; registrants need not possess a high school diploma. Students need only a desire to learn. Registration in specific programs or classes may require prerequisite courses.

Advising and Counseling

Professional counseling and testing services are available to CEW students who want to learn more about their own abilities, interests, and personalities; who wish help in educational and vocational planning or choosing a major field of study; and who seek help with problems affecting their academic performance. A fee of \$60 is charged for students and prospective students (\$90 for nonstudents) wishing to take a battery of tests. Appointments must be made in advance. Call 373-3905 for further information.

Program advising is available to help students select programs of study, determine prerequisites and standing, evaluate transcripts of previous college work, choose the kinds and numbers of courses to take and the order in which they should be taken, arrange for examinations for credit or advanced standing, and handle other academic matters. During registration periods, advisers will be available without appointment during registration hours in the Counseling Office, 314 Nolte Center. At other times of the year students may telephone 373-3905 to arrange for day or evening appointments, although advisers are always available on a walk-in basis during regular daytime hours.

Financial Assistance

Low Income Scholarships

Tuition assistance scholarships are available through the Continuing Education and Extension Tuition Assistance Program (TAP) for low-income adults who are not eligible for other financial aid and wish to enroll in CEW courses. Call 373-3905 for further information.

Minnesota Part-Time Student Grant Program

Awards are made to Minnesota residents who are formally admitted to and in good academic standing in a degree or certificate program. Recipients must demonstrate financial need (generally low-income and some middle-income students meet the guidelines) and cannot be eligible for or be receiving other education financial aids. Grants cover tuition and fees only for part-time students in credit courses.

Louise Roff Scholarship Fund

Awards from the Louise Roff Scholarship Fund are made on the basis of scholastic ability, motivation, previous achievement, financial need, and realistic plans. Small awards are given serious consideration. The funds can be used only for courses offered through CEW. Closing date for spring quarter applications is mid-February.

Registration

Registration may be made in person at 200 Wesbrook Hall, Minneapolis campus or by mail. No registrations will be accepted at the MacPhail Center.

Registrations made by mail should be sent along with a check made out to the University of Minnesota to Continuing Education for Women, 200 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455. Students are not registered until tuition has been paid. No telephone registrations will be accepted except for students 62 or older enrolling in *credit* courses.

Registration of Students 62 or Older

Amendments by the 1981 Minnesota Legislature to the Senior Citizens Higher Education Act of 1975 have modified the provisions for space-available, tuition-free admissions for persons aged 62 and older. Minnesota State law now allows persons 62 and older to register free in any nonlimited-enrollment CEW credit class for no credit. They may also register free for no credit in limited-enrollment credit classes on a space-available basis. Courses may be taken for University credit for only \$6 per credit plus the cost of books, other materials, and any special fees. Reduced tuition registrations may not be accepted until immediately in advance of the starting date of a course, nor is it possible to guarantee a place in a course without payment of full tuition. No late fees will be assessed for those who use this credit registration option. Full tuition (or some portion thereof) will be required for admission to noncredit programs. CEW noncredit programs that have reduced rate for students aged 62 and over are indicated in the course descriptions; all other noncredit courses are priced as shown.

Regents' Scholarships

University Civil Service staff members working at least 75% time are eligible to apply for Regents' Scholarships through the Human Resources Development Division. Regents' Scholarships cover only tuition for approved classes. All course fees, special fees, and materials fees must be paid by the student. Further information about eligibility and application procedures can be obtained from Human Resources Development, 1919 University Avenue, St. Paul; telephone 373-4366. It is the policy of Continuing Education for Women to accept Regents' Scholarship registrations in *limited* classes three (3) working days prior to the first class session.

Grades

A-N Letter grading/No credit

S-N Satisfactory/No credit

Choice of **A-N** or **S-N** grading systems must be indicated for each credit course listed on the registration form at the time of registration and may not be changed after the second week of the quarter or the third week of the semester. (Instructors are not authorized to make changes in the grade base for a student.) If the student does not indicate the grading system desired on the registration form, the A-N system will apply.

A student who wants to attend classes, but does not wish to do all the required work, may register as an auditor. Most credit courses may be audited. Courses marked with an (*) may be taken for a nontranscript rate of \$60.

Requests for change from credit to audit registration should be made in person or by writing Continuing Education for Women. Changes may not be made by telephone. After the sixth week of a quarter, requests for changes must be approved by the instructor. Approval is granted only if the student is doing passing work at the time of the request. No changes can be made during the last two weeks of any term.

Changes from audit to credit will not be allowed after the second week of the quarter.

Only courses with the first digit of 5 may be taken for graduate credit. If graduate credit is desired, please indicate by checking graduate credit on the registration form.

Grade Reports and Transcripts

Continuing Education for Women students can secure transcripts showing all credits earned in CEW and Extension Classes by visiting or writing the Transcript Service, 155 Williamson Hall, 231 Pillsbury Drive S.E., Minneapolis, MN 55455. No requests will be accepted by telephone. In-person requests will be processed immediately. Hours are from 8:30 a.m. to 4 p.m., Monday through Friday. Students must supply the following information when requesting transcripts: complete name, birthdate, social security number, and the last dates in attendance. The name(s) and number(s) of the course(s) last attended should also be included with the request. CEW and Extension grades are not automatically recorded on regular college (day school) transcripts. Students must request that the grades be transferred by writing Student Relations, 150 Williamson Hall, or by calling 376-1680. Credits are not automatically transferable for all students. Check with the college office or call 376-1680 for information.

Official quarterly reports of students' grades are released only by the University's Office of Registration and Student Records and cannot

be furnished by the CEW office. Grades for each quarter or semester are mailed from the Records Office. Students should allow six to eight weeks from the close of a term for their grades to arrive in the mail. Students who need grades sooner may leave self-addressed postcards with their instructors, who will mail grades to them immediately following the end of a term.

Refunds

Refunds for classes from which students withdraw will be made in accordance with the following schedule:

1. Full refund of all tuition and special fees will be made:
 - a. When a class is cancelled by CEW; when the hour or day of the class is changed by CEW after a student has registered for it; or when, in the opinion of the instructor, the student does not have the necessary prerequisites. In the last case, the student must do the following:
 1. Ask the instructor for a note stating the above circumstances.
 2. Present this note in person at 200 Westbrook Hall, or by mail. It is the student's responsibility to obtain and present this note as stated above.
 - b. Students who have been ill or hospitalized and wish consideration for a refund should obtain a doctor's statement (on his/her letterhead) indicating that in the opinion of the doctor the student was unable to continue for medical reasons.
2. A \$3 cancellation fee will be charged for cancellation of classes before the first class meeting in any semester, quarter, or special term. The balance of the tuition and special fees will be refunded.
3. Late fees and/or transfer fees are not refundable.
4. Refunds for cancellations of classes after the opening date of each semester, quarter, or special term (except as indicated in item 2) will be made as follows:

	Semester	Quarter
a. refund before second class	75%	75%
b. refund before third class	75%	50%
c. refund before fourth class	50%	25%
d. refund before fifth class	25%	none
e. refund after fifth class	none	none

5. Refund requests for one- or two-day workshops or special events must be received in writing or in person at the CEW office three (3) working days in advance of the event. Registrants who fail to attend or to cancel properly are liable for the entire fee.

Refunds are paid by check only and are mailed to the student. A minimum of four weeks is required for processing a refund.

Cancellations

Students who wish to cancel a class or classes must do so officially, either in person or by writing to Continuing Education for Women, 200 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455. By so doing, a student will receive a refund if eligible (see Refunds) and in cases when a course is taken for credit, will ensure entry of the appropriate symbol on the grade report. If a student officially cancels the first two weeks of a term, the cancelled course will not appear on a transcript. If a student officially cancels out of a class before or during the ninth week of any semester, or the sixth week of any quarter, or mid-point of any special term, a "W" will automatically appear on the grade report. If a student cancels after the above-stated period, the instructor may give a "W" providing the student is doing passing work. It is advisable that a student inform the instructor of the reason for cancelling.

No student is permitted to cancel during the last two weeks of any term (this includes final examination week). Cancellations must be made in person or by letter. Telephone cancellations will not be accepted.

No instructor is authorized to accept cancellation of any student. The effective date of cancellation will be the day on which the cancellation is received in the CEW office, regardless of the date of the student's last attendance. (Cancellations by mail become effective on the date of the postmark.) It is **important**, therefore, that an official cancellation is received by the CEW office whenever a student stops attending class.

Cancellation of or Change in Scheduled Classes

While the department sincerely regrets doing so, it is forced to cancel classes with insufficient enrollment. The department reserves the right to cancel, postpone, limit enrollment, split, or combine classes, and to change instructors and/or locations of classes.

Symbols

- * Courses marked with an asterisk may be taken for special nontranscript rate of \$60 (plus any fees).
- BB Brown Bag School — noon hour courses
- # Indicates Liberal Arts Seminars

Tuition for Current or Prospective Graduate Students

Students registering for graduate credit pay CEE tuition rates. However, when coursework is transferred to the Graduate School record, the student will be charged the difference, if any, between CEE and Graduate School tuition for credits accepted in the program. The tuition difference to be charged will be the difference between CEE and Graduate School tuition rates at the time of the transfer.

Bookstores

Textbooks for all courses listed in this bulletin have been ordered at the Minnesota Book Center, located in Williamson Hall on the East Campus of the University between Nolte Center and Jones Hall. It replaces the Nicholson Hall Bookstore and the Main Engineering Bookstore.

Lists of course offerings and the required books are available at the bookstore.

Parking

For programs on the Minneapolis campus, parking is normally available for a nominal fee after 5 p.m. in the Nolte Center Garage, located underground at the Church Street entrance to Nolte Center. Additional parking is available at nearby lots. For programs on the St. Paul campus, parking is normally available for a nominal fee at the Earle Brown Center lot, located off Randall. See maps on pages 62-67.

Credit Courses Group Designations

Credit courses showing group designations may be used toward the College of Liberal Arts group distribution requirements for a two- or four-year degree. These courses may also be used toward the Liberal Arts Certificate. Group designations (A, B, C, or D) follow each course description.

Group Designations:

- A — Communication, Language, Symbolic Systems
- B — Physical and Biological Sciences
- C — The Individual and Society
- D — Literary and Artistic Expression

Topics courses, when appropriate, may be used to meet group requirements upon approval of the Scholastic Committee.

If you have any questions or would like additional information, please call the Counseling Office at 373-3905.

Associate in Liberal Arts Degree

The College of Liberal Arts offers an associate in liberal arts (ALA) degree. The degree indicates the successful completion of a 90-credit program devoted largely to general education and is equivalent to two years of academic study. The degree may be applied toward the bachelor of arts degree. With careful planning, the entire degree may be obtained through Continuing Education for Women. Careful planning will necessitate early consultation with a member of the Counseling Department (373-3905).

Current ALA degree requirements, after admission to the University, are:

1. 90 credits acceptable to CLA (at least 45 on A-N grading)

2. At least 45 University of Minnesota CLA credits
3. Satisfaction of the CLA English composition requirement
4. Satisfaction of four of the following five categories:
 - a. Second language study through the college third-quarter level, or exemption based on three or more years of high school work (one language only)
 - b. 8 to 10 credits in Group A of the BA group distribution requirements
 - c. 12 to 15 credits in Group B including one course with laboratory
 - d. 16 to 20 credits in Group C
 - e. 12 to 15 credits in Group D

Students should contact Continuing Education for Women (373-9743) or the Extension Counseling Office (373-3905) for a list of courses that can be used to satisfy CLA distribution requirements for the associate in liberal arts degree.

Certificates

Students not certain they can devote the time necessary to earn a college degree are urged to consider a certificate program. These programs are generally regarded by business and industry as valuable professional and technical preparation for employment and promotion in areas requiring extensive technical knowledge. With careful planning, a certificate can be, if the student wishes, a stepping stone to a degree.

Thirty-three certificate programs are conducted by Continuing Education and Extension (CEE). The curricula for three are described in detail in the following pages. Certificate programs are organized at the collegiate level; students entering them should have adequate educational preparation or other experience to work effectively with college materials. Certificate programs consist of degree credit courses or a combination of degree and certificate credit courses. Certificate credit courses are college level in quality, and represent an accelerated and specialized approach to the subject matter. Certificate credit classes are not, however, usually transferable to a degree program.

Work on a certificate may be done in Continuing Education for Women, Extension Classes, Extension Independent Study, day school, summer session, or any combination of these. (Certificate programs marked with **(IS)** are available entirely through Extension Independent Study.) A student may transfer credit from other accredited institutions of higher education, although a minimum of 25 percent of credits required for any certificate must be earned at the University of Minnesota. In those certificates requiring 12 or fewer credits, all work must be done at the University of Minnesota. Courses need not be taken in order, except as prerequisites make it necessary. Certificate requirements may be modified from time to time. Although

there is no time limit on the use of credits, no certificate will be granted that represents a certificate program more than seven years out of date. No student may apply for more than three certificates.

A student interested in pursuing a certificate program is urged to secure a copy of "Procedures for Obtaining a Continuing Education and Extension Certificate" and to complete an Application for Admission to Certificate Programs at the earliest possible time after completion of 12 credits. Both forms are available at the Extension Classes Office, 101 Westbrook Hall, or the Extension Counseling Department, 314 Nolte Center. Advice and information about the various programs, including transfer of credits, may be secured from the Extension Counseling Office.

Students interested in taking courses toward certificate programs on the S-N grading system should first consult an Extension counselor at 314 Nolte Center, 373-3905.

A student nearing completion of the required work and expecting to receive a certificate must file a Certificate Completion form at the beginning of the term in which the certificate is to be awarded. A \$10 certificate fee will also be required at the time the Certificate Completion Form is filed. A student not interested in obtaining a certificate document will receive notice of completion of his/her program on the final transcript.

Upon completion of a specified program with at least a C (2.0) average, the student is awarded a certificate. Certificates are awarded by CEE (not by individual University of Minnesota colleges). All certificates are dated and awarded as of each quarter of the academic year. Students receiving senior certificates may participate in the June commencement exercises.

Each quarter during the academic year, CEE offers credit classes that can be applied toward a variety of certificates. The following certificate programs may be of particular interest to CEW students.

Business Administration Certificate

This certificate program has been approved by the School of Management and arranged under the supervision of members of the faculties concerned. It is designed to present an integrated, high quality, university-level course of study of shorter length and scope than the full four-year degree program. It is designed especially for students who wish to obtain a general grounding in the basic principles and theories of business administration and for those who want training or an opportunity for advancement in some specific field of business.

It is possible for a student to move from a course of study for a certificate into a planned program leading to a bachelor of science in business degree. Anyone who contemplates such a long-range objective should consult an Extension adviser before proceeding further so as to avoid any loss of credits or possible future rejection from the degree program.

Junior Business Administration Certificate

(46-48 credits)

This certificate, requiring the satisfactory completion of 46 to 48 credits of coursework, is the equivalent of one academic year of full-time study. It offers a firm grounding in most of the basic fields of business administration. All of the credits received in completing the Junior Certificate are automatically credited toward a Senior Certificate and represent half of its required work load. Students transferring credits to this program from other accredited institutions must take a minimum of 12 credits of business courses at the University of Minnesota.

This quarter, Continuing Education for Women offers the following class that applies toward the Prebusiness Requirement for this certificate:

Comp 1001 Introductory Composition

General Studies Certificate (IS)

(45 credits)

The General Studies Certificate program is designed to recognize students' achievement after the completion of the equivalent of one year of college course work. There are no required courses in the program but students are encouraged to take advantage of courses in most of the general education curriculum areas of the General College — natural sciences, social sciences, business studies, humanities, and communications. Of the 45 credits required for the certificate, a minimum of 30 credits must be taken in General College courses.

Students wishing to continue their education toward the associate in arts degree from the General College will find that all credits from this program will be accepted.

This quarter, Continuing Education for Women offers the following General College class that applies toward this certificate:

GC 1445 Intermediate Algebra

In addition, 15 credits from other college courses offered in this bulletin can also apply toward this certificate.

Liberal Arts Certificate (IS)

(45 credits)

The program of the Liberal Arts Certificate is offered to students who wish an introduction to a liberal arts education. It is the equivalent of one full-time year of university-level study. With careful planning, the certificate may constitute the freshman year of a degree program in arts or business fields. Students transferring credits to this program from other accredited institutions must take a minimum of 12 credits at the University of Minnesota.

It is possible to earn an entire Liberal Arts Certificate through courses

offered by Continuing Education for Women. Students interested in the Liberal Arts Certificate should be sure to call Extension Counseling at 373-3905 for a copy of the College of Liberal Arts courses meeting the group distribution requirements *before taking any courses*.

This quarter, Continuing Education for Women offers the following class that applies toward the English requirement for this certificate:

Comp 1001 Introductory Composition

Many other CEW classes will apply toward this certificate; students should plan their schedule according to the distribution requirements they need.

Credit Courses and Descriptions

Credit courses through CEE are offered in time formats, places, and delivery modes designed to accommodate students' needs. Course content and materials, work expected of students, and responsibilities of instructors are determined by the academic discipline granting the credit. Courses are expected to have the integrity and legitimacy of campus-based day classes offered for equivalent credit.

Spring Quarter 1982 — March 29 through June 12

Unless otherwise noted, spring quarter credit classes begin the week of March 29. The last day to register for spring quarter credit classes without penalty of a late fee is March 17. Late registration through the first week of classes must include a \$5 late fee.

***ANEJ 3503 ANCIENT ISRAEL: THE BACKGROUND OF THE BIBLE.**

4 degree credits, \$102.

The study of Bible places it in the cultural, historical, and religious context of its origins. The history of the period is filled with political intrigues and tumultuous events. Through lecture and discussion, we will examine the political and social developments in Ancient Israel and the prophetic reaction to them. The leading ideas of the classical prophets will be explored in detail for their contributions to the development of Israel's religion. The course will conclude with the period of restoration under Ezra and Nehemiah and with the emergence of Judaism. May be applied toward the CLA second language requirement, Route II, for Hebrew. (No prereq) Limited. (C)

M 1-3:30 p.m., MacPhail Center, Paradise

Jonathan Paradise is an associate professor in the Department of Ancient Near Eastern and Jewish Studies.

ArtS 1101 BASIC DRAWING. 4 degree credits, \$90 + \$10 course fee + \$5 special fee. Total \$105.

An introduction to studio work; exploration of contemporary and traditional methods. Work from nature, various drawing and painting mediums. Students will work from still life, landscape, and nature. Individual personal approaches and creativity will be encouraged. Are you interested in the lyrical? Are you a romantic? Or a realist? How about your fantasies and dreams? Registration will not be accepted after the first class meeting unless accompanied by instructor's written permission. If it is not possible to attend the first class, the student should call the instructor in advance. (No prereq) Limited. (D)

T 9 a.m.-12:30 p.m., MacPhail Center, Somberg

Herman Somberg is an associate professor in the Department of Studio Arts.

ArtS 1701 INTRODUCTION TO PHOTO MEDIUM. 4 degree credits, \$90 + \$15 course fee + \$5 special fee. Total \$110.

Black and white photography for beginners. Camera techniques, film development. Time spent in darkroom (No prereq) Limited. (D)

T 9 a.m.-12, MacPhail Center, Husom

David Husom has been appointed by the Studio Arts Department to teach this course.

ArtS 3710 INTERMEDIATE PHOTOGRAPHY. 4 degree credits, \$102 + \$15 course fee + \$5 special fee. Total \$122.

Continued work in photographic controls and processes.

Introduction to related photosensitive media. Emphasis on creative process with attention to individual interests and requirements.

This class may be taken three times for a total of 12 credits. (Prereq ArtS 1701) Limited. (D)

M 9 a.m.-12, MacPhail Center, Husom

David Husom has been appointed by the Studio Arts Department to teach this course.

***Clas 1042 GREEK AND ROMAN MYTHOLOGY.** 4 degree credits, \$90.

Classical myths; stories of gods, demigods, and heroes that are a basic component of European cultural heritage; their artistic, religious, psychological, and anthropological implications. Besides introducing the gods and heroes, this course studies myth as religion. Comparisons are made between the Greek and Old Testament versions of the Creation, and other Greek myths and gods are traced to their Egyptian, Semitic, or Hittite origins. Slides are used to illustrate the myths and their survival throughout the last 25 centuries, and parts of feature films are used as well. May be

applied toward the CLA second language requirement, Route II for Greek and Latin. (No prereq) (C)

T 9:30 a.m.-12, MacPhail Center, Solomon

Jon Solomon is an assistant professor in the Department of Classics.

Comp 1001 INTRODUCTORY COMPOSITION. 4 degree credits. \$90.

Writing clearly and convincingly for college courses. Emphasizes writing for specific goals, pre-writing, thesis statement, principles of organization, coherence, argumentation, and paragraph development. Satisfies the freshman English requirement for most degree programs and is a prerequisite for many language courses. It is not necessary to take Comp 1002 to receive credit for this course. May be applied toward the Junior Business Administration certificate and the Liberal Arts Certificate. (No prereq) Limited.

M 9:30 a.m.-12, MacPhail Center, Fuller

Cynthia Fuller is an instructor in the Department of English.

Econ 1001 PRINCIPLES OF MACROECONOMICS. 4 degree credits, \$90.

Principles underlying economic activity and the way these principles work out through our economic institutions with respect to gross national product, money and banking, and business cycles. The course will be a mix of theory and practical application, and will examine current controversies regarding theories and policies appropriate for solving present-day problems. (No prereq) Limited. (C)

T & Th 11:45 a.m.-12:55 p.m., Federal Reserve Bank, 10th Floor Briefing Room, Dillard

Lauren Dillard is a management science analyst at the Federal Reserve Bank.

***Engl 5620 BRITISH AND AMERICAN WOMEN WRITERS.** 4 degree credits, \$106.

We will study poetry and novels by great Victorian women writers for the evidence their writing provides from a female perspective of the impact of revolutionary change—personal, social, religious, technological, aesthetic—on English Victorian culture. Particular attention will be given to the imaginative transformation of various feminine facets of the human condition into literature that illuminates some of the rich complexities of the Victorian temperament. Our texts will be Elizabeth Barret Browning's "Aurora Leigh" and *Sonnets from the Portuguese*, Christina Rossetti's "Goblin Market" and her religious and love poetry, Charlotte Bronte's *Jane Eyre*, Elizabeth Gaskell's *North and South*, and George Eliot's *The Mill on the Floss*. Qualified students may register for graduate credit. (No prereq) (D)

Th 9:30 a.m.-12, MacPhail Center, Fuller

Cynthia Fuller is an instructor in the Department of English.

FScN 1012 NUTRITION AND OUR FOOD SUPPLY. 4 degree credits, \$90 + \$5 course fee. Total \$95. (Special nontranscript rate, \$45 + \$5 special fee. Total \$50)

(Formerly "Food for Thought—For Food") Nutritional requirements of man; basis of a balanced diet; diet and physical fitness in heart disease, obesity, cancer; food and diet fads; effect of processing and storage; additives, food safety, and FDA; future world food production problems and solutions. Individual one-week dietary survey required. Offered in cooperation with Extension Classes. (No prereq)

T 6:15-9 p.m., Minneapolis Campus, Addis

Paul Addis is a professor in the Department of Food Science and Nutrition.

***GC 1445 INTERMEDIATE ALGEBRA.** 5 degree credits, \$112.50.

Concepts and manipulative skills of algebra necessary for students to compete in a college algebra course. Intended for students who have a strong background in elementary algebra. Topics include sets, real numbers, linear equalities, linear inequalities, polynomials, rational expressions, exponentials, roots, quadratic equations, the exponential function, and the logarithmic function. Students who lack adequate preparation for this course should register for Arithmetic and Elementary Algebra. May be applied toward the General Studies Certificate. (Prereq one year high school algebra.) Offered in cooperation with Extension Classes. Limited.

M & W 6:30-8:30 p.m., 102 Folwell Hall, Minneapolis Campus, Barnes

Sarabeth Barnes is an assistant professor of Science, Business, and Math in General College.

GC 1511 INTRODUCTION TO MODERN BUSINESS. 4 degree credits, \$90.

Intended for both business and general education students; overview of economic environment in which business operates. Topics include production, finance, personnel, and marketing. Useful introductory course for students planning further study in business fields; also recommended for those who want to survey the field without studying it in detail.

Th 12:30-3 p.m., MacPhail Center, Nelson

Mary Kay Nelson is an instructor of Business Studies in the General College of the University of Minnesota.

***GC 3531 WRITING FOR BUSINESS AND THE PROFESSIONS.** 4 degree credits, \$102.

Students write letters, informal and formal reports, recommendations, proposals, summaries, memos—in short, the forms of writing used in business; in health, education, and welfare; and in legal professions. Effort is made each quarter to adapt content to vocational needs of students enrolled. Form, clarity,

economy of expression, and suitable tone are stressed. Typed final drafts are required. (Prereq 45 credits) Limited.

Th 9-11:30 a.m., MacPhail Center, Bardouche

Suzanne Bardouche is an adjunct instructor in the General College.

Hum 5023 NEW WORLDS OF KNOWLEDGE. 3 degree credits, \$79.50 + \$10 materials fee. Total \$89.50.

An introductory inquiry into forms, methods and meanings, basic concerns, values, and ethical challenges in the humanities and sciences. Discussion will focus on knowing/doing/evaluating in these varied human inquiries with continuing attention to both integrative and discontinuity interpretations. Qualified students may register for graduate credit. (No prereq) Limited (C or D)

M 9:30 a.m.-12 (class begins April 5) MacPhail Center, Tapp, Coordinator

Robert Tapp is professor of humanities and professor of religious studies.

***Phil 5076 THOREAU.** 4 degree credits, \$106.

A study of Thoreau's works with special emphasis on his masterpiece, *Walden*. Among his other writings, his journal (in the Dover paperback abridgment, *The Heart of Thoreau's Journal*) and his essays (especially "Resistance to Civil Government") will be discussed. In addition, several articles by contemporary moral philosophers and several valuable books of criticism (principally, *The Senses of Walden* by Stanley Cavell and *American Renaissance* by F.O. Matthiessen) will receive attention. Each student will be invited (but not required) to keep a journal during the term. The written assignments will consist of several one-page explications of brief passages and a term paper on a topic of the student's choice. (No prereq) (C)

M 9:30 a.m.-12, MacPhail Center, Dolan

John Dolan is an associate professor in the Department of Philosophy.

WoSt 3301/5301 WOMAN: A SENSE OF IDENTITY. 4 degree credits, \$102 for 3301; \$106 for 5301.

Designed to help women drop self-limiting beliefs and behaviors, develop positive attitudes, and gain the confidence and skills needed to become self-directing. Examines the unique socialization process of women to increase an individual's awareness of where she is and how she got there, and to see alternative choices for future directions. Focus on skill development in the areas of effective and assertive communication, setting and implementation of goals, and making decisions. An important emphasis is on the development of support systems for women through small group

interactions. Qualified students may register for graduate credit. Offered in cooperation with Extension Classes. (No prereq) Limited. (C)

T 6:10-9:10 p.m., Minneapolis Campus, Loeffler, Coordinator
F 9 a.m.-12, MacPhail Center, Loeffler, Coordinator

Dorothy Loeffler is an associate professor in the Department of Educational Psychology and the Student Counseling Bureau.

Noncredit Courses and Descriptions

Arts and Humanities

ANTIQUES: COLLECTING FOR INVESTMENT. \$38; \$19 for students 62 and older.

Presents basic information necessary on what, where, and how to collect. In addition to increasing your knowledge of organizing, insuring, and using a collection, you learn how to "deal" with dealers. The class discusses antiques through slide-illustrated lectures, examines antique objects from the Goldstein Collection, and identifies objects class participants bring in. Offered in cooperation with Extension Classes.

W 6:30-8:30 p.m., April 7-May 12 (6 sessions), 33 McNeal Hall, St. Paul Campus, Blade

Timothy Blade, Ph.D. art history, is curator of decorative arts in the Goldstein Gallery at the University of Minnesota.

THE ARTS OF CHINA. \$42; \$21 for students 62 and older.

An introduction to the arts of China is examined through ancient ceramic and ritual bronzes, early Buddhist sculpture, architecture, paintings, and prints. The history of Chinese art is discussed by way of objects shown in class and slide-illustrated presentations. Offered in cooperation with Extension Classes.

W 6:30-8:30 p.m., April 7-May 12 (6 session), 4 Jones Hall, Minneapolis Campus, Poor

Robert Poor is an associate professor of Art History at the University of Minnesota.

DECORATING FOR SMALL SPACES. \$19.

Considering current housing trends and changing life styles, the majority of people may eventually find themselves in much smaller interior spaces than before. This course will explore ways of making small spaces efficient and attractive through the use of space planning, furniture arrangement and selection, color, texture,

and lighting. In cooperation with Hennepin County Library, Brookdale Area.

T 7-9 p.m., Mar 30 and April 6 (2 sessions), Brookdale Library, Erickson

Ann Erickson is an associate professor in the Department of Design, College of Home Economics.

EGYPT: A 1,000 MILE JOURNEY UP THE NILE. \$10.

Through nine slide projectors, projecting on a 21-foot screen, music, sound effects, and narration, this program makes you part of the experience of Egypt in a setting that is like being there. The panoramic photography, seen through the eye of artist Nelson, will explore both ancient and contemporary facets of Egypt's landscape, art, architecture, pyramids, sphinx, temples, sculpture, and people.

Th 2-3:20 p.m., April 1 (1 session), St. Paul College Club, Nelson

Th 8-9:20 p.m., April 1 (1 session), St. Paul College Club, Nelson

Robert Clarke Nelson is an associate professor of art at the College of St. Catherine and has traveled extensively abroad.

GREAT CITIES: ATHENS, LONDON, PARIS, AND ROME. \$35; \$15 for single session.

Explore the history, art, architecture, and ambiance of four great cities—Athens, London, Paris, and Rome. Learn about museums, quaint neighborhoods, walking tours, modern shops, and restaurants—all without leaving Minneapolis. Whether you are an armchair traveler or one bound for Europe, experience the rich past and colorful present of these great cities. Athens, March 11; London, March 18; Paris, March 25; Rome, April 1.

Th 9:30-11:30 a.m., March 11-April 1 (4 sessions), First Universalist Church, Cafarelli, Foreman, Kheim, Stoughton

Leslie Cafarelli (Athens) is a coordinator in the Department of Independent Study, and has taught classics at the University of Minnesota; Billie Foreman (London) is director of educational tours with Mercury Travel Bureau in St. Paul; Johanna Kheim (Paris) has taught French and humanities at the University of Minnesota; Michael Stoughton (Rome) is an assistant professor in the Department of Art History at the University of Minnesota.

MODERN ART: EMERGENCE AND DEVELOPMENT, PART III. \$45 nonmembers; \$40 members of Walker Art Center.

Confronted with many choices, creative artists since the mid-20th century have distinguished themselves as visionary artists as well as technical experts who forged images that seemed to eclipse the human element. This course will explore the polarities of artistic expression from World War II and the 50s, with its emphasis on Abstract Expressionism; to the 60s, with its Pop Art, Hard Edge, Color Field, and Minimalism; through the 70s, when the individual was back in art, giving rise to Performance Art, Action Art, Body

Art, Earth Art, and Autobiographical art events. Offered in cooperation with Walker Art Center.

T 1-3 p.m., April 6-May 11 (6 sessions), Walker Art Center, Ullan
Roslye Ullan is an adjunct instructor in art history and curator of the permanent art collection at Hamline University, and supervisor of creditation for Minneapolis Institute of Arts Docent Training.

MUSIC: HOW TO LISTEN TO IT. \$40; \$20 for students 62 and older.

An introduction to basic musical elements and trends through listening to the music of great composers, such as Bach, Mozart, and Stravinsky. Various musical concepts, including notational symbols, structure, form, and style will be discussed. The development of music from a simple to a complex art form will be demonstrated by classroom performance and recordings. Offered in cooperation with Extension Classes.

T 7-9 p.m., April 6-May 18 (7 sessions), 19 Scott Hall, Minneapolis Campus, Lauritzen

Adrian Lauritzen is Professor Emeritus of music at the University of Minnesota.

OPERA SUPPER. \$30 (includes social hour and dinner).

Preview of the 1982 Metropolitan Spring Festival by Mary Ann Feldman, coordinator of the Metropolitan Opera Season in the Upper Midwest and Program Annotator, Minnesota Orchestra. She will sketch in plots of the operas, filling in with choice examples of the works. Twin Cities Opera Guild Quartet will perform after dinner. Offered in cooperation with the Art Center of Minnesota.

Th 6-8:45 p.m., May 13 (1 session), Art Center of Minnesota, Feldman

REMEMBER ME AS YOU PASS BY: GRAVESTONE ART AND SYMBOLISM IN MINNESOTA. \$28; \$24 members of Minnesota Historical Society.

Rambling through graveyards and cemeteries in search of interesting epitaphs, unusual markers and lost ancestors is an old and honored tradition. This class will investigate the meanings of the symbols carved on 19th-century gravestones, explore graveyards and cemeteries as cultural artifacts and discuss available resources for studying cemetery art and symbolism. A field trip to the Old Pioneer and Soldiers' memorial cemetery is planned for Saturday, May 22. Offered in cooperation with the Minnesota Historical Society. Limited.

Th 6:30-8:30 p.m., May 20-May 27 and Sat, 9 a.m.-12, May 22 (3 sessions), St. Anthony Park Library, Otwell

Maureen Otwell is a teacher education associate with the Minnesota Historical Society.

WOMAN'S DAY ON CAMPUS. \$18 (includes lunch).

Call for brochure.

W 8:30 a.m.-2:30 p.m., June 16 (1 session), Earle Brown Center, St. Paul Campus

WOMEN AND RELIGION. \$35.

This one-day conference, open to both clerical and lay people, will explore issues that affect women's participation in religion. The program is designed to help people understand the questions that religion poses for women, to develop critical judgment in these areas, and to provide an opportunity for women from all religious perspectives to share their concerns with each other. Offered in cooperation with the College of St. Catherine. Call for a brochure.

Sat 9 a.m.-4 p.m., April 17 (1 session), College of St. Catherine, Interdisciplinary Faculty

Business

BB-ASSERTIVENESS FOR SECRETARIES. \$25.

How can you make the most of your secretarial role and increase your job satisfaction? Learn assertive communication skills as a means of improving your relationships with your boss, peers, subordinates, and public. Topics include how to ask for a raise and/or promotion; saying "no" to the boss; projecting a positive self-image; and constructive ways of handling conflict and tension on the job. Emphasis is on role-playing, participation, and group support. Limited.

F 12-1 p.m., April 2-April 30 (5 sessions), American Institute of Banking, Bohnenstingel

Sue Bohnenstingel is a counselor in the Continuing Education and Extension (CEE) Counseling Department, and has worked as a secretary.

ASSERTIVENESS FOR WOMEN IN LEADERSHIP POSITIONS. \$34.

If you are a women with leadership responsibility, this workshop is designed to help you become more effective. The course will teach you to recognize the differences among aggressive, nonassertive, and assertive leadership styles, and will focus on the effect of these styles on motivation. Participants will also discuss people who create problems and ways to be more direct with them, and will practice new assertiveness skills in a supportive environment. Limited.

W 6:30-9 p.m., April 21-May 5 (3 sessions), Nolte Center, Minneapolis Campus, Sisson

Suzanne Sisson, formerly the manager of organizational development and management training at the University of Minnesota Hospitals, is a private management consultant.

AUTHORITY AND POWER. \$42 (includes lunch).

Do you want to be more influential on the job? Work more effectively with authority figures? Acquire more informal authority? Based on the premise that power is most effective when shared, this class will focus on how to structure "win/win" situations, rather than traditional "win/lose" situations. Participants will analyze different power styles, identify sources of power, and learn how to communicate both formal and informal power. Limited.

Sat 9 a.m.-4 p.m., April 17 (1 session), Earle Brown Center, St. Paul Campus, McArthur

Jerie McArthur has a Ph.D. in speech communication and is a freelance college instructor and consultant.

BEGINNING COBOL — See Computer Technology.

BUSINESS FINANCE MADE UNDERSTANDABLE. \$40 (includes lunch).

This one-day workshop will help the person who does not have an extensive background in accounting or finance understand the concepts needed to work with financial officers and to make financial decisions. Since accounting is the basic language for business communication, the workshop will cover accounting fundamentals and the uses of accounting data in: (1) planning; (2) budgeting; (3) control; and (4) decision making for management purposes. Participants will learn to read and analyze financial statements. Topics such as financial planning, sources of financing, and profit-volume analysis also will be explored. Limited.

Sat 9 a.m.-4 p.m., May 1 (1 session), Earle Brown Center, St. Paul Campus, Folz

Bernice Folz is an associate professor of quantitative methods and computer science at the College of St. Thomas and an instructor in the General College of the University of Minnesota.

BUSINESS MATH FOR SECRETARIES — See Mathematics.

BUYING A COMPUTER FOR A SMALL BUSINESS — See Computer Technology.

BUYING A HOME COMPUTER — See Computer Technology.

CAREER MANAGEMENT FOR WORKING WOMEN — See Career Planning.

CAREERS IN BANKING AND FINANCE — See Career Planning.

COMMUNICATING EFFECTIVELY AT WORK — See Speech/Communication.

COMMUNICATION AND CREDIBILITY: SPEAKING MORE EFFECTIVELY ON THE JOB. \$22.

In this seminar we will focus on communication style and language choice as they influence other people's perceptions of you in your work setting. You will be encouraged to examine your own communication style, including telephone communication, in order

to determine areas you would like to strengthen. Limited.

Th 6:30-9 p.m., May 6-May 13(2 sessions), Minneapolis Campus, Murphy

Sally Murphy is a teaching associate in the Deptment of Speech-Communication.

COMPUTERS: A PRACTICAL INTRODUCTION. See Computer Technology.

CONFLICT MANAGEMENT. \$42 (includes test materials and lunch).

This seminar is designed to help women manage conflict more effectively. Participants will learn to identify their own response to conflict, develop an awareness of the components involved in a conflict situation, and acquire new skills for coping with conflict in work situations. The program is structured to provide an opportunity for participants to practice new conflict resolution techniques in a supportive environment. Limited.

Sat 8:30 a.m.-3:30 p.m. May 1 (1 session), Earle Brown Center, St. Paul Campus, Sisson

Suzanne Sisson, formerly the manager of organizational development and management training at the University of Minnesota Hospitals, is a private management consultant.

COPING WITH STRESS AT WORK — See Social Science.

CORPORATE CULTURE. \$40 (includes lunch).

The infusion of women into the work force in recent years has had a profound impact on organizations. This one-day workshop will explore the influence on corporate culture of the new management dynamic of men and women working together. Topics include understanding corporate structure, formal and informal power structures, overcoming barriers for women in organizations, career advancement within corporations, male-female communication, and changing corporate policies, e.g., flexible scheduling, corporate day care. Call for brochure.

Sat 9 a.m.-4 p.m., May 15 (1 session), Earle Brown Center, St. Paul Campus, Interdisciplinary Faculty

EFFECTIVE DELEGATION. \$15.

Do you spend too much time trying to do everything yourself? This seminar will help you improve your organizational effectiveness through better delegation. Topics covered include the need for delegation, identifying what can and cannot be delegated, and delegating the right task to the right person. The role of delegation in developing employees will also be discussed. Limited.

W 6:30-9:30 p.m., May 5 (1 session), Nolte Center, Minneapolis Campus, Burke and Mulcahy

Nancy Burke is a mangement consultant and former assistant vice president of compensation for First Bank of Minneapolis. Mickey Mulcahy is the supervisor of management development at St. Paul Fire and Marine Insurance Company.

EMPLOYEE COUNSELING AND DISCIPLINE: A PRACTICAL APPROACH. \$42 (includes lunch).

This workshop provides a "hands on" look at a troublesome topic for today's supervisors and managers. Methods of dealing with job-related problems and personal problems that may affect job performance will be discussed. Course content covers preventing problems from getting started, why "good" employees turn into problems, identifying the problems, steps of progressive discipline, handling the counseling session, and proper documentation. Limited.

W 9 a.m.-4 p.m., May 5 (1 session), Earle Brown Center, St. Paul Campus, Budney

Jo Budney, formerly a human resources manager and currently a project consultant with Minnesota Mutual Life Insurance Company, is doing graduate work in industrial psychology.

EXPLORING A CAREER AS A SALES REPRESENTATIVE — See Career Planning.

FUNDRAISING. \$20.

If you want to sharpen your fundraising skills, this class is for you. Whether you have some experience, or are simply interested in exploring the field, you will learn how to build a case for your organization, corporation, or foundation; locate the right person in the organization; and time your contacts to get the best advantage possible. Additional topics include determining the best method of approach, how to follow up on leads, how to separate yourself from other organizations, and creative approaches to letter and proposal writing. Limited.

Sat 8:30 a.m.-12:30 p.m., April 3 (1 session), Earle Brown Center, St. Paul Campus, Margolis

Elise Margolis is the Development Representative for KTCA Television, Channel 2.

BB-GRAMMAR FOR BUSINESS USE. \$39.

Grammar for Business Use provides a basic review of grammar skills, including punctuation, sentence structure, grammar pitfalls, and problem areas. Tone, style, and effective wording in letter writing will also be covered. This is a refresher course designed for all who write or transcribe business communication, those planning to reenter the work force, and those who want to review their personal writing skills. Limited.

T 12-1 p.m., April 6-May 25 (8 sessions), Landmark Center, DeNoble

Jan DeNoble is a teaching specialist in the Reading and Writing Communication Skills Center.

HOW TO LISTEN — See Speech/Communication.

BB-HUMAN RELATIONS IN THE WORK SETTING. \$29.

Being a good employee means more than being competent at tasks. A good employee knows how to communicate and interact effectively with people. This course will provide you with tools for becoming a better listener and a more responsible speaker. You will learn to: (1) understand why you react to others the way you do; (2) recognize differences in personalities and behavioral styles; (3) give and take criticism; and (4) deal with conflict situations. The focus will be on increasing openness and generating higher trust in interpersonal relations. The reward will be a more satisfying and productive work environment. Limited.

W 12-1 p.m., April 28-June 2 (6 sessions), Landmark Center, Burke
Nancy Burke is a management consultant and former assistant vice president of compensation for First Bank of Minneapolis.

IDENTIFYING YOUR MANAGERIAL TALENT. \$38.

What does it take to "make it" in management? This unique, comprehensive management assessment workshop will give participants the opportunity to assess their strengths in each area of the total management process including goal setting, problem solving, planning, and getting and providing feedback. Various management development theories will be explored, and suggestions will be given on using the assessment information to build a management growth plan for the future and to "sell" one's way into a management position. Limited.

Sat 9 a.m.-4 p.m., April 17 (1 session), Nolte Center, Minneapolis Campus, Reed

Debra Reed is the former manager, Manpower Development for Training, for Economics Laboratory.

IMPROVING YOUR MEMORY: REMEMBERING NAMES, FACES, AND INFORMATION — See Personal Growth.

INSTITUTE FOR PROFESSIONAL WOMEN'S DEVELOPMENT. \$275
(includes lodging and meals).

As more women move into higher positions, appropriate training becomes not only desirable, but essential. The Institute for Professional Women's Development is a two-and-a-half day residential program designed to help highly capable women in business, government, education, and the professions develop the skills need for succeeding in management positions. Limited. Call for brochure.

M-W; 5:30 p.m. Monday until 3 p.m. Wednesday; April 12-April 14 (2½ days), Spring Hill Conference Center, Interdisciplinary Faculty.

JAPANESE MANAGEMENT AMERICAN STYLE: THEORIES X, Y, Z AND BEYOND. \$15.

This seminar will focus on the strengths of American managers and organizations that can be adapted and applied to the insights

gained from the Japanese about managing for increased productivity. The seminar will review current popular ideas about management, and provide practical applications for American organizations. Limited.

W 6:30-9 p.m., March 31 (1 session), Earle Brown Center, St. Paul Campus, Dotlich

David Dotlich is corporate manager for Human Resource Development at Honeywell.

LEADERSHIP SKILLS. \$34.

This course is for supervisors who want to develop their leadership skills by understanding leadership/fellowship dynamics. The course will explore follower needs and their relationship to effective leadership styles, and will examine the influence that organizational norms have on leaders. One session will include a panel of women in top leadership positions. They will examine their experiences and dilemmas as women leaders, and will discuss leadership differences between men and women. Limited.

W 6:30-9 p.m., March 24-April 7 (3 sessions), Nolte Center, Minneapolis Campus, Sisson

Suzanne Sisson, formerly the manager of organizational development and management training at the University of Minnesota Hospitals, is a private management consultant.

MALE-FEMALE COMMUNICATION — See Speech/Communication.

MORE EFFECTIVE MEETINGS. \$13.

Don't let your meetings become memorials to dead issues. Meetings should accomplish objectives, develop people, and measure people. An effective meeting leader is one who can make each meeting a success experience for those who attend. You can become an effective meeting leader by learning whom to invite, what to cover, and how to communicate. Limited.

T 6:30-9 p.m., April 20 (1 session), Earle Brown Center, St. Paul Campus, Johnson

Virginia Johnson is a program development supervisor in the visual products division of 3M.

OVERCOMING STAGEFRIGHT I — See Speech-Communication.

OVERCOMING STAGEFRIGHT II — See Speech-Communication.

PLANNING FOR RESULTS. \$24.

Planning skills are among the most critical skills needed for on-the-job success. This course will help participants develop skills to aid them in any work setting. Participants will learn how to set realistic but challenging goals, how to develop and implement an action

plan, and how to manage a plan rather than letting a plan manage them. Limited.

M 6:30-7:30 p.m., March 29-May 3 (5 sessions—no class April 19), Mount Sinai Hospital, Burke

Nancy Burke is a management consultant and former assistant vice president of compensation for First Bank of Minneapolis.

RUNNING YOUR OWN BUSINESS. \$45 (includes lunch).

If you are responsible for running your own business, this one-day conference is designed for you. Topics to be covered include understanding new changes in the tax laws, acquiring capital for expansion, developing more effective marketing strategies, protecting yourself against product liability, managing employees, and (if all else fails) filing for bankruptcy. Call for brochure.

Sat 9 a.m.-4 p.m., April 24 (1 session), Earle Brown Center, St. Paul Campus, Interdisciplinary Faculty

SEXUAL HARASSMENT: NEW APPROACHES FOR AN OLD PROBLEM. \$41 (includes lunch).

Sexual harassment in the workplace is not new, but there are new techniques for responding to it. This seminar will clarify what sexual harassment is, provide information on state and federal regulations, and suggest practical approaches for dealing effectively with it. Through videotape, case studies, and lecture, participants will be able to recognize harassment and will receive practical recommendations on how to handle specific situations. Limited.

Sat 9 a.m.-4 p.m., May 15 (1 session), Nolte Center, Minneapolis Campus, Nelson

Noreen Nelson is the manager of Affirmative Action Programs, for Sperry-Univac, Defense Systems Division.

SMALL GROUP COMMUNICATION — See Speech/Communication.

STRATEGY DEVELOPMENT. \$17.

What is strategy? How are strategies formulated? This seminar will familiarize middle and upper-level managers with the concept of strategic management, and will examine how realistic strategies can be formulated and implemented throughout an organization. Topics include: What are the roles of structure, goals, and policy in implementing strategy? How are strategies affected by the control system (rewards within the system, criteria for evaluation)? Participants will explore how managers at any level can formulate strategies for their units within the context of the larger organization. Limited.

Sat 8:30-11:30 a.m., May 1 (1 session), Earle Brown Center, St. Paul Campus, Nichols

Mary Lippitt Nichols is an associate professor of management in the School of Management at the University of Minnesota, specializing in organizational behavior.

SUPERWOMAN: BALANCING HOME AND CAREER — See Social Science.

SURVIVAL SKILLS FOR WOMEN IN SALES. \$45.

This seminar is for women who sell or will sell products and services to the public, either by telephone or in person. Topics covered include introducing yourself to a customer, developing effective listening and communication skills, opening and closing techniques, negotiating a sale, identifying the type of sales situation best for you, dealing with the fear of failure, and developing your personal style of selling. Additional instructors will be brought in for specific topics. Limited.

W 6:30-8:30 p.m., March 24-April 14 (4 sessions), Nolte Center, Minneapolis Campus, Ackerman

Dee Ackermann, C.P.C., has over four years of sales experience and was named 1980 Sales Consultant of the Year by the Minnesota Association of Personnel Consultants.

TECHNICAL WRITING WORKSHOP. \$56 (includes lunch).

This workshop is for people who write or edit technical information such as manuals, procedures, and specifications. The workshop stresses writing as a cluster of problem-solving activities: gathering information, audience analysis, organization, editing. Participants will write and edit during the workshop and receive handouts and checklists to use as guides and reminders when the workshop is over.

W 8:30 a.m.-4 p.m., May 12 (1 session), Earle Brown Center, St. Paul Campus, Ferguson

Richard Ferguson is an assistant professor in the Department of Rhetoric.

TECHNIQUES OF PRESENTATION FOR THE PROFESSIONAL WOMAN — See Speech/Communication.

TIME MANAGEMENT ON THE JOB. \$49 (includes full breakfast).

Time management is a tool that can be used to make your job more productive and enjoyable. This seminar will help you to evaluate the way you spend your time, schedule your workload in terms of priorities, work more efficiently, and plan ahead. Aspects of time management that will be emphasized are planning and organizing your time, establishing priorities and deadlines, handling decisions, delegating effectively, minimizing interruptions and other time wasters, and reducing paperwork.

Th 7:30-8:30 a.m., April 15-May 20 (6 sessions), Minneapolis Athletic Club, Popp

Joyce Popp holds a master's degree in international management and has taught time management for several years.

WOMEN AND POWER: BUILDING THE BRIDGES. \$55 (includes supper).

"Power is the ability to act." This course provides an opportunity for women to examine different styles of power, develop their own power, and create an action plan. Students will analyze personal power styles, traditional ways of viewing power, and appropriate uses of power in the work world through personal assessment, class discussion, and lectures. Because career satisfaction is often tied to one's sense of personal power, understanding *your* power may have an influence on *your* career. (Supper at 5:30 p.m., program 6:30 p.m.) Limited.

T 5:30-9 p.m., April 13-April 27 (3 sessions), St. Paul Student Center, St. Paul Campus, Hagberg

Janet Hagberg, president of Hagberg Company, was named Business Owner of the Year by the National Association of Women Business Owners.

WOMEN SUPERVISING WOMEN. \$17.

This workshop will explore the unique characteristics of situations where women supervise women. The program is for women who are (or may be) supervising women, as well as for women who work for a woman supervisor. Issues to be discussed include understanding the impact of guilt, jealousy, and dependency; resolving conflicts; delegating effectively; learning to recognize the difference between operating and managing; and handling issues of power and authority. Limited.

T 6-9 p.m., March 23 (1 session), Nolte Center, Minneapolis Campus, McArthur

Jerie McArthur has a Ph.D. in speech communication and is a freelance college instructor and consultant.

WORKING IN A TRADITIONALLY MALE ORGANIZATION. \$17.

When women move into organizations that have traditionally been male, they often need to develop new management styles. Participants in this seminar will analyze their organizations by identifying the patterns of organizational behavior, and will then develop appropriate strategies for working effectively within those organizations. In this class, women will be encouraged to adopt a style which emphasizes keeping traditionally "feminine" attributes, e.g. loyalty, nurturance, and intuition, while developing traditionally "masculine" attributes, e.g. team play, decisiveness, logic. Limited.

Th 6-9 p.m., April 1 (1 session), Nolte Center, Minneapolis Campus, Alexander

Cheryl Alexander is president of The Alexander Company, an executive search and recruiting firm, and is a national sales manager for a data processing system.

WRITING SKILLS FOR SECRETARIES. \$44 (includes lunch).

The one-day workshop is designed for secretaries who correct other people's grammar, punctuation, and spelling errors, and who write memos and business letters. The goals of the workshop are to improve confidence, sharpen editing skills, and offer strategies for writing effective business correspondence. Topics include correcting common punctuation errors, trimming wordiness, writing a "bad news" letter, and creating competent layout and design. The workshop will include lectures, group discussion, practical examples, and handouts.

Th 9 a.m.-4 p.m., April 29 (1 session), Earle Brown Center, St. Paul Campus, Dashe and Thomson

Marilyn Dashe and Jean Thomson have taught business and technical writing at the University of Minnesota.

Career Planning

CAREER MANAGEMENT FOR WORKING WOMEN. \$61 (includes testing).

This course in career management will help working women examine their goals, ambitions, values, and major sources of professional and personal satisfaction. It will address such questions as: What organization fits my needs and interests? Do I really want to advance? What does advancement mean to me and my family? What are the costs and rewards of upward mobility? How do I view risk-taking in terms of job or career? How can I renew myself in my present career? Come and learn decision-making strategies, skill assessment, goal setting, sources of career information, creative job search resources, and how to locate and use a network. (Recommended text will be *The Inventurers: Excursions in Life and Career Renewal* available in local bookstores.) Limited.

Th 6:30-8:30 p.m., April 1-May 6 (6 sessions), Nolte Center, Minneapolis Campus, Hemphill

Karen Hemphill is a human resource associate in Honeywell in career development.

CAREER PLANNING: A CREATIVE APPROACH.

Designed for women who want to identify and expand their interests and skills by using their volunteer, employment, and life experiences to enter a new career at an appropriate level, this course will help women make decisions and develop strategies to set and reach goals. Through lecture, discussion, interest testing, and self-evaluation, participants will explore work settings that complement their personal needs, interests, and values. Limited.

M 6-8 p.m., March 29-May 3 (6 sessions), Lexington Branch

Library, Mulcahy, \$73 (includes course materials and testing fee)
W 10 a.m.-12, March 31-April 28 (5 sessions), MacPhail Center,
Bohnenstingel, \$61 (includes course materials and testing fee)

Michele Mulcahy has a graduate degree in college student personnel work and is a supervisor of management and development for St. Paul Fire and Marine Insurance Company. Sue Bohnenstingel is a counselor in the Continuing Education and Extension (CEE) Counseling Department.

CAREERS IN BANKING AND FINANCE. \$20.

As banks expand services, banking is one of America's fastest developing industries. In this workshop you will learn about the banking and finance industry and its related career opportunities. Topics include the different banking functions, investment, trust, and lending operations; types of entry-level positions; the experience of educational background necessary for various positions; career advancement possibilities of specific positions and departments; and in-house training programs offered by financial institutions. Professional banking personnel will discuss jobs, careers and working in banking and finance. Limited.

Sat 8:30 a.m.-12:30 p.m., March 27 (1 session), Earle Brown Center, St. Paul Campus, Interdisciplinary Faculty

A COMPLETE JOB SEARCH WORKSHOP. \$39 (includes one half hour individual counseling session).

Here, in a one-day seminar, is all the information you need to find that special job. Practical, concrete methods focus on key issues such as what types of jobs fit your interests and skills; which organizations are best for you; what the job market is likely to be in the '80s; and what qualifications are appropriate for the job you are seeking. Emphasis on organizing and shaping a strong resume that highlights your marketable assets; building good interviewing techniques through preparation and practice in interviewing assertively; and creating and using effective contact networks. Following the class, participants may arrange individual half-hour appointments with the workshop leader for resume critique and/or further discussion of employment-seeking skills. Limited.

Sat 9 a.m.-4 p.m., May 15 (1 session), Nolte Center, Minneapolis Campus, Bohnenstingel

Sue Bohnenstingel is a counselor in the Continuing Education and Extension (CEE) Counseling Department.

EXPLORING A CAREER AS A SALES REPRESENTATIVE. \$36 (includes lunch).

Sales representatives (vendors) are often in positions that can lead to high income and rapid advancement. Many people may be qualified for such positions without realizing the opportunities available. This workshop is for people who are considering a career as a sales representative. Topics that are covered include how sales fits into the organizational structure; the profile of a successful sales representative; the responsibilities of a vendor; and a

discussion of the problems unique to women in sales, including dealing with sexual and cultural stereotypes, and handling travel and relocation. The seminar includes an assessment of your personal selling style and sales skills, and a look at career opportunities in sales marketing. Limited.

Sat 8:30 a.m.-3:30 p.m., April 3 (1 session), Nolte Center, Minneapolis Campus, Crowe-Innes

Jennifer Crowe-Innes is the personnel manager for Levi Strauss and Company.

HOW TO DEAL WITH BEING UNEMPLOYED. \$32.

Being out of a job can be a productive, challenging, and growing experience—if it is perceived positively and managed effectively. A period of unemployment needs to be viewed as one during which you are marketing yourself. Topics include practical techniques of financial planning, job hunting, interviewing for information as well as actual positions, resume writing and networking/mentoring. Creative options, such as temporary jobs and counseling, will be explored along with experiential career development approaches. Local resource people will be sharing their expertise. Limited.

Th 6-8 p.m., April 22-May 13 (4 sessions), Nolte Center, Minneapolis Campus, Aton

Anna-lee Aton has a master's degree in counseling psychology with a specialization in career development and has learned how to effectively manage two major periods of unemployment in her career.

INFORMATIONAL INTERVIEWING. \$20.

Interviewing for information is one of the most valuable yet least understood strategies of career development and job hunting. The various types of informational interviews will be discussed at the first session along with how to handle them assertively to get the best results. Appropriate use of networking and mentoring in this process will also be covered. Class participants will be expected to form support systems and try out the techniques before the second session, when results will be reported and processed. Limited.

T 6-8 p.m., May 18-25 (2 sessions), Nolte Center, Minneapolis Campus, Aton

Anna-lee Aton has a master's degree in counseling psychology and has held management and supervisory positions as a job search training counselor.

JOB SEARCH SUPPORT GROUP. \$35.

A support group experience for those who have made career decisions and would like to share the implementation process with other women. Areas explored will be chosen by group members and could include effective presentation in job interviews and resumes, refining career decisions, balancing career and family, getting useful feedback, handling rejection and success, managing the stress of the job search, and getting and giving support. So that

participants can receive individual attention, enrollment will be limited.

M 6-8 p.m., April 26-May 24 (5 sessions), Nolte Center, Minneapolis Campus, Emerson

Nadine Emerson is a counselor with the St. Paul Student Counseling Bureau.

WOMEN AND POWER: BUILDING THE BRIDGES — See Business.

Computer Technology

BEGINNING COBOL. \$84.

This course will involve an intensive study of the COBOL programming language used in business, such as payroll, maintaining inventory, etc. It will include the standard features and common extensions. Programming will include table handling, file updating, and use of the PERFORM verbs. Emphasis is on the development of structured programming skills, style, and documentation. Students will debug programs using the University computer facilities. No experience with programming necessary. Limited.

Th 6:10-8:10 p.m., April 1-June 3 (10 sessions), Minneapolis Campus, Folz

Bernice Folz is an associate professor of quantitative methods and computer science at the College of St. Thomas, and she has worked in business as a systems engineer and a supervisor of computer software design and maintenance.

BUYING A COMPUTER FOR A SMALL BUSINESS. \$20.

When and how to buy a computer for a small business. This workshop will emphasize how to make an intelligent choice about buying a small business computer by explaining what a small computer is, how a small computer can be used in your business, and how to obtain a specific application for your computer, and the different brand names of small computers on the market, as well as the price and characteristics of each. Additional related topics will include maintenance costs, sources of maintenance, programming a small computer, and future of microcomputers. Limited.

Sat 8:30 a.m.-12:30 p.m., April 17 (1 session), Earle Brown Center, St. Paul Campus, Folz

Bernice Folz is an associate professor of quantitative methods and computer science at the College of St. Thomas and she has worked in business as a systems engineer and a supervisor of computer software design and maintenance.

BUYING A HOME COMPUTER. \$20.

This course emphasizes how to make an intelligent choice when buying a personal computer. Areas include an explanation of what a small computer is, how it can be used at home or in a small

business, with a discussion of different brands, prices and characteristics of the various personal computers currently on the market. Discussion will also cover cost of maintenance, sources of maintenance, programming a small computer, and the future of microcomputers. Offered in cooperation with Excelsior Library.

Sat 10 a.m.-2 p.m., April 24 (1 session), Excelsior Library, Folz
Bernice Folz is an associate professor of quantitative methods and computer science at the College of St. Thomas, and an instructor in the General College of the University of Minnesota.

COMPUTERS: A PRACTICAL INTRODUCTION. \$70 (includes all course materials and computer time).

A two-session seminar designed for the novice who has had little or no computer exposure. In this course you will develop an understanding of the computer that will allow you to communicate effectively with colleagues in the computer science area. If you are interested in obtaining a general knowledge of what the computer can do and how it will affect your life, this course will give you an awareness of that aspect of computer science. We'll explore how the computer is used as a problem-solving tool and why it seems to be a problem-creating tool. Topics covered will include equipment, personnel, applications, history, future, mathematics of computers, and programming. The programming language BASIC (used in most home computers) will be presented and participants will have a chance to write and run simple programs, for approximately two hours of "hands-on" experience during the two days. Limited.

Sat 9 a.m.-4 p.m., May 15-22 (2 sessions), Vincent Hall, Minneapolis Campus, Ressler

Tom Ressler is an instructor in the School of Mathematics.

Health and Physical Fitness

SWEDISH EXERCISES FOR WOMEN. \$38 for one class per week; \$43 for two classes per week.

Keep fit the Swedish way. The Swedish Exercise Program is known for its rhythmical build-up to strengthen the whole body. All movements are performed to music. Each session concludes with relaxation exercises. Suitable for all ages. Offered in cooperation with The American Swedish Institute. Limited.

T 8:30-9:30 a.m., March 30-May 25 (9 sessions), American Swedish Institute, Stockenstrom — Same location and instructor for all sections.

T 9:45-10:45 a.m., March 30-May 25 (9 sessions)

F 8:30-9:30 a.m., April 2-May 28 (9 sessions)

F 9:45-10:45 a.m., April 2-May 28 (9 sessions)

Ragnhild Stockenstrom has a graduate degree in physical education from the University of Stockholm and has been teaching movement classes for 15 years.

SWEDISH EXERCISES FOR WOMEN 62 AND OLDER. \$38 for one class per week; \$43 for two classes per week.

Keep fit and feel well. A moderate, rhythmical exercise program for women who have not exercised regularly and who want to begin to strengthen their bodies. The program is performed to live music; pianist for all sessions is Edith Lind. Offered in cooperation with the American Swedish Institute. Limited.

T 11 a.m.-12, March 30-May 25 (9 sessions), American Swedish Institute, Stockenstrom — Same location and instructor for all sections.

F 11 a.m.-12, April 2-May 28 (9 sessions)

F 1-2 p.m., April 2-May 28 (9 sessions)

Ragnhild Stockenstrom has a graduate degree in physical education from the University of Stockholm and has been teaching movement classes for 15 years.

WOMEN, WEIGHT, FOOD, AND CULTURE: LETTING GO OF MYTHS. \$35 (includes lunch).

The American culture promotes a preoccupation with female body size, shape, and appearance. The preoccupation engenders and influences our notions of the feminine and concepts of self, sexuality, and relationships. In this course, we will explore fantasies and conflicts; psychological and social phenomena such as contemporary fashion, advertising, diet/exercise programs, anorexia nervosa and bulimia, and what they reveal about our attitudes toward our bodies. Through lecture, discussion, and personal exploration, we will look at the developmental relationship between food and emotional needs as well as growing up experiences around food and physical appearance. Limited.

Sat 9 a.m.-4 p.m., March 20 (1 session), Nolte Center, Minneapolis Campus, Hoistad

Janice Hoistad is a licensed consulting psychologist in private practice.

Investments and Law

GEMSTONES: HOW DO I KNOW WHAT I'M BUYING? \$28.

As a hedge against inflation, many people are turning to the gemstone market. What are "gems"? What are the pros and cons of using gemstones as an investment? This class will help you to become an informed buyer. Topics include how to tell a valuable stone from a poor one; what to look for in quality stone; how to understand the terminology, and the history of gems.

T 6:30-8:30 p.m., May 11-25 (3 sessions), Highland Park Library, Heuer

Marilyn Zutz Heuer is currently studying to become a gemologist through the Gemological Institute of America.

HARD-ASSET INVESTING. \$35; \$25 for students 62 and older.

Learn how people use hard-asset investing to combat inflation and build their estates. Contrasted to investments like stocks, bonds, and money-market funds, hard-asset investments include anything tangible purchased with the expectation that it will increase in value. After an introduction to help you become familiar with the general principles and terminology of investing, we will explore in detail the advantages and disadvantages, the benefits and risks, of some very popular hard-asset investments: real estate, oil and gas wells, and precious stones and metals. We will also consider other hard-asset investments opportunities as diverse as antiques and artworks; books, barges, and beer cans; cameras, cattle, coins, and computers; and so forth. Finally, we will devise procedures for analyzing investments and comparing competing investment opportunities.

W 10 a.m.-12, April 7-April 28 (4 sessions), MacPhail Center, Doyle
Ken Doyle, a research associate in the University Measurement Services Center, has a Ph.D. in psychology with specializations in counseling, measurement, and evaluation. He is also an active investor.

INVESTMENTS AND PERSONAL FINANCIAL PLANNING.

A course designed to help you attain your personal financial goals. You will learn how to assess your financial resources and spending patterns in order to budget and invest wisely. The course will focus on steps to basic financial security and the application of various investment possibilities to your financial goals.

F 9 a.m.-12, April 2-May 14 (6 sessions—no class April 23),
MacPhail Center, Whittlinger, \$75; \$55 for students 62 and older.
Th 6-9 p.m., April 15-May 13 (5 sessions), Walker Library,
Whittlinger, \$62; \$45 for students 62 and older.

Erica Whittlinger is a corporate financial consultant, has a private financial consulting practice, and teaches in the graduate program in management at the College of St. Thomas.

INVESTMENT REAL ESTATE FOR THE NOVICE. \$17/person; \$30/couple.

The purpose of this class is to provide the background necessary to understand and evaluate real estate investment opportunities. It will address the needs of the novice with respect to the opportunities and techniques of the real estate environment. Topics include: (1) How real estate compares to other investments; (2) Benefits of investment income (rents), principal reduction, tax benefits and appreciation; (3) Single family homes as an investment. Limited.

Sat 9 a.m.-12, March 20 (1 session), Nolte Center, Minneapolis
Campus, Lundstedt
Thomas R. Lundstedt, a University of Minnesota graduate in

business administration, is employed by Griffin Companies, Inc., an investment real estate firm, as their training director. In addition to teaching investment real estate, he manages his own personal investment portfolio.

PSYCHOLOGY AND THE LAW: INTERDISCIPLINARY APPROACH.

\$35 (includes lunch).

Both law and psychology deal with human behavior. Both have laws about permissible and impermissible behavior. Both can be used to control or guide human interaction. Through interdisciplinary study this workshop examines the history of the legal socialization process, the judicial system (eyewitness identification and jury decision/selection problems), and the role of the psychologist in the criminal justice system. The workshop is directed toward all persons, both citizens and practitioners, who want to understand the role of law in the administration of justice in the United States

Sat 9:30 a.m.-3:30 p.m., April 17 (1 session), Earle Brown Center, St. Paul Campus, Tapp

June Louin Tapp is professor of child psychology and adjunct professor of law.

WHAT YOU NEED TO KNOW ABOUT INSURANCE. \$12.

As societal changes bring about new requirements in our personal and family life, they also have impact on our homes, automobiles, property, life and health, and retirement planning. There are many risk factors to be looked at, accepted, avoided, adjusted, modified, updated, managed, and transferred. This program will examine key risk areas, identify where decisions are needed, and suggest alternative courses of action.

W 6-9 p.m., April 7 (1 session), Nolte Center, Minneapolis Campus, Provost

Robert Provost is president of the Minnesota Insurance Information Center.

Language

FRENCH FOR TRAVELERS. \$50; \$40 for students 62 and older.

Emphasis will be on vocabulary most helpful for travelers. Learning about French culture and customs will make travel more adventurous and more economical. The course is designed for those who have had some French or "have forgotten almost everything." It will include some grammar, but will concentrate on acquiring the tools necessary to express oneself as well as possible with as little as possible. Limited.

M 1-3 p.m., April 2-May 21 (8 sessions), MacPhail Center, Kheim

Johanna Kheim has taught French and humanities at the University of Minnesota.

FRENCH FOR TRAVELERS. \$37; \$18.50 for students 62 and older.

A survival course for those with no previous knowledge of French. Will provide you with the basic French vocabulary necessary for coping with these everyday travel situations: changing money, obtaining train tickets and information, renting hotel rooms, shopping, ordering meals, asking directions, understanding telephones, post offices, and public transportation systems. Increased knowledge of French and of French culture will help you travel more adventurously and more economically. Offered in cooperation with Extension Classes.

W 7-8:40 p.m., March 31-May 5 (6 sessions), 209 Folwell Hall, Minneapolis Campus

Literature

ART OF STORYTELLING. \$32.

Storytelling is the oldest art of communication and one of the best ways to communicate with the young. This course centers around storytelling as an art and as a technique. Participants will examine sources of materials for storytelling and the literature of storytelling. Community storytellers will demonstrate their magic art. The final class period will be a celebration of storytelling, with class participants telling stories. Limited.

Th 6:30-8:30 p.m., May 6-June 3 (4 sessions—no class May 13), Walker Library, Turner

Patricia Turner is an assistant professor and bibliographer at Wilson Library, University of Minnesota.

THE FALLEN WOMAN: ADULTERY IN THE 19C EUROPEAN NOVEL. \$40; \$30 for students 62 and older.

A cross-cultural study that will attempt to discover why, in a bourgeois society that stressed female purity, major male novelists so often focused on adulteresses. The class will examine contributing economic and social factors and look at several works from English and American literature. We will, however, focus on three texts: *Anna Karenina* by Tolstoy, *Effie Briest* by Fontane and *Madame Bovary* by Flaubert.

T 9:30-11:30 a.m., March 30-May 4 (6 sessions), MacPhail Center, Wadman

Karen Wadman is an adjunct instructor in the Department of English.

THE FICTION OF JOHN FOWLES. \$50; \$40 for students 62 and older.

Fowles's novels and short stories are all "best-sellers," and some of them have been filmed (with varying success); but they have also received critical acclaim for their experimentation with fictional form, their sensitive treatment of character (especially female characters), and their deep probing of the conditions and quality of twentieth-century life and art. In this course we will focus principally on Fowles's most recent works, *The French Lieutenant's Woman*, and *Daniel Martin*, but some attention will also be given to his earlier books, *The Collector* and *The Magus*. Considerable emphasis will be placed on the relationship between the ideas in the books and the experimental form that the books take, such as alternative endings and double time-schemes. Students are strongly advised to read as many of the books as possible before the class begins. Offered in cooperation with the Southdale Library. F 9:30-11:30 a.m., April 2-May 7 (6 sessions), Southdale Library, Hurrell

Dennis J. Hurrell, a professor in the Department of English, is currently writing a critical study of John Fowles.

A HUNDRED YEARS OF THE BRITISH NOVEL III.

With Thomas Hardy and Joseph Conrad, Victorian optimism is left behind. Their novels differ markedly from those of their predecessors. They both delve into questions of morality and the dilemma of human existence. The world that they depict is that of "modern" man in which there is less and less certitude and more and more doubt. Yet, they are very different from one another. Through detailed study of the *Return of the Native* and *Lord Jim* the class will analyze their similarities and differences.

W 10 a.m.-12, March 31-June 2 (10 sessions), MacPhail Center, Kheim, \$62; \$40 for students 62 and older.

Th 7-9 p.m., April 1-June 3 (10 sessions), Minneapolis Campus, Kheim, \$62; \$31.50 for students 62 and older. Offered in cooperation with Extension Classes.

Johanna Kheim has taught French and humanities at the University of Minnesota.

Mathematics

BB-BUSINESS MATH FOR SECRETARIES. \$40.

In this course you will cover basic business mathematics. Topics include numbering systems, common and decimal fractions, percentages with applications, simple and compound interest, and some accounting—depreciation and inventory, and office procedures such as remuneration, gross earnings, net earnings,

and deductions. A workbook style format will be used for assignments. Limited.

M 12-1 p.m., March 29-May 17 (8 sessions), American Institute of Banking, Stenglein

Sharon Stenglein has a master's degree in mathematics and is currently teaching in Weekend College at the College of St. Catherine

TAKING THE STING OUT OF STAT: STATISTICS FOR NONSTATISTICIANS. \$60.

A preparatory course for QA 1050 and graduate level statistics in sociology and psychology, designed especially for people who are afraid of taking statistics or who want a basic understanding of statistical concepts. The class will familiarize students with statistical vocabulary and notation, basic descriptive statistics such as mean, mode, standard deviation, basic probability, probability distributions, hypothesis testing, and regression analysis. Some knowledge of algebra desirable.

M 6-8 p.m., March 29-June 7 (10 sessions—no class May 31), Minneapolis Campus, Broch

Elana Broch is a graduate student in psychometrics.

Personal Growth

ANGER: WHERE DOES IT BELONG? \$19.

This course explores the value and impact of anger. The instructor will identify and illustrate five ways people deny or repress anger. Participants will examine the ways they deal with anger, assess how well those methods work, and choose alternatives if necessary. Limited.

W 7-9 p.m., May 5-May 12 (2 sessions), Nolte Center, Minneapolis Campus, Phillips

Rita Phillips is staff development specialist for the State Department of Employee Relations and former instructor in the Department of Rhetoric.

ASSERTIVENESS FOR SECRETARIES — See Business.

ASSERTIVENESS FOR WOMEN IN LEADERSHIP POSITIONS — See Business

ASSERTIVENESS TRAINING. \$43.

Learn how to express your beliefs, feelings, and opinions in an honest, direct, and appropriate way. Discussion of what distinguishes assertive behavior from nonassertive and aggressive behavior. Self-assertion as a means of increasing effectiveness in interpersonal relationships. Asserting yourself without feeling

guilty, resentful, or fearful. Class will emphasize participation, role playing, and group support. Limited.

Th 12:30-2:30 p.m., April 1-April 29 (5 sessions), MacPhail Center, Brodie

Jane Brodie is a licensed psychologist in private practice and teaches assertiveness, life planning, and human potential.

BEYOND ASSERTIVENESS. \$43.

The goal of this class is to permit participants to maintain and develop good assertive skills and behavior while overcoming potentially negative consequences. Various situations arise as you practice assertiveness and you will explore ways of handling them. A variety of procedures will be employed in establishing more lasting patterns of assertiveness, and identifying and restructuring beliefs and attitudes that interfere with modifying behavior in an assertive way. Emphasis will be on practicing assertiveness skills and constructive feedback. Limited.

T 6:30-8:30 p.m., March 23-April 20 (5 sessions), Nolte Center, Minneapolis Campus, Brodie

Jane Brodie is a licensed psychologist in private practice and teaches assertiveness, life planning and human potential.

IMPROVING YOUR MEMORY: REMEMBERING NAMES, FACES, AND INFORMATION. \$35.

A good memory is vitally important in all areas of a person's life. A poor memory can cause stress or lack of self-confidence or be a stumbling block for promotion and advancement. This course will cover both the theoretical background for understanding what makes us remember and forget and the practical application of several well-known techniques for remembering names, faces, objects, lists, stories, information, etc.

T 1-3 p.m., April 6-April 27 (4 sessions), MacPhail Center, Berg

Vicky Leibson Berg is a management consultant who specializes in communication and public relations.

MANAGING TIME: HOW NOT TO GET THUMBTRACKED TO A SCHEDULE. \$18.

Rich, poor, unknown, we all have 168 hours a week. Time can't be expanded, accumulated, mortgaged, hastened, or retarded. Do you wish you could manage your time better without being a fanatic? The class will focus on how to determine your priorities and how to get things accomplished without being structured. It includes fun ideas on time-saving tips and tools. Limited.

T 7-9 p.m., April 27-May 4 (2 sessions), Jewish Community Center, Dorff

Patricia Dorff is a specialist in organizational systems.

OVERCOMING PROCRASTINATION. \$17.

Does "tomorrow" keep you from starting today? In this workshop, you will explore the reasons why people procrastinate, analyze your behavior and why you procrastinate, learn simple ways to break this habit, set some long-term goals and objectives, and develop a plan of action and learn how to apply it.

T 6:30-9:30 p.m., April 27 (1 session), Nolte Center, Minneapolis Campus, Jones

Jeanette Jones is the executive director of Nursing Support Services, Inc. in the Twin Cities.

WHAT DO I DO WITH THE REST OF MY LIFE? \$35.

Facing the future, we know times will change; our lives will change. This course will explore options, how to develop and keep options open; changing values, pressures and expectations, sanctions, and alternatives. Focus will be on adaptability and coping skills, identification of personal history—where you have been and where you are now, personal strengths and resources, and external pressures and resources. Examine satisfying and nonsatisfying alternatives; decide where the family fits in. Work: choice? necessity? volunteer? How to come up with a plan. Limited.

Th 10 a.m.-12, April 1-April 22 (4 sessions), MacPhail Center, Johnson

Becky Johnson is a counselor in the Continuing Education and Extension (CEE) Counseling Department.

Skills

BEYOND PAPER. \$12.

This class extends beyond filing piles of paper, to organizing the clutter in drawers, closets, basements, etc. Topics include photographs, clothing, toys, food, and much more. It offers resourceful ideas for persons who want to maintain the daily minimum organization as well as a practical system for those who want more in-depth organization. Limited. Offered in cooperation with Southdale Library.

T 9:30 a.m.-12, March 30 (1 session), Southdale Library, Dorff

Th 7-9:30 p.m., April 1 (1 session), Southdale Library, Dorff

Patricia Dorff has a master's degree in library science.

CONFLICT MANAGEMENT — See Business.

CREATIVE BOOKBINDING. \$42.50.

An opportunity to learn how to preserve some personal business or world history by binding significant issues of magazines, newsletters, family photographs, important papers, or pages for a book. Designed for beginners to learn basic techniques for hardcover and Japanese binding of books. Traditional method of

sewing on tapes and raised cord will be demonstrated. Each student will have the opportunity to make two books as well as designing decorative endpapers by marbelizing and printing techniques (equipment and some supplies will be furnished). Offered in cooperation with Extension Classes.

W 6:30-8:30 p.m., April 7-May 26 (8 sessions), 220 Wulling Hall, Minneapolis Campus, Olson

George Olson is a professor in the Art Education Program.

FILE. . .DON'T PILE. \$18.

A simple and unique filing system is presented in an enjoyable workshop setting. It is especially useful for those who clip and save ideas, articles, patterns, poems, quotes, notes, and recipes and spend months trying to find them again. Through participation in demonstrations, class members become acquainted with the system. They then apply the technique to their personal needs with individual direction from the instructor. All registrations must include a self-addressed stamped envelope to receive necessary information for the first day of class. Limited.

T 9:30 a.m.-12, April 13 and 20 (2 sessions), House of Hope Church, Dorff

Th 7-9:30 p.m., April 22 and 29 (2 sessions), Excelsior Library, Dorff

M 6:15-8:45 p.m., May 3 and 10 (2 sessions), Merriam Branch Library, Dorff

Patricia Dorff has a master's degree in library science.

HOW TO PREPARE FOR AND TAKE GRADUATE ADMISSIONS TESTS. \$32.

This workshop is designed for students preparing to take the Graduate Record Examination (GRE), Graduate Management Admissions Test (GMAT), or the Law School Aptitude Test (LSAT). The morning session will cover general test-taking skills as well as review of the various types of verbal questions presented on each of the tests. The afternoon session will include a review of basic mathematics and quantitative reasoning skills, with ample opportunity to practice typical test problems. There will be some small-group work as well as a test simulation exercise. Limited.

Sat 9 a.m.-4 p.m., April 3 (1 session), Nolte Center, Minneapolis Campus, Byrne

Joan Byrne has a master's degree in educational administration and is director of program development at Metropolitan State University.

INTRODUCTION TO EDITING FOR BUSINESS, INDUSTRY AND GOVERNMENT — See Writing.

PLANNING FOR RESULTS — See Business.

Social Science

CASH REGISTER BLUES AND CONSUMER SAVVY. \$16.

With today's high rate of inflation, consumer information is more important than ever before. This seminar is intended for anyone interested in becoming a more knowledgeable consumer. Topics include comparison shopping, bargain hunting, redefining the "good life," and consumer credit. The questions of advertising regulation and government protection will be addressed, as well as recourses for consumers when products do not work.

Th 7-9:30 p.m., April 22 (1 session) Nolte Center, Minneapolis Campus, Hogan

Jan Hogan is an associate professor in the Department of Family Social Science.

COPING WITH PERSONAL STRESS. \$20.

Stress has been identified as one of the major causes of the disease and illness that afflict people in today's world. This class examines what stress is and what it can do to your health, and most importantly, how to fight back. Learn how to alter your response to stress through understanding of your own needs and finding ways to meet those needs. Class includes an assessment of your personal stress using an objective instrument.

Sat 8:30-11:30 a.m., May 15 (1 session), Nolte Center, Minneapolis Campus, Dorset

Barbara Dorset is an adjunct assistant professor in the Department of Psychology and is a psychologist in private practice.

COPING WITH STRESS AT WORK. \$20.

Stress has been identified as one of the major causes of the disease and illness that afflict people in today's competitive world. This class examines what work stress is and what it can do to your health, and most importantly, how to deal with it more effectively. Learn how to diagnose your stress using the episodic and chronic work-related stress inventories. Discover how personal planning and understanding can assist you in better management of work stress.

Sat 8:30-11:30 a.m., May 22 (1 session), Nolte Center, Minneapolis Campus, Dorset

Barbara Dorset is an adjunct assistant professor in the Department of Psychology and is a psychologist in private practice.

DREAMS AND FANTASIES: WHAT DO THEY MEAN? \$40.

The course will begin with a brief review of the guidelines for interpretation of dreams and fantasies: personal associations and archetypal amplifications, the conscious situation of the dreamer, objective and subjective characterization of images, the compensatory function of dreams and fantasies, and verifying the

interpretation. After this brief review, the class will attempt to interpret actual dreams volunteered by class members. The course also will include discussion of work with dreams and fantasies in psychotherapy and outside therapy, either alone or in small groups. Suggested readings are *Applied Dream Analysis: A Jungian Approach*, by Mary Ann Mattoon, and *The Dream and the Underworld*, by James Hillman. Limited.

T & Th, 7-9:30 p.m., May 4-May 13 (4 sessions), Minneapolis Campus, Cowan

Lynn Cowan, Ph.D., is a practicing Jungian analyst in Minneapolis.

FAMILIES IN THE 80s: STEPPARENTING AND OTHER CHALLENGES. \$40 per person; \$70 per couple.

This course takes a comprehensive look at blended families, and explores the issues involved in stepparenting. The class will focus on discipline, children, legal rights, adoption, and power as it relates to divorced parents, stepparents, biological parents, and their children.

M 6:30-8:30 p.m., April 5-April 19 (3 sessions), St. Anthony Park Library, St. Paul, Wolf and Sandler

Judith Wolf, Ph.D. educational psychology, is an attorney with the Minneapolis firm of Roback and Wolf. Lee Sandler is associate director of child psychiatry and director of family therapy for Group Health Plan.

MOTHERS AND DAUGHTERS: A PSYCHOLOGICAL AND RESEARCH PERSPECTIVE. \$38.

Has the search for identity ended, or are we blaming mothers again? Discussion of the mother/daughter relationship. How cognitive, social learning, and psychoanalytic theory explain the socialization process and why we are similar and dissimilar to our mothers. Lecture, discussion, and the sharing of our own personal experiences.

Th 9:30-11:30 a.m., April 1-April 22 (4 sessions), MacPhail Center, Dorset

Barbara Dorset is an adjunct assistant professor in the Department of Psychology and is a psychologist in private practice.

MOTHERS AND SONS. \$37 (includes lunch).

Just in time for Mother's Day. . . a chance to examine the relationship between mothers and sons. Who are our sons? Who are their models? Fathers? Mothers? Brothers? Sports Heroes? Movie Personalities? What is the role of a mother and how does it change as sons mature? How is this relationship affected by issues such as sports, the draft, etc.? We will discuss this central relationship between mothers and sons in literature, psychology, anthropology, and society's changing values. Come think, listen, and discuss with us.

Sat 9 a.m.-3:30 p.m., May 8 (1 session), YWCA Urban Center, Minneapolis, Interdisciplinary faculty

SUPERWOMAN—BALANCING HOME AND CAREER. \$25.

What are the psychological needs and stresses that result from striving to be "superwoman"? This course is a self-exploration for those who want to understand their own need for achievement while studying the problems of the superwoman. The class will review some of the traits and needs of high achieving women, examine socialization, cultural expectations, over-achievement, idealized self-image, and caretaking roles, and will discuss how to achieve a better balance in an active life. Limited.

T 6:30-8:30 p.m., April 20-May 4 (3 sessions), Washburn Library, Hoistad

Jan Hoistad, Ph.D., is a licensed consulting psychologist in private practice in the Twin Cities area.

THOUGHTS THAT PASS AT TWILIGHT. \$56.

(1) China: Up from the city streets and down from the farms; (2) Life from a suitcase: recollections from abroad; (3) Democracy: problems and challenges; (4) The United States and Great Britain: a political comparison; (5) The Soviet block: polycentric tendencies.

Th 10 a.m.-12, April 1-April 29 (5 sessions), Woman's Club of Minneapolis, Turner

John E. Turner is a professor in the Department of Political Science and a University Regents' Professor.

WOMEN ALONE: ALIVE AND THRIVING. \$40.

A program for women who are on their own—separated, divorced, never married, widowed, or living apart from their spouses because of dual-career work commitments. The aim of the program is to emphasize the positive aspects of being single and the many joys and opportunities available in today's society for single women. This course is designed as an educational experience, not a therapy group. Limited.

T 6:30-8:30 p.m., April 20-May 4 (3 sessions), Nolte Center, Minneapolis Campus, Thoen

Dr. Gail Ann Thoen is an assistant professor of family life, University of Minnesota, and a marriage and family therapist in private practice.

WOMEN, WEIGHT, FOOD AND CULTURE: LETTING GO OF MYTHS — See Health and Physical Fitness.



ART OF STORYTELLING — See Literature.

COMMUNICATING EFFECTIVELY AT WORK. \$17.

This class is designed to teach women how to communicate better in business situations. Verbal communication skills covered include

how to present ideas; dealing with conflict situations; speaking effectively in one-to-one settings with supervisors, peers, or subordinates; and functioning well in meetings, both as moderator and as a participant. Limited.

T 6-9 p.m., June 8 (1 session), Nolte Center, Minneapolis Campus, McArthur

Jerie McArthur has a Ph.D. in speech communication, and is a freelance college instructor and consultant.

COMMUNICATION AND CREDIBILITY: SPEAKING MORE EFFECTIVELY ON THE JOB — See Business.

COMMUNICATION: SPEECH IMPROVEMENT, SPEAKING SKILLS. \$32.

Everyday good speech is stressed; no mannerism, no affectation. Outlining and delivery of the short speech. Value of reading aloud. Personal development through self-knowledge and sharing ideas.

Th 10-11:30 a.m., April 1-May 20 (8 sessions), MacPhail Center, Toy

Selma Toy, a former actress, has taught speech and drama throughout the United States.

EFFECTIVE LISTENING. \$29.

How well do you listen? Any business that operates at 25 percent efficiency can expect to go bankrupt, and yet studies show that most of us remember only about 25 percent of what we hear. Poor listening costs money, causes accidents, and sometimes endangers lives. Less dramatic but just as damaging are the results of communication failures between teacher and student, parent and child, men and women. Training programs in listening *can* improve our skills. Exercises in this course may be used successfully in school and business to develop the four central listening abilities. Attention will focus as well on nondirective listening, upward and downward communication, status properties, lack of concentration, and message evaluation.

W 1-3 p.m., April 7-April 28 (4 sessions), MacPhail Center, Chambers

Florence Chambers is an adjunct faculty member in the Department of Rhetoric.

HOW TO LISTEN. \$14.

Listening, often thought to be the least developed communication skill, is a very useful skill in conflict resolution, team-building, and making people feel valued. This seminar will look at some basic communication theory, and the role of listening in the communication process. Techniques to improve listening ability

will be presented, followed by the opportunity to practice in small groups.

W 6-9 p.m., April 28 (1 session), Nolte Center, Minneapolis Campus, Shipka

Barbara Shipka, formerly an internal organizational development consultant with Honeywell, is an organizational consultant in private practice.

BB-MALE-FEMALE COMMUNICATION. \$18.

This workshop will focus on the dynamics involved when men and women communicate. Discussion will center on the differences in the ways women and men communicate in professional and personal situations, and how these differences contribute to problems. Emphasis will be on the importance of language and language use in creating our perceptions of the world, and on how language use reflects and reinforces cultural gender roles. Throughout the workshop an attempt will be made to generate methods of overcoming the problems caused by male-female communication differences.

T 12-1 p.m., May 4-May 25 (4 sessions), American Institute of Banking, Murphy

Sally Murphy is a teaching associate in the Department of Speech-Communication.

OVERCOMING STAGEFRIGHT I. \$47.

Overcoming Stagefright is designed for those who experience nervousness and anxiety when faced with speaking before a group. Participants will learn how to prepare and give presentations. Exercises will be conducted to help participants build self-confidence and use nervous energy in a positive way to achieve desired goals.

M 6:30-8:30 p.m., April 19-May 24 (6 sessions), Nolte Center, Minneapolis Campus, Ray

Catherine Ray is an instructor at the College of St. Thomas and has taught public speaking courses at the University of Minnesota.

OVERCOMING STAGEFRIGHT II. \$47.

This course is for people who need additional opportunities to practice public speaking. Areas of focus will be speech organization, effective use of evidence and language, and speaker credibility. Students will also gain experience in extemporaneous speaking and fielding audience questions.

T 6:30-8:30 p.m., April 27-June 1 (6 sessions), Nolte Center, Minneapolis Campus, Ray

Catherine Ray is an instructor at the College of St. Thomas and has taught public speaking courses at the University of Minnesota.

SMALL GROUP COMMUNICATION. \$32.

This seminar will review the basic concepts of task-oriented small group communication, including role emergence, decision making, leadership, and group culture. Participants will identify common

problems in small group communication, and will learn how to conduct and participate in more effective meetings. Limited.

Sat 9 a.m.-4 p.m., May 7 (1 session), Nolte Center, Minneapolis Campus, Kroll

Becky Swanson Kroll, Ph.D. in speech communication, is an assistant professor in the Communication/Theater Departments at the Colleges of St. Catherine and St. Thomas.

TECHNIQUES OF PRESENTATION FOR THE PROFESSIONAL WOMAN. \$52.

Techniques of Presentation is a practical approach to better speaking for people who want to communicate more effectively with an audience. The course combines videotape recording and review, physical and vocal exercises, and intensive individual coaching. Students develop awareness and control of voice, breath, stance, body alignment, gestures, nervousness, and personal mannerisms. Individual work will be geared to the interests of each participant. Limited.

Sat 9 a.m.-4 p.m., April 17 (1 session), 325 Peik Hall, Minneapolis Campus, Johnson

Brian Johnson is a speech consultant at the University of Minnesota Law Center and an opera singer.

Writing

BRIEF INTRODUCTION TO CREATIVE WRITING. \$18.

A half-day workshop for the new or prospective writer; especially for people who are interested in creative writing but who cannot get away for a weekly writing class or who are wary of making such a large commitment so soon. The workshop will involve lectures, discussions, and in-class writing practice. An attempt will be made to cover briefly many aspects of creative writing. The workshop will deal both with writing technique and with the possible attitudes of the writer toward his or her audience and material. The atmosphere will be generally informal, but the pace will (necessarily) be somewhat swift. More experienced writers who would like a brief refresher course are also welcome. Limited.

Sat 9 a.m.-1 p.m., April 3 (1 session), Nolte Center, Minneapolis Campus, Edelstein

Scott Edelstein, editor, has published stories, poems, and articles in magazines and anthologies around the world.

CREATIVE WRITING. \$45; \$30 for students 62 and older.

Students will work on developing publishable writing in the genres of their preference, including, but not limited to, fiction, personal experience, poetry, humor, and essays. There will be lectures on writing style, syntax, imitative writing, writing in images, and how to

market one's writing. There will also be discussions in class of class members' writing. Students will receive extensive individual critiques of their writing. Cassettes allowed. Limited.

T 1-3 p.m., March 30-May 18 (8 sessions), MacPhail Center, Froiland

Paul Froiland is the managing editor of Northwest Airline's Passages magazine and an associate editor of TWA Ambassador, both published by the Webb Company in St. Paul.

DIARIES AND LETTERS. \$40; \$25 for students 62 and older.

How to write to and for yourself and others. Ideas to help you get started and keep going. Readings from published diaries and letters written by the famous and the obscure of all ages and cultures. Bring a blank book to the first session.

W 1-3 p.m., March 31-May 5 (6 sessions), MacPhail Center, Hanson

F 1-3 p.m., April 2-May 7 (6 sessions), St. Anthony Park Library, St. Paul, Hanson

Phebe Hanson is a published poet. She teaches English for the Minneapolis College of Art and Design.

FREELANCE WRITING WORKSHOP. \$75.

Intensive reading and small group critiques of class members' articles, fiction, and poetry intended for magazines and newspapers. We will focus on achieving quality, marketable writing. Discussion of marketing techniques, manuscript preparation, interviewing, etc. Open to those who have some familiarity with freelancing (either from a course or from personal experience, though they may not necessarily have been published). If desired, students may bring writing they wish to share to the first class. Limited.

M 6-9 p.m., April 5-May 24 (8 sessions), Washburn Library, Roberts

Nancy Roberts, instructor in the School of Journalism and Mass Communication, is a freelance writer with more than 45 published articles.

HOW TO WRITE FOR CHILDREN. \$65.

This course will offer discussion of the children's picture book, story book, and novel. Elements of characterization, plot, and style will be examined in lectures by the instructor and through class discussion. Students will have the opportunity to read from their work. The instructor will provide information about the children's book market including how to prepare a manuscript for marketing. Limited. Offered in cooperation with Southdale Library.

W 9-11:30 a.m., March 31-May 26 (8 sessions), Southdale Library, Buchwald

Emilie Buchwald is editor of the Milkweed Chronicle and author of children's books.

INTRODUCTION TO EDITING FOR BUSINESS, INDUSTRY AND GOVERNMENT. \$48.

An introduction to the principles of copy editing in the three major areas of professional editing. Weekly assignments and in-class exercises give students practice in imposing consistency on manuscripts, revising for clarity, and developing awareness of style and tone. The course includes marking a manuscript for the printer, reading and marking proof, varieties of printing processes available to the production editor, and discussion of the roles of line editor, production editor, and editing supervisor. We will consider jobs that are available in this area. The course is very helpful to writers as well as beginning editors. The text will be *A Manual of Style*, University of Chicago Press.

Th 1-3 p.m., April 1-May 6 (6 sessions), MacPhail Center, Somers
Margaret L. Somers is an adjunct faculty member in the Department of Rhetoric.

JOURNALS AND LETTERS. \$30; \$20 for students 62 and older.

Journal writing is free from conventions and rules. Everything and anything goes. You cannot "do it wrong." In this class students will learn ways to write about their lives and what they are thinking. They will talk, write, and read from literary and nonliterary journals written by those who love the journal and letter form. By writing good letters, you allow your friends to know you better. By writing in a journal, you can learn to know yourself better. Limited.

W 10 a.m.-12, March 24-April 14 (4 sessions), Highland Park Library, St. Paul, Mucke

Edith Mucke is an assistant professor and director of Continuing Education for Women.

PROFESSIONAL WRITING AND THE PUBLISHING WORLD. \$45; \$30 for students 62 and older.

For the beginning or advanced writer who wishes to know about the business end of writing. Topics will include manuscript preparation, dealing with editors, book proposals, professional protocol, taxes, grants for writers, writers' colonies, college writing programs, and the workings of the editing and publishing world. Other relevant topics will be covered on request. The course will be taught primarily by lecture, but discussion will be welcomed at any time. Limited.

M 9:30-11:30 a.m., April 5-May 24 (8 sessions), MacPhail Center, Edelstein

Scott Edelstein, editor, has published stories, poems, and articles in magazines and anthologies around the world.

TECHNICAL WRITING WORKSHOP — See Business.

WRITING SKILLS FOR SECRETARIES — See Business.

LOCATIONS AND ADDRESSES OF COURSES

American Institute of Banking, WCCO Radio Building, Fifth Floor, 625 Second Avenue South, Minneapolis

Assertiveness for Secretaries
Business Math for Secretaries
Male-Female Communication

American Swedish Institute, 2600 Park Avenue, Minneapolis

Swedish Exercises for Women
Swedish Exercise for Women 62 and Older

Art Center of Minnesota, 2240 North Shore Drive, Crystal Bay

Opera Supper

Brookdale Library, 6125 Shingle Creek Parkway, Minneapolis

Decorating for Small Spaces

College of St. Catherine, 2004 Randolph Avenue, St. Paul

Women and Religion

Excelsior Library, 343 Third Street, Excelsior

Buying a Home Computer
File. . .Don't Pile

Federal Reserve Bank, 250 Marquette Avenue, Tenth Floor Briefing Room, Minneapolis

Econ 1001 Principles of Macroeconomics

First Universalist Church, 5000 Girard Avenue South, Minneapolis

Great Cities: Athens, London, Paris, and Rome

Highland Park Library, 1974 Ford Parkway, St. Paul

Gemstones: How Do I Know What I'm Buying?
Journals and Letters

House of Hope Church, 797 Summit Avenue, St. Paul

File. . .Don't Pile

Landmark Center, 75 West Fifth Street, St. Paul

Grammar for Business Use
Human Relations in the Work Setting

Lexington Branch Library, 1080 University Avenue, St. Paul

Career Planning: A Creative Approach

MacPhail Center, 1128 LaSalle Avenue, Minneapolis

ANEJ 3503 Ancient Israel: The Background of the Bible
ArtS 1101 Basic Drawing
ArtS 1701 Introduction to Photo Medium
ArtS 3710 Intermediate Photography
Clas 1042 Greek and Roman Mythology
Comp 1001 Introductory Composition
Engl 5620 British and American Women Writers
GC 1511 Introduction to Modern Business
GC 3531 Writing for Business and the Professions

Hum 5023 New Worlds of Knowledge
Phil 5076 Thoreau
WoSt 3301/5301 Woman: A Sense of Identity
Assertiveness Training
Career Planning: A Creative Approach
Communication: Speech Improvement, Speaking Skills
Creative Writing
Diaries and Letters
Effective Listening
The Fallen Woman: Adultery in the 19C European Novel
French for Travelers
Hard-Asset Investing
A Hundred Years of the British Novel III
Improving Your Memory: Remembering Names, Faces, and
Information
Introduction to Editing for Business, Industry and Government
Investments and Personal Financial Planning
Mothers and Daughters: A Psychological and Research
Perspective
Professional Writing and the Publishing World
What Do I Do With the Rest of My Life?

Merriam Branch Library, 1831 Marshall Avenue, St. Paul

File. . . Don't Pile

Minneapolis Athletic Club, 615 Second Avenue South, Minneapolis

Time Management on the Job

Minneapolis Campus

FScN 1012 Nutrition and Our Food Supply
GC 1445 Intermediate Algebra
WoSt 3301/5301 Woman: A Sense of Identity
Anger: Where Does It Belong?
The Arts of China
Assertiveness for Women in Leadership Positions
Beginning COBOL
Beyond Assertiveness
Brief Introduction to Creative Writing
Career Management for Working Women
Cash Register Blues and Consumer Savvy
Communicating Effectively at Work
Communication and Credibility: Speaking More Effectively on
the Job
A Complete Job Search Workshop
Computers: A Practical Introduction
Conflict Management
Coping With Personal Stress
Coping With Stress at Work
Creative Bookbinding
Dreams and Fantasies: What Do They Mean?
Effective Delegation

Exploring a Career as a Sales Representative
French for Travelers
How to Deal With Being Unemployed
How to Listen
How to Prepare for and Take Graduate Admissions Tests
A Hundred Years of the British Novel III
Identifying Your Managerial Talent
Informational Interviewing
Investment Real Estate for the Novice
Job Search Support Group
Leadership Skills
Music: How to Listen to It
Overcoming Procrastination
Overcoming Stagefright I
Overcoming Stagefright II
Sexual Harassment: New Approaches for an Old Problem
Small Group Communication
Survival Skills for Women in Sales
Taking the Sting Out of Stat: Statistics for Nonstatisticians
Techniques of Presentation for the Professional Woman
What You Need to Know About Insurance
Women Alone: Alive and Thriving
Women Supervising Women
Women, Weight, Food and Culture: Letting Go of Myths
Working in a Traditionally Male Organization

Mt. Sinai Hospital, 2215 Park Avenue, Minneapolis

Planning for Results

St. Anthony Park Library, 2245 Como Avenue, St. Paul

Diaries and Letters

Families in the 80s: Stepparenting and Other Challenges

Remember Me as You Pass by: Gravestone Art and Symbolism
in Minnesota

**St. Louis Park Jewish Community Center, 4330 Cedar Lake Road,
St. Louis Park**

Managing Time: How not to Get Thumbtacked to a Schedule

St. Paul Campus

Antiques: Collecting for Investment

Authority and Power

Business Finance Made Understandable

Buying a Computer for a Small Business

Careers in Banking and Finance

Corporate Culture

Employee Counseling and Discipline — A Practical Approach

Fundraising

Japanese Management American Style — Theories X, Y, Z and
Beyond

More Effective Meetings

Psychology and the Law: Interdisciplinary Approach

Running Your Own Business
Strategy Development
Technical Writing Workshop
Woman's Day on Campus
Women and Power: Building the Bridges
Writing Skills for Secretaries

St. Paul College Club, 990 Summit Avenue, St. Paul
Egypt — A 1,000 Mile Journey up the Nile

Southdale Library, 7001 York Avenue, Edina
Beyond Paper
The Fiction of John Fowles
How to Write for Children

Spring Hill Conference Center, Wayzata
Institute for Professional Women's Development

Walker Art Center, Vineland Place, Minneapolis
Modern Art: Emergence and Development III

Walker Library, 2880 Hennepin Avenue South, Minneapolis
Art of Storytelling
Investments and Personal Financial Planning

Washburn Library, 5244 Lyndale Avenue South, Minneapolis
Freelance Writing Workshop
Superwoman — Balancing Home and Career

Woman's Club of Minneapolis, 410 Oak Grove Street, Minneapolis
Thoughts That Pass at Twilight

YWCA Urban Center, 1130 Nicollet Avenue, Minneapolis
Mothers and Sons

ALPHABETICAL LISTING OF CREDIT CLASSES

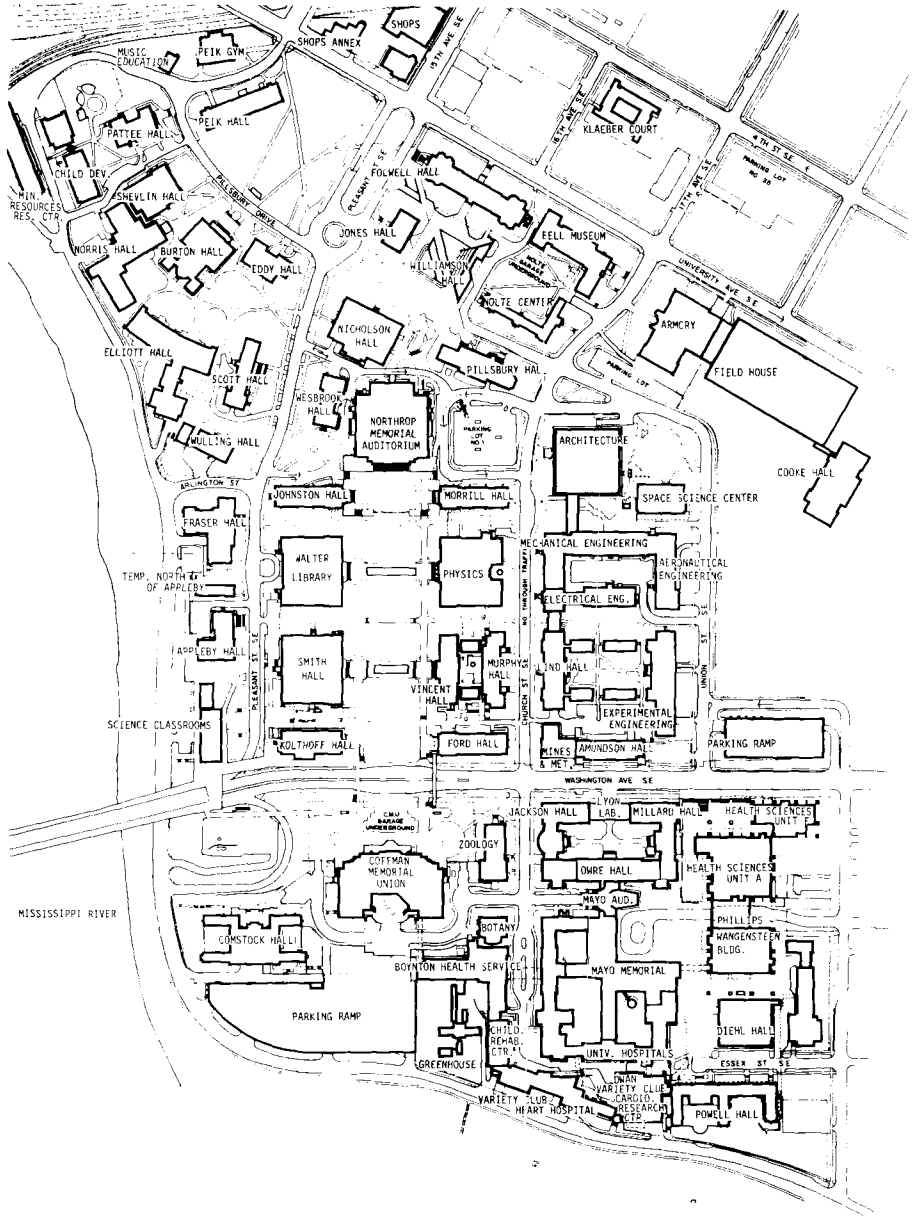
Ancient Israel: The Background of the Bible	15
Basic Drawing	16
British and American Women Writers	17
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Intermediate Algebra	18
Intermediate Photography	16
Introduction to Modern Business	18
Introduction to Photo Medium	16
Introductory Composition	17
New Worlds of Knowledge	19
Nutrition and Our Food Supply	18
Principles of Macroeconomics	17
Thoreau	19
Woman: A Sense of Identity	19
Writing for Business and the Professions	18

ALPHABETICAL LISTING OF NONCREDIT CLASSES

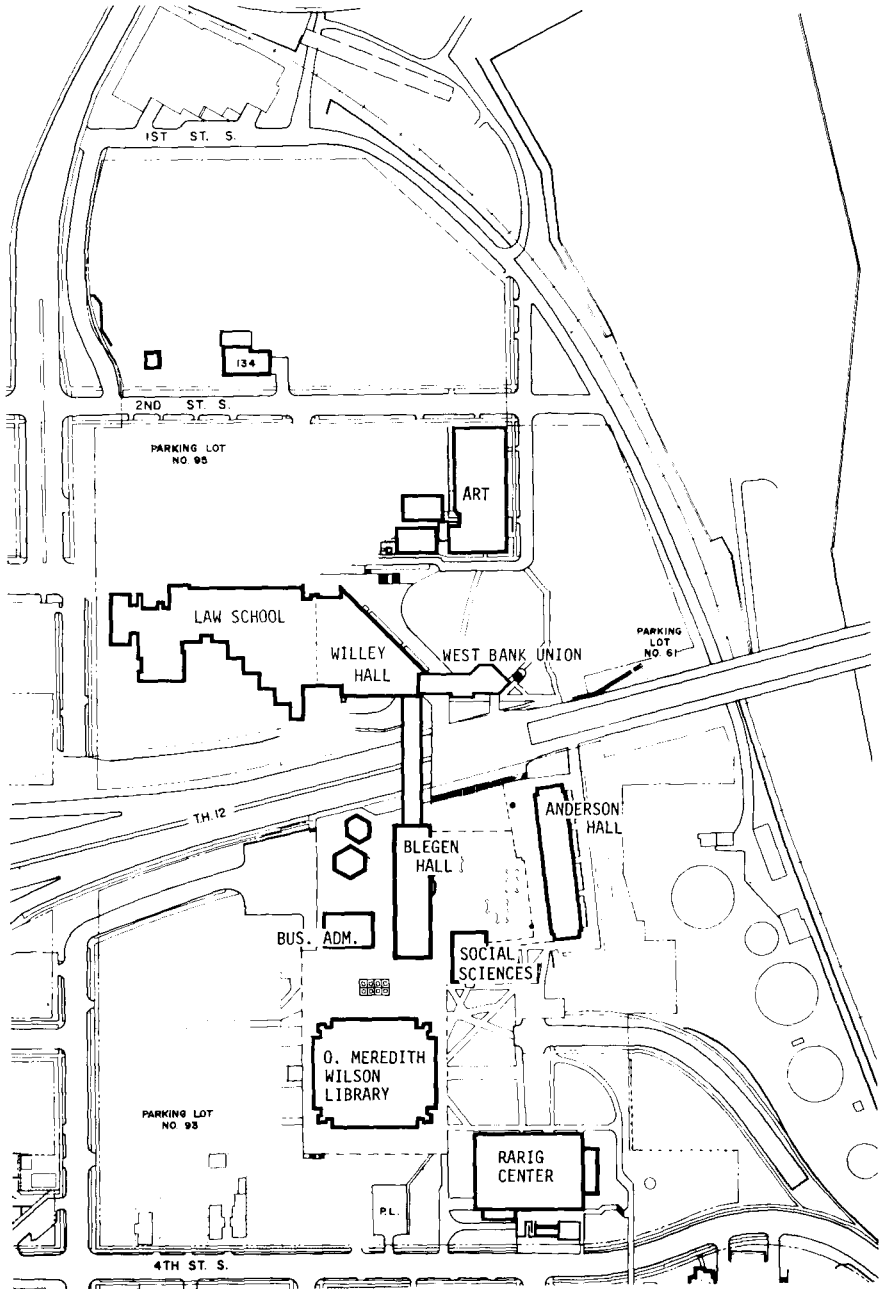
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Coping With Stress at Work	46
Corporate Culture	25
Creative Bookbinding	44
Creative Writing	51
Decorating for Small Spaces	20
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Grammar for Business Use	26
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How to Deal With Being Unemployed	34
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How to Prepare for and Take Graduate Admissions Tests	45
How to Write for Children	52
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Institute for Professional Women's Development	27
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Investment Real Estate for the Novice	38
Japanese Management American Style — Theories X, Y, Z and Beyond	27
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Mothers and Sons	47
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Time Management on the Job.....	30
What Do I Do With the Rest of My Life?	44
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Minneapolis Campus East Bank



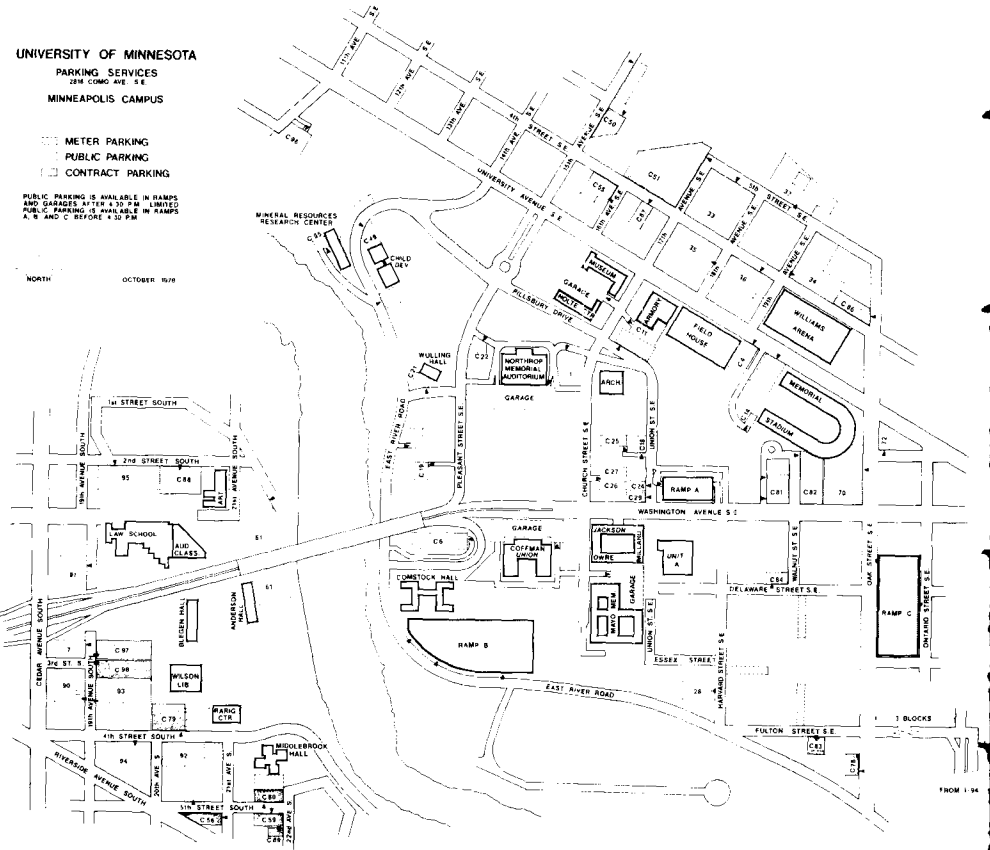
Minneapolis Campus West Bank

UNIVERSITY OF MINNESOTA
PARKING SERVICES
 258 COMD AVE. S.E.
 MINNEAPOLIS CAMPUS

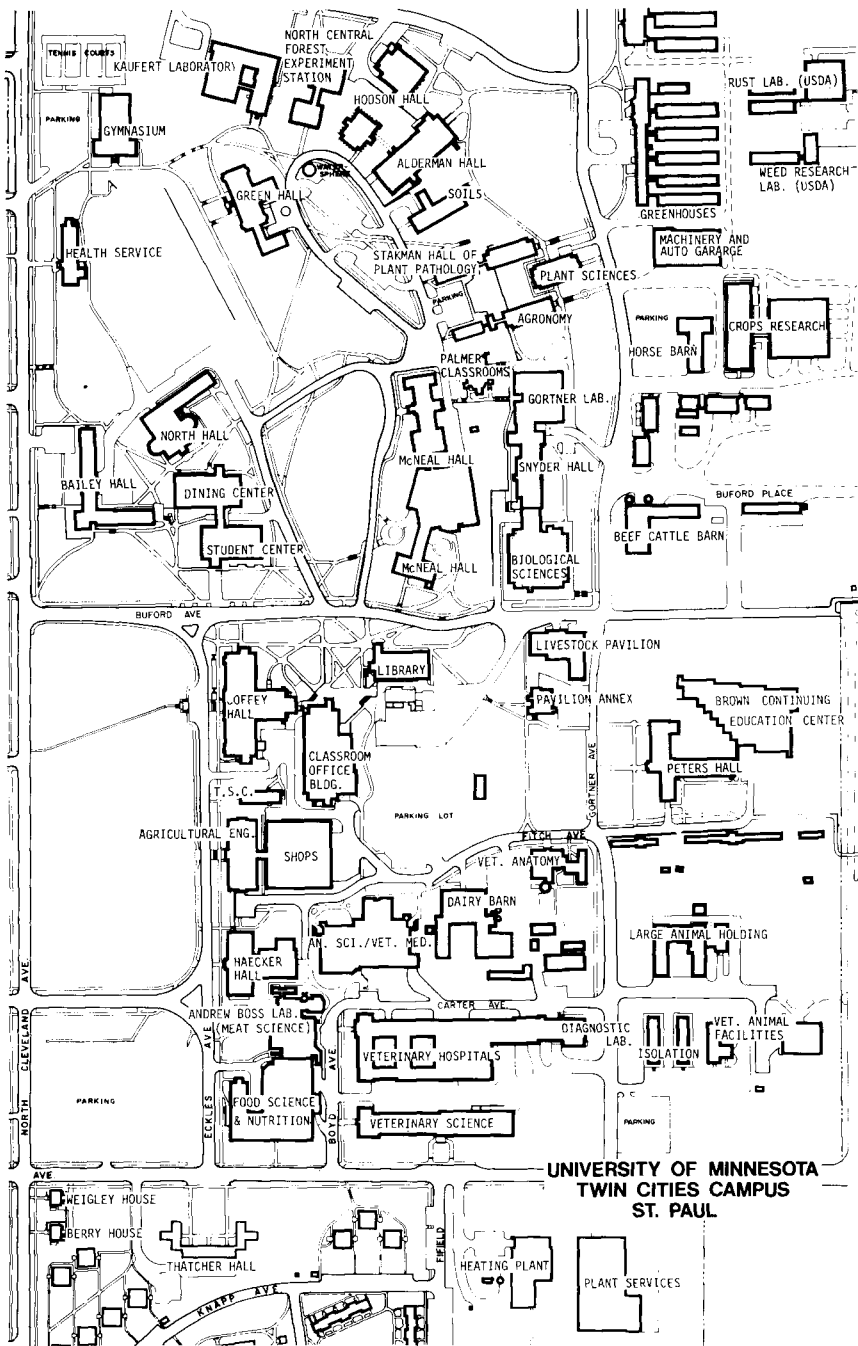
-  METER PARKING
-  PUBLIC PARKING
-  CONTRACT PARKING

PUBLIC PARKING IS AVAILABLE IN RAMPS AND GARAGES AFTER 4:30 P.M. LIMITED PUBLIC PARKING IS AVAILABLE IN RAMPS A, B, AND C BEFORE 4:30 P.M.

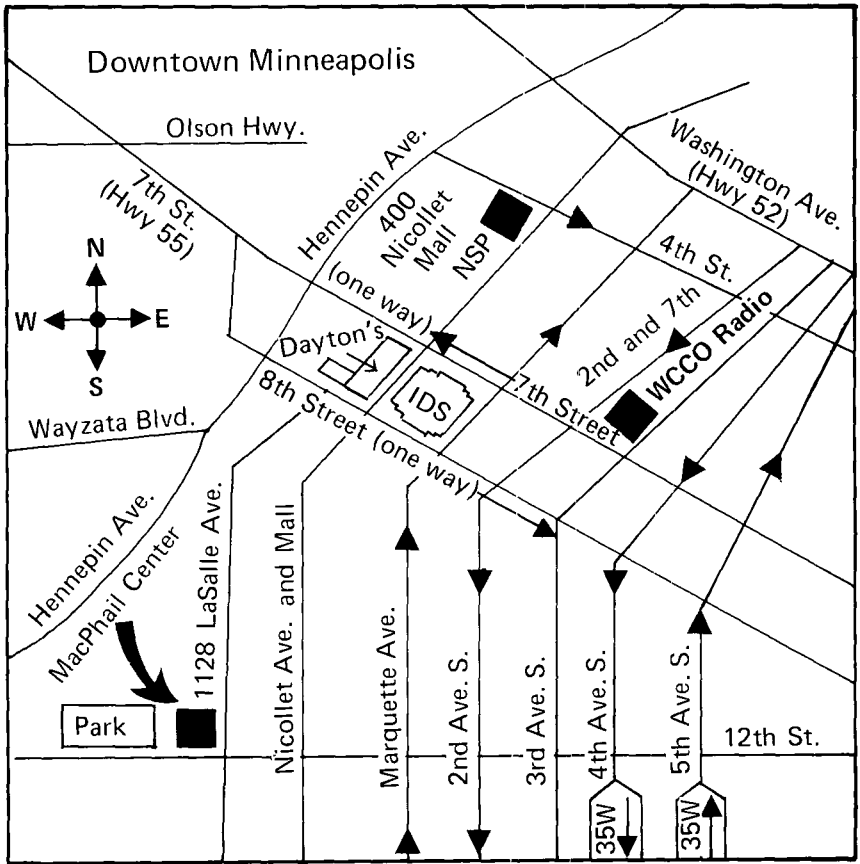
NORTH OCTOBER 1978



Parking Facilities
(East and West Bank)



St. Paul Campus



MacPhail Center for the Arts

Registration Information

Prompt registration is suggested. Please check bulletin descriptions for starting dates of all noncredit classes. Unless otherwise noted, spring quarter credit classes begin the week of March 29. Make checks payable to the University of Minnesota. No arrangements for partial payment will be made. Students are not registered until their tuition and fees are paid. To avoid confusion, please state the location(s), starting date(s), and times of class(es) for which you are registering. For credit classes, please specify type of grading preferred.

.....
Continuing Education for Women 373-9743

200 Wesbrook Hall, 77 Pleasant Street S.E.

Minneapolis, MN 55455

Late fee for spring quarter credit classes after March 17 — \$5.00.

Courses marked with an asterisk are now \$60 (nontranscript rate).

Please register me for the following classes:

Location(s) _____

Starting Date(s) _____ Day _____

Time(s) _____

For credit class(es) only, check one of the following:

A/N S/N Audit Graduate Credit Nontranscript

My check payable to the University of Minnesota for

\$..... is enclosed.

Name _____

Address _____

City _____ State _____ Zip _____

Phone (Home) _____ Phone (Work) _____

Birthdate _____ Social Security Number _____

I am working toward a degree.

This is my first registration in a CEW class.

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, creed, color, sex, national origin, or handicap. In adhering to this policy, the University abides by the requirements of Title IX of the Education Amendments of 1972, by Sections 503 and 504 of the Rehabilitation Act of 1973, and by other applicable statutes and regulations relating to equality of opportunity.

Inquiries regarding compliance may be directed to Lillian H. Williams, Director, Office of Equal Opportunity and Affirmative Action, 419 Morrill Hall, 100 Church Street S.E., University of Minnesota, Minneapolis, Minnesota 55455, (612) 373-7969, or to the Director of the Office of Civil Rights, Department of Education, Washington, D.C. 20202, or to the Director of the Office of Federal Contract Compliance Programs, Department of Labor, Washington, D.C. 20210.