

University
of
Minnesota
Bulletin

Continuing Education
for Women
Spring 1983

Continuing Education and Extension
University of Minnesota



University of Minnesota

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Continuing Education for Women

Spring Quarter 1983

March 28-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

It's spring—a season traditionally seen as a time of renewal, growth, transition.

Your interest in this bulletin marks you as a person interested in learning—eager for renewal, willing to grow, and unafraid of change.

You'll find credit courses that will bring you closer to a college degree: from biology and composition to psychology and studio arts. New this quarter are Phil 5521 Philosophy of Religion and GC 3571 Computer Approach—Problem Solving.

You'll find noncredit classes to overcome stage fright, improve your communication skills, help you take better photographs, or help you overcome stress on the job. You'll find classes to help you organize a family history project, write a short story, or learn the names and functions of all the Greek gods.

And much more.

We exist to help you with your continuing education by extending the resources of the University community to you. Your comments, criticisms, and suggestions are always welcome.

Have a good spring.



Edith E. Mucke, Director
Continuing Education for Women

Mothers and Daughters

A one-day forum on mother/daughter relationships for grandmothers, mothers, daughters, and granddaughters. Topics include identification, sexuality, dependence, and independence.

Saturday, May 7, 1983

9:00 a.m. - 3:30 p.m.

YWCA Urban Center, Minneapolis

\$46 per person; \$70 mother/daughter registering together;
\$75 for three generations

See noncredit section on Social Science.

Careers in Banking

Learn about banking functions and related career opportunities. Examine your skills and how to translate them into a career in banking.

Saturday, April 9, 1983

8:30 a.m. - 12:30 p.m.

Nolte Center, Minneapolis campus

\$22

See noncredit section on Career Planning.

The Literature of the Holy Grail (CLit 5643)

A 4-credit course on the medieval literature of the Holy Grail, including problems of interpretation in the integration of pagan and Christian materials.

Thursdays, March 31-June 9, 1983

9:30 a.m. - 12:00

MacPhail Center, Minneapolis

\$124 (4 degree credits)

\$62 (nontranscript rate)

See credit section.

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

Looking for a Mother's Day Present? Why Not Registration for a 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, 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.

The contents of this bulletin and other University bulletins, publications, or announcements are subject to change without notice. University offices can provide current information about possible changes.

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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 Wesbrook 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. Where applicable, 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 373-3905.

**Looking for a Mother's Day Present?
Why Not Registration for a Class?**

**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.

Spring Quarter 1983 — March 28-June 11

Unless otherwise noted, spring quarter credit classes begin the week of March 28. The last day to register for spring credit classes without a late fee is March 17. 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.

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. (No prereq) Offered in cooperation with Extension Classes. Limited (D)

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

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

Biol 1101 HEREDITY AND HUMAN SOCIETY. 4 degree credits, \$120.

Principles of heredity and their social and cultural implications.

Definitions of race, sex, intelligence, disease, and behavior.

Relationship of genetic makeup to behavior, behavior modification, and socialization. Nontechnical approach. (No prereq) (B)

W 1:00-3:30 p.m., MacPhail Center, Woodward

Val Woodward is a professor in the Department of Genetics and Cell Biology.

CLit 5643 THE LITERATURE OF THE HOLY GRAIL. 4 degree credits, \$124; \$62 nontranscript rate.

The vast body of medieval cyclical literature known as the Grail matter from early Celtic elements, the *Quest for the Holy Grail*, the *Death of King Arthur*, to the late Portuguese Domand do São Greal. Attention will be focused on problems of interpretation and on the elaboration of the cycle by the integration of pagan and Christian materials, ideological and mythic elements, and the development of a specific set of hermeneutic problems. Major motifs and the chief characters will be discussed. Modern versions of the Grail matter (Wagner, T.S. Eliot) will also be covered, with special attention paid to Monty Python's *The Holy Grail*. Qualified students may register for graduate credit.

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

Wlad Godzich is professor and director of the comparative literature program and a member of the Department of Russian and East European Studies.

Comp 3050 TOPICS IN ADVANCED COMPOSITION: THE ESSAY. 4 degree credits, \$124.

An exploration of the limits and possibilities of the traditional essay form. Course assignments include practice with standard expository patterns of development (comparison-contrast, definition, analogy) in different rhetorical modes (argumentative, satirical, informative). Students read and analyze model essays from various historical periods. Special attention is paid to the development of an authentic personal voice and a mature writing style, and class time is set aside for group conferences, in-class workshops, and discussion of students' writing. (This course is recommended for students with previous composition experience. Successful completion of the freshman composition requirement is a prerequisite.)

T 1:00-3:30 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.

W 9:30-12:00, MacPhail Center

GC 1445 MATHEMATICS: 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 student may have to give evidence of adequate preparation. (Prereq 1 year high school algebra) Offered in cooperation with Extension Classes. Limited.

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

GC 1540 ACCOUNTING FUNDAMENTALS I. 4 degree credits, \$120.

Designed for those who plan continued study in accounting as well as those interested in other business fields. Balance sheet and income statement methodology, the accounting cycle for both a service and merchandising business, and an examination of special journals, inventories, receivables, and accounting for plant and equipment. Both lecture and class discussion, regular homework assignments, midterm and final examinations. (No prereq) Limited.
M & W 5:00-6:10 p.m., Federal Reserve Bank, 10th Floor Assembly Room

GC 3531 WRITING FOR BUSINESS AND THE PROFESSIONS. 4 degree credits. \$124.

Students write letters, formal and informal 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.

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. 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.

Phil 5521 PHILOSOPHY OF RELIGION. 4 degree credits, \$124; \$62 nontranscript rate.

Grounds and sanctions of religion, according to various philosophies. Specific topics include arguments for God's existence, the problem of evil, mystical experience, miracles, immortality, faith and reason, and the quest for the historical Jesus. Qualified students may register for graduate credit.

Th 1:00-3:30 p.m., MacPhail Center, Hopkins

Jasper Hopkins is a professor in the Department of Philosophy.

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

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)

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

Phyllis White is a doctoral candidate in the Department of Psychology.

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

W 6:10-9:10 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

ANCIENT EGYPT. \$33.

A tour of the civilization of the ancient Nile, from the Mediterranean Sea south to Abu Simbel. Covers the land of the pharaohs, its great monuments and monument builders, the powerful kings of "the Two Lands," and the most distinctive features of Egypt's civilization: the writing system, religion, and mummification. Slide presentations and lectures.

Th 9:30-11:30 a.m., April 21-May 5 (3 sessions), St. Paul College Club, Ricketts

Linda Ricketts has taught classics and ancient history at Macalester College, the University of Minnesota-Duluth, and Central Michigan University.

ANTIQUES: PRINCIPLES OF COLLECTING. \$42.

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 6-May 11 (6 sessions), 33 McNeal Hall, St. Paul campus, Blade

Timothy Blade is a Ph.D. in Art History and is Curator of Decorative Arts in the Goldstein Gallery at the University of Minnesota.

FAMILIES REMEMBERED. \$58 + \$5 materials fee. Total \$63.

Ways to find meaning in the crazy quilt of family histories and traditions. What can we learn from families of the past? How did they cope with their problems? Were their problems different from ours? How did developments in technology and society change family life? What did family members think of their lives and the world around them? Where can we look to find out about our own family histories? We shall explore the resources of the family historian and ways to organize, share, and preserve the information

uncovered. Participants will tour the exhibit "Six Generations Here: A Family Remembers" and work with their own family histories. Offered in cooperation with the Minnesota Historical Society.

T 1-3 p.m., April 12-May 31 (8 sessions), Minnesota Historical Society, Weyerhauser Room, McLellan

Marjorie McLellan is a doctoral candidate in American Studies and organizer of the Six Generations exhibit.

GEORGE BRAQUES AND HIS TIMES: THE LATE YEARS—1940-63. \$55.

In the decades of the 1940s, '50s, and '60s, such emotionally charged themes as the war and its aftermath, estrangement of the human figure, and myth and magic occupied artists like Picasso, Ernst, Shahn, Bacon, Gorky, Pollock, and the emerging American Abstract Expressionists. In Paris, Dubuffet and the group labeled "Art Informel" developed further radical collage techniques. At the same time, George Braques continued to uphold the tradition of the "artist in his studio," investigating in his still life paintings the sensuous beauty of paint with added textural dimension. Becoming increasingly complex and baroque, the second master of the great cubist movement continued to translate his ideas into visually pleasing realities. In this six-week session, we will explore the complex levels of reality revealed in the manifold styles of these dynamic decades.

Th 1-3 p.m., March 31-May 5 (6 sessions), Walker Art Center, Information Room, Ultan

Roslye B. 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.

GREEK MYTHOLGY. \$40.

Greek myths, gods, and heroes. The course will examine the Olympians, Homer, Hesiod, the Biblical Creation, myth and cult, and Dionysus in *The Bacchae*, and the Greek hero. Readings in class and slide presentations of myth in art from the classical period to modern times.

M 9:30-11:30 a.m., April 18-May 9 (4 sessions), MacPhail Center, Ricketts

Linda Ricketts has taught classics and ancient history at Macalester College, the University of Minnesota-Duluth, and Central Michigan University.

MOVEMENT AWARENESS. \$40.

All people speak with their bodies—communicating with gestures, body attitudes, and individual movement dynamics. This class can help you improve your innate observation skills and heighten awareness of nonverbal communication in the world around and within yourself. Laban Movement Analysis will be taught to give students a language to describe the nonverbal world. Basic

stretching and developmental movement sequences will expand movement potential and promote flexibility and ease of movement in everyday life.

W 12-2 p.m., May 11-June 1 (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.

PRACTICAL PHOTOGRAPHY FOR NONPROFESSIONALS. \$45.

Learn how to get the most out of your personal photography with information to help make you more comfortable with your camera and 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.

T 1-3 p.m., April 12-May 3 (4 sessions), MacPhail Center, Gust
Mary Lou Gust, M.A., photocommunication, University of Minnesota School of Journalism and Mass Communication, is an independent photographer and filmmaker and a former instructor in the school.

THE PROBLEM OF EVIL. \$32.

Consideration of literary and religious texts of the presence and sources of evil in this world. How does evil come into this world? How have other people and other times explained evil? How has the nature of evil and how we explain it changed in the 20th century? Class will consider conceptions of evil from the Greek, Eastern, Christian, and modern points of view. Sophocles, Goethe, Kazantzakis.

F 9:30-11:30 a.m., April 8-April 29 (4 sessions), MacPhail Center, Darling
Pat Darling is a doctoral candidate in American Studies.

Business

ASSERTIVENESS FOR JOB SUCCESS. \$30.

Assertive communication skills as a means of improving your relationships with your boss, peers, subordinates, and public. This course will help participants to recognize the differences among aggressive, non-assertive, and assertive behavior, and to express beliefs, feelings, and opinions in an honest, direct, and appropriate way. Constructive ways of handling conflict and tension on the job

will also be discussed. Emphasis is on participation, role playing, and group support.

T 6:30-9 p.m., May 10 & May 17 (2 sessions), Nolte Center Library, Minneapolis campus, Brodie

Jane Brodie is a licensed psychologist in private practice.

BUSINESS ACCOUNTING MADE UNDERSTANDABLE. \$54
(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 8:30 a.m.-4:30 p.m., April 21 (1 session), Earle Brown Center, Room 166, St. Paul campus, Folz

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

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. (If students do not have an elementary understanding of accounting, we suggest taking Business Accounting Made Understandable.)

Th 9 a.m.-4 p.m., April 28 (1 session), Earle Brown Center, Room 156, St. Paul campus, Folz

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

COMMUNICATING EFFECTIVELY AT WORK. \$48 (includes lunch).

Designed to teach women how to communicate better in business situations. Verbal communication skills covered include how to present ideas; deal with conflict situations; speak effectively in one-to-one settings with supervisors, peers, or subordinates; and function well in meetings, both as moderator and participant.

Th 9 a.m.-4 p.m., April 7 (1 session), Earle Brown Center, Room 156, St. Paul campus, McArthur

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

BB—COMMUNICATION AND CREDIBILITY: SPEAKING MORE EFFECTIVELY ON THE JOB. \$30.

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.

T 12-1 p.m., April 26-May 24 (5 sessions), Landmark Center, Sanborn Room (408), Murphy

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

COMMUNICATION SKILLS FOR MANAGING CONFLICT. \$70 + \$10 special fee. Total \$80.

For most people, conflict is a negative word; yet conflict is a normal event in every human relationship. Whenever people are interdependent, conflict can be expected. Since work is a situation requiring varying amounts of interdependence, and it frequently involves people with opposing personal goals, values, motives, and needs, a manager can expect to spend 20 percent of his or her time dealing with conflict situations. Managing conflict does not mean that all conflict can be resolved; to manage conflict means to negotiate behavior changes that will enable people to work together productively. A Professional Improvement Course offered in cooperation with Extension Classes. Limited.

M 6-8 p.m., April 4-May 9 (6 sessions), Earle Brown Center, Room 52, St. Paul campus, McGlauchlin

Dorothy McGlauchlin is director of Candor Associates, Inc., and serves companies as designer of training programs, consultant, and trouble-shooter.

COPING WITH STRESS ON THE JOB. \$18.

This half-day workshop will help participants identify and define the stressful aspects of their work settings and personal lives, including frustration, conflict, and pressure. Factors that influence the severity of stress both internally and externally will be explored. Ways of minimizing stress psychologically through change of attitude will be examined. Specifically, we will deal with the nature of stress, burnout, and Type A behavior, and discuss how stress affects you physically and emotionally. We will assess and measure the stress you are experiencing in your life. Letting go and

relaxation techniques will be presented.

Sat 9 a.m.-12, April 16 (1 session), Earle Brown Center, Room 156, St. Paul campus, Dorset

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

BR—DECISION MAKING. \$38 (includes full breakfast).

Systematic decision making, coupled with goal setting, is a vital asset to business organizations and to individuals. This course will help you take a positive approach to making responsible decisions. You will learn how decisions generally are made and how they can be improved. The effect of the individual's personality, values, and goals on the decision-making process will also be considered.

T 7:30-8:30 a.m., April 19-May 10 (4 sessions), Minneapolis Athletic Club, Burke

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

EXPLORING A CAREER AS A SALES REPRESENTATIVE—See Career Planning.

FACING NEW WRITING RESPONSIBILITIES. \$66 + \$4 special fee. Total \$70.

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 that can range from managers to technicians to clients. Learn these strategies and practice applying them to examples from your own writing and to case studies. You'll receive handouts and checklists to jog your memory after the course is over. A Professional Improvement Course offered in cooperation with Extension Classes. Limited.

Th 6-8 p.m., April 14-May 12 (5 sessions), Earle Brown Center, Room 156, 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.

FUNDAMENTALS OF DIRECT MAIL MARKETING. \$125.

Provides a thorough understanding of the basic techniques of direct mail. Covers all the bases, including what it is and is not; direct mail objectives; the mailing list; direct mail copy, arts, and mechanical production; direct mail formats; testing; U.S. Postal Service; and budgeting. With printing, paper, postage, and list costs continually rising, direct mail is not the marketing technique for amateurs. Course is designed for anyone considering the use of direct mail for the first time as well as for practitioners who want a quick refresher in basic techniques. A Professional Improvement Course offered in cooperation with Extension Classes and the

American Management Associations Extension Institute. Limited.
W 6-8:30 p.m., April 6-May 11 (6 sessions), Earle Brown Center,
Room 155A, St. Paul campus, Sinniger

Beverly Sinniger is assistant director of Extension Classes at the University of Minnesota dealing extensively in promotion and publicity.

BR—HUMAN RELATIONS IN THE WORK SETTING. \$48 (includes continental 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.

Th 7:30-8:30 a.m., April 14-May 19 (6 sessions), St. Paul Athletic Club, Burke

Nancy Burke is a management consultant and former Assistant Vice President of Compensation for First Bank of Minneapolis.

BB—INTERMEDIATE GRAMMAR FOR BUSINESS USE. \$43 + \$5 special fee. Total \$48.

Designed for people who want to brush up on their writing skills and improve their confidence and competence in written communication. The course will focus on sentence structure, organization and wording in a business letter, clear and concise writing, and problem areas as determined by the needs of class participants. A brief review of punctuation and basic grammar skills will be included. Class work will consist of exercises and written assignments.

T 12-1 p.m., April 5-May 24 (8 sessions), American Institute of Banking, 5th floor, DeNoble

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

INTRODUCTION TO FUND RAISING FOR THE NONPROFIT SECTOR. \$75 + \$10 special fee. Total \$85.

Gives you the knowledge you need to develop or evaluate a financial development program. Gaining and keeping financial support for nonprofit organizations or agencies is an issue of basic survival in the current economic climate. This is a down-to-earth "how to" course that gives you the latest information on the policies and practices you need to know in order to plan, promote, execute, and evaluate a comprehensive financial development program for your organization. Designed for beginning financial development people or individuals responsible for or interested in

exploring the fund raising field. A Professional Improvement Course offered in cooperation with Extension Classes. Limited. Th 6:30-9 p.m., April 7-May 12 (6 sessions), Earle Brown Center, Room 155, St. Paul campus, Peterson

Doug Peterson is director of financial development for the northwest division and Minneapolis chapter of the American Red Cross.

BB—LISTENING AT WORK. \$36.

Listening, often thought to be the least developed communication skill, is useful in conflict resolution, team-building, and making people feel valued. This seminar will look at 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.

M 12-1 p.m., April 11-May 16 (6 sessions), American Institute of Banking, 5th floor, Thornton

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

ON-THE-JOB-WRITING. \$18.

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.

Sat 9 a.m.-12, April 16 (1 session), Earle Brown Center, Room 166, St. Paul campus, Bardouche

Suzanne Bardouche is an administrative assistant in the Department of Studio Arts.

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

Managers and supervisors are constantly involved in one-on-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 one-on-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., April 6-May 11 (6 sessions), S133 Kolthoff Hall, Minneapolis campus, McArthur

Jerie McArthur has consulted extensively and taught communication skills for industry, health care organizations, and

public and governmental agencies. She is an assistant professor in the Department of Speech-Communication.

OVERCOMING STAGE FRIGHT II. \$60 + \$5 special fee. Total \$65.

A continuation of Overcoming Stage Fright I for those who need additional opportunities to practice public speaking. Areas of focus are speech organization, effective use of evidence and language, and speaker credibility. Students also gain experience in extemporaneous speaking and fielding audience questions. A Professional Improvement Course offered in cooperation with Extension Classes. Limited.

W 6:30-8:30 p.m., April 6-May 11 (6 sessions), Nolte Center, Room 229, Minneapolis campus, Ohlendorf

Dawn Ohlendorf has worked as a communication consultant on the West Coast and is a teaching associate in the Department of Speech-Communication.

POLISHING YOUR PRESENTATION SKILLS—See

Speech/Communication.

LEARNING HOW TO SELL. \$48 + \$10 special fee. Total \$58.

This seminar is for women who sell (or will sell) products and services to the public, either by telephone or in person. Topics 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. Participants will determine their personal profile to help them understand their own selling style and how they relate to prospect clients. Limited.

M 6:30-8:30 p.m., March 28-April 18 (4 sessions), Nolte Center, Room 229, Minneapolis campus, Ackerman

Dee Ackerman, C.P.C., is a management specialist with Salkin and Linoff.

WINNING PROPOSALS: HOW TO WRITE THEM—See Writing.

WOMEN SUPERVISING WOMEN. \$18.

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.

T & Th 3:30-5 p.m., May 3 & 5 (2 sessions), American Institute of Banking, 5th floor, McArthur

Jerie McArthur is an assistant professor in the Department of

Speech-Communication and is a freelance organizational consultant.

BB—WRITING REPORTS FOR WORK. \$36.

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.)

Th 12-1 p.m., April 7-May 12 (6 sessions), Landmark Center, DeNoble

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

WRITING SOFTWARE MANUALS. \$50 (includes lunch).

This workshop is for people who write, will be writing, or want to learn how to write software manuals. The workshop stresses writing as a cluster of problem-solving activities: gathering information, analyzing audience, organizing, and editing. Participants write and edit during the workshop, and receive handouts and checklists to use as guides and reminders when the workshop is over. Participants are encouraged to bring samples of their own writing to the workshop.

W 9 a.m.-4 p.m., April 6 (1 session), Holiday Inn International, Ferguson

Richard Ferguson is an assistant professor in the Department of Rhetoric.

Career Planning

CAREER OPTIONS FOR HUMANITIES MAJORS. \$22.

What are the career advantages of an education in the humanities? History, literature, philosophy, languages, and other humanities studies have always been recognized as valuable resources for individual enrichment. This half-day program examines a range of career options available to those who are working toward or have earned a B.A. or advanced degree in the humanities. Hear professionals in a variety of careers discuss the skills and personal resources that are developed by liberal arts studies and how these can be applied to new and established job markets. Limited.

Sat 8:30 a.m.-1 p.m., April 23 (1 session), Nolte Center, Room 140, Minneapolis campus, Interdisciplinary Faculty

CAREER PLANNING. \$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 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.

M 6:30-8:30 p.m., April 25-May 23 (5 sessions), Walker Library, Emerson

Nadine Emerson is a counselor at Muscala, Emerson & Associates.

CAREERS IN BANKING. \$22.

Banking is one of the fastest growing industries in our economy. In this workshop you will learn about banking functions and related career opportunities. The program will begin by exploring how banks work (including investment, trust, and lending operations) and the future outlook for the banking field. Banking representatives will discuss the types of entry level positions in each area; education and experience preferred for various positions; skills that characterize people attracted to specific positions; opportunities for career progression; and how and where to begin. Women in banking will discuss how they have used traditional and nontraditional backgrounds in their banking careers. Examine your skills and how to translate them into a career in banking. Limited.

Sat 8:30 a.m.-12:30 p.m., April 9 (1 session), Nolte Center, Room 140, 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 careers as sales representatives. 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 skills, and a look at career opportunities in sales marketing. Limited.

Sat 8:30 a.m.-3:30 p.m., April 30 (1 session), Nolte Center Library, Minneapolis campus, Crowe-Innes

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

Computer Technology

PRINCIPLES OF DATA PROCESSING AND PROGRAMMING IN BASIC AND BEGINNING COBOL will be offered summer 1983. **BEGINNING COBOL.** \$95.

This course will involve an intensive study of the COBOL programming language used in business for payroll, inventory, and other areas. 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 write and debug programs using the University computer facilities. No experience with programming necessary. Three additional Saturday mornings in May will be scheduled for lab time. Limited.

T 6-8 p.m., March 29-May 31 (10 class sessions—3 additional Saturday lab sessions to be scheduled in May), Vincent Hall, Room 6, Minneapolis campus, Folz

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

COMPUTERS: A PRACTICAL INTRODUCTION. \$72 + \$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 run simple programs in BASIC for approximately two hours. Limited.

Sat 8:30 a.m.-12:30 p.m., March 19 & 26 plus Th 6-9 p.m., March 24 (3 sessions), Vincent Hall, Minneapolis campus, Ressler
Sat 9 a.m.-4 p.m., May 14 & 21 (2 sessions), Vincent Hall, Room 6, Minneapolis campus, Ressler

Tom Ressler is an instructor in the School of Mathematics.

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. Offered in cooperation with the Woman's Club of Minneapolis. Limited.

Th 9 a.m.-12:30 p.m., March 24 (1 session), Woman's Club of Minneapolis, 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 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., March 29-May 24 (9 sessions), American Swedish Institute, Stockenstrom Dalroth—same location and instructor for all sections.

T 9:45-10:45 a.m., March 29-May 24 (9 sessions)

T 6:00-7:00 p.m., March 29-May 24 (9 sessions)

F 8:30-9:30 a.m., April 1-May 27 (9 sessions)

F 9:45-10:45 a.m., April 1-May 27 (9 sessions)

Ragnhild Stockenstrom Dalroth has a graduate degree in physical education from the University of Stockholm and has been teaching movement classes for 19 years. She directs The Swedish Health and Fitness Retreat at Cornucopia.

Horticulture

WILD FLOWERS IN MINNESOTA. \$39 + \$7 course fee. Total \$46.

For nature lovers and those who want to develop a greater appreciation and enjoyment of wild flowers and plants in Minnesota. Learn to recognize family characteristics of groups of plants, their behavior and relationship. Opportunity for individual learning and expression, and may include photography, sketching, painting, or writing about plants, collecting insects or leaves. For those who enjoy a trek through the woods. Offered in cooperation

with Extension Classes.

W 5:30-7:30 p.m., April 13-May 18 (6 sessions including field trips),
143 Tate Laboratory of Physics, Minneapolis campus, Buonocore
Alicia Buonocore is an adjunct instructor in the General College.

Investments and Law

INVESTMENT PROGRAMS FOR PEOPLE WITH INCOMES OF \$20,000 OR LESS. \$19.

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.

M 5:30-9 p.m., March 21 (1 session), Highland Park Library,
Whittlinger

Erica Whittlinger is a corporate financial consultant, has a private financial consulting service, and 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 the application of various investment possibilities to your financial goals. Limited.

Th 9 a.m.-12, April 7-May 12 (6 sessions), MacPhail Center,
Whittlinger

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

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. Offered in cooperation with Ridgedale-Hennepin County Library. Limited.

W 6-9 p.m., April 20 & 27 (2 sessions), Ridgedale-Hennepin County 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.

WOMEN AND THE LAW. \$36.

Legal issues of specific significance for women. Women and work will be addressed, including topics such as discrimination, interviews, maternity leave, equal pay, and sexual harassment. Women and the family covers the rights of the married woman regarding inheritance, property ownership, social security, insurance, and estates. Women and legal advice will address the role of attorneys, how to select one and communicate your needs. By being more fully informed about legal issues, women can be better equipped to plan financially and to take responsibility for themselves.

W 6:30-8:30 p.m., April 6-April 20 (3 sessions), Nolte Center Library, Minneapolis campus, Wolf and Roback

Judith Wolf and Donna Roback are attorneys at law in the firm of Roback and Wolf.

Language

FRENCH FOR TRAVELERS. \$38.

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 language and culture will help you travel more adventurously and more economically. Offered in cooperation with Extension Classes.

W 7-8:40 p.m., March 30-May 4 (6 sessions), 20 Architecture, Minneapolis campus

GERMAN FOR TRAVELERS. \$38.

A survival course for those with no previous knowledge of German. Will provide you with the basic German 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 German language and culture will help you travel more adventurously and more economically. Offered in cooperation with Extension Classes.

W 7-8:40 p.m., April 6-May 11 (6 sessions), 60 Ford Hall, Minneapolis campus, Schulte-Sasse

Linda Schulte-Sasse is a doctoral candidate in German who has traveled and lived in German-speaking countries.

Literature

CLit 6543 THE LITERATURE OF THE HOLY GRAIL—See credit section.

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

During the spring quarter we will go from Willa Cather's nostalgic, "unfurnished" novel, *My Antonia*, describing first generation immigrants toiling on the prairie, to the disappointed post-World War I lost general of American ex-patriots in Paris. We will analyze and compare literary styles and forms as well as themes in the following three novels: *My Antonia*, by Cather; *The Great Gatsby*, by Fitzgerald, and *The Sun Also Rises*, by Hemingway.

W 10 a.m.-12, April 6-June 8 (10 sessions), MacPhail Center, Kheim
Th 7-9 p.m., April 7-June 9 (10 sessions), 107 Folwell Hall,
Minneapolis campus, Kheim

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

VOICES FROM THE NON-WESTERN WORLD. \$48.

In an interview with Philip Roth, Czech writer Milan Kundera defined the self as "the sum of everything we remember." "A nation which loses awareness of its past gradually loses its self." We will study the preservation of a people's self in the works of three non-American writers: Kundera's beautifully humorous *Book of Laughter and Forgetting*, about life behind the Iron Curtain; *A Bend in the River*, by V.S. Naipaul, a novel about an Indian transplanted to a newly independent African nation; Argentinian Gabriel Garcia Marquez's 1982 Nobel prize-winner, *One Hundred Years of Solitude*. Students should read Kundera's book before the first class.

T 10 a.m.-12, April 5-May 10 (6 sessions), MacPhail Center, Watkins
Helen Watkins is an adjunct faculty member of the Women's Studies Program at the University.

WOMEN AND WAR: A LITERARY RESPONSE. \$40.

Although war is most often a topic associated with men, women writers around the world respond to, comment on, and are affected by the situations of war. This course will focus on writings about war by women, including works by Meridel Le Sueur, Anais Nin, Denise Levertov, playwright Martha Boesing, Alice Walker, Virginia Woolf, Cynthia Ozick, Margaret Walker, Lucy Terry, Anne Frank, and Vietnamese, Israeli, and African writers (Buchi Emecheta and Nadien Gordimer). As readers, we can enjoy the power, variety, and excellence of these works while as citizens of the world, we can be renewed and empowered by destructiveness transformed to affirmation and artistic vision.

Th 10 a.m.-12, April 7-April 28 (4 sessions), MacPhail Center, Isaacs

Diane S. Isaacs is an assistant professor in the Department of Afro-American and African Studies and the Women's Studies Program.

WOMEN'S AUTOBIOGRAPHY. \$32.

Survey of women's autobiographies from different cultural, racial, and class backgrounds that reflect the experiences, dilemmas, and roles of women and how particular women responded to life's challenges. Course will cover historical overview, autobiography as literature, and autobiography's usefulness in historical research. Participants will share insights about the autobiographies of Simone de Beauvoir, Meridel Le Sueur, Shirley MacLaine, Maya Angelou, Angela Davis, Maxine Hong Kingston, and Rita Mae Brown. Class will read a collection of excerpts, Emma Goldman's *Living My Life*, and Patricia Hampl's *A Romantic Education*. Offered in cooperation with the Southdale Library.

W 9:30-11:30 a.m., April 6-April 27 (4 sessions), Southdale Library, Darling

Pat Darling is a doctoral candidate in American Studies, sometime autobiographical writer, and a serious student of autobiography as history and genre.

Mathematics

Continuing Education for Women offers The Math Anxiety Program—designed especially for people who are afraid of or encounter blocks in mathematics. Through coursework and supportive services participants are able to overcome their fear of mathematics and master the level of mathematics they want or need. The program helps people deal with their attitudes and feelings about math while they are working on their math skills. Diagnostic Clinics and math courses will be offered summer 1983.

See listings under credit courses for math courses offered this quarter.

GC 1445 MATHEMATICS: INTERMEDIATE ALGEBRA—See credit section.

GC 3571 COMPUTER APPROACH: PROBLEM SOLVING—See credit section.

Personal Growth and Psychology

ASSERTIVENESS FOR JOB SUCCESS—See Business.

ASSERTIVENESS TRAINING. \$45.

Becoming assertive means not only standing up for one's rights in negative, confrontive situations, but also being able to express beliefs, feelings, and opinions in an honest, open, and appropriate way. This course will help you increase communication skills while reducing anxiety and feelings of resentment and guilt. Learn what distinguishes assertive behavior from both passive and aggressive behavior. Experiment with ways to deal with day-to-day situations, choosing and practicing options that are the most effective for you. Limited.

Th 9:30-11:30 a.m., April 28-June 2 (5 sessions—no class May 19), MacPhail Center, Warsett

Susan Warsett is a counselor in the Continuing Education and Extension Counseling Department.

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.

T 6:30-9 p.m., April 5-May 3 (5 sessions), Nolte Center Library, Minneapolis campus, 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.

COMMUNICATION SKILLS FOR MANAGING CONFLICT—See Business.**COPING WITH STRESS ON THE JOB—See Business.****BR—DECISION MAKING—See Business.****DISCOVERING YOUR POTENTIAL. \$35.**

Most people live in a restricted circle of their potential selves. This course helps you expand your circle by assessing your values, recognizing factors that affect self-esteem, and developing skills that build self-confidence. The aim of this course is to enable you to identify your strengths and begin to translate them into goals and in turn life choices. The course includes lectures, discussions, and group support. Limited.

W 10:15 a.m.-12:15 p.m., April 6-April 27 (4 sessions), Highland Park Library, Brodie

Jane Brodie is a licensed psychologist in private practice.

HOW TO PREPARE FOR GRADUATE ADMISSIONS TESTS—See Skills.

BR—HUMAN RELATIONS IN THE WORK SETTING—See Business.

PRINCIPLES OF PERSONAL PROBLEM SOLVING. \$40 + \$5 materials fee. Total \$45.

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 and solution to our personal problems. Limited.

T 9:30-11:30 a.m., April 5-April 26 (4 sessions), Southdale Library, Keierleber

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

RELATIONSHIP COMMUNICATION—See Speech/Communication.

Skills

BR—DECISION MAKING—See Business.

FILE . . . DON'T PILE. \$20 + \$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, then 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.

W 9:30 a.m.-12, April 13 & 20 (2 sessions), MacPhail 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.

Designed for students preparing to take the Graduate Record Examination (GRE), or the Graduate Management Admissions Test (GMAT). 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., May 7 (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.

SKILLS FOR PROFESSIONAL SELLING—See Business.

Social Science

BLENDED FAMILIES: LIVING WITH SOMEONE ELSE'S CHILDREN—See Personal Growth and Psychology.

MOTHERS AND DAUGHTERS. \$46 per person; \$70 mother/daughter registering together, add \$10 for each additional daughter; \$75 three generations registering (fee includes lunch).

A one-day forum on mother/daughter relationships for grandmothers, mothers, daughters, and granddaughters. Changes in our society are challenging traditional values and roles. Many women are reevaluating their feelings about themselves and this central relationship. We will discuss how and why we are who we are. Topics include identification, sexuality, dependence and independence, self-worth, and building mutual support. Bring your mother and your daughter.

Sat 9 a.m.-3:30 p.m., May 7 (1 session), YWCA Urban Center, Minneapolis, Interdisciplinary Faculty

WINNING PROPOSALS: HOW TO WRITE THEM—See Writing.

THE SEX/GENDER DIVISION OF LABOR: FEMINIST PERSPECTIVES

A conference offered by the Women's Studies Program in cooperation with Continuing Education for Women and the Department of Conferences. Applied and theoretical aspects of the sex/gender division of labor. Panels, presentations, film, theater, and art. Brings together working women from labor, academia, international development, rural areas, and small towns. May 13-15. For more information call Donna Dacus, 376-2578.

Speech/Communication

COMMUNICATING EFFECTIVELY AT WORK—See Business.

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 10-11:30 a.m., March 31-May 19 (8 sessions), MacPhail Center,
Toy

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

COMMUNICATION AND CREDIBILITY: SPEAKING MORE EFFECTIVELY ON THE JOB—See Business.

COMMUNICATION SKILLS FOR MANAGING CONFLICT—See Business.

BB—LISTENING AT WORK—See Business.

MOVEMENT AWARENESS—See Arts and Humanities.

ONE-TO-ONE COMMUNICATION—See Business.

OVERCOMING STAGE FRIGHT II—See Business.

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

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.

M 6:30-9:30 p.m., April 4-18 (3 sessions), Peik Hall, Room 325, 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.

RELATIONSHIP COMMUNICATION. \$18.

One of the most important aspects of any interpersonal relationship is communication. This workshop will help participants gain a greater understanding of communication in the context of relationships and become more aware of their own communication styles. The focus will be on male and female communication styles, clear and open communication, the role of conflict in relationships, and strategies for productive uses of conflict.

T 6:30-9:30 p.m., April 26 (1 session), Nolte Center, Room 229, Minneapolis campus, Ohlendorf

Dawn L. Ohlendorf has worked as a communication consultant on the west coast and is a teaching associate in the Department of Speech-Communication.

Writing

BRIEF INTRODUCTION TO CREATIVE WRITING. \$38; \$25 for April 9 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, discussion, 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 9 & April 16 (2 sessions), 122 Nicholson Hall, Minneapolis campus, Edelstein

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

CREATIVE WRITING: WRITING FOR WRITING'S SAKE. \$48.

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., April 5-May 10 (6 sessions), MacPhail Center, Darling

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

FACING NEW WRITING RESPONSIBILITIES—See Business.

BB—INTERMEDIATE GRAMMAR FOR BUSINESS WORK—See Business.

JOURNALS AND MEMOIRS. \$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." Journal material can be the foundation for memoirs. Students will write about their lives and what they are thinking. For those who love the journal form and have had no experience writing journals or for those who have taken previous classes. Limited.

Th 1-3 p.m., April 14-May 19 (6 sessions), MacPhail Center, Mucke

Edith E. Mucke is an assistant professor and director of Continuing Education for Women.

ON-THE-JOB WRITING—See Business.

WINNING PROPOSALS: HOW TO WRITE THEM. \$40 + \$2 materials fee. Total \$42.

A one-day seminar to aid the individual and his or her organization in writing successful proposals. It provides a basic how-to-do-it approach applicable to the first-time grant writer or the seasoned proposal-writing professional interested in some fresh approaches. The course covers capture strategies, innovative vs. conservative writing methods, and the politics of winning contracts. A booklet on proposal creation and persuasive writing is provided as a part of the course. Limited.

F 9 a.m.-4 p.m., April 22 (1 session), Nolte Center Library, Minneapolis campus, Stewart

Sharon D. Stewart is a management consultant to Control Data Business Advisors Incorporated and does independent proposal writing.

WRITING FOR PUBLICATION. \$65.

Students will work on developing their writing skills and will learn the procedures to enable them to sell their work in the freelance magazine and newspaper markets. The class will be designed to meet specific needs of individual students. Topics include the selection of subject matter, the development of sources, varying requirements of different publications, and communication with editors. Participants will receive critiques of their writing in an atmosphere of support and encouragement. Limited.

M 1:30-3:30 p.m., March 28-May 16 (8 sessions), Mount Zion Temple, Room 207, Vick

Judith Vick is a journalist and market consultant.

BB—WRITING REPORTS FOR WORK—See Business.

WRITING THE SHORT STORY. \$60.

Designed for the fiction writer who wants to learn more about the short story form, and who feels ready to work on a complete short story. The assignment for the class will be to write and revise one short story, with the goal of achieving as finished a product as possible. Members of the class will critique each other's stories, and the instructor will make written comments. The class will also analyze and discuss stories from a contemporary anthology. Students will be responsible for duplicating their stories to pass out to members of the class, so that stories can be read outside class. Any student who has a short story ready for discussion is encouraged to bring 16 copies to the first meeting. Enrollment limited to 15.

W 1-3 p.m., March 30-May 11 (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.

WRITING SOFTWARE MANUALS—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

Highland Park Library, 1974 Ford Parkway, St. Paul

Holiday Inn International, 3 Appletree Square, I-494 and 34th Avenue South, Bloomington

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

Minnesota Historical Society, 690 Cedar, St. Paul

Mount Zion Temple, 1300 Summit Avenue, St. Paul

Ridgedale-Hennepin County Library, 12601 Ridgedale Drive, Minnetonka

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

St. Paul Campus, University of Minnesota

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

Southdale Library, 7001 York Avenue South, Edina

Walker Library, 2880 Hennepin Avenue South, Minneapolis

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

YWCA Urban Center, 1130 Nicollet Avenue, Minneapolis

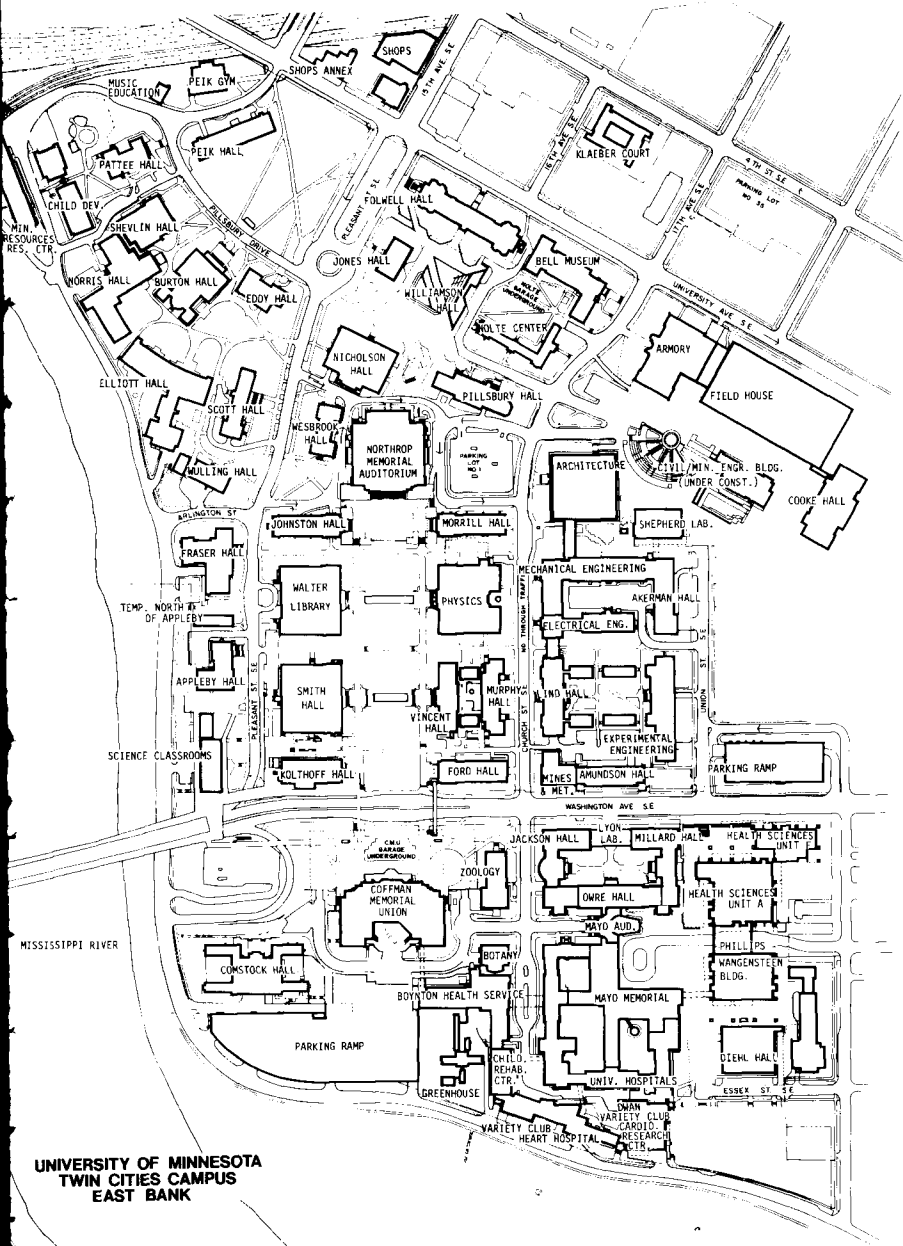
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Topics: Advanced Nonfiction Writing:	
Introduction to Manuscript Editing (Comp 5100)	12
Topics in Advanced Composition: The Essay (Comp 3030)	12
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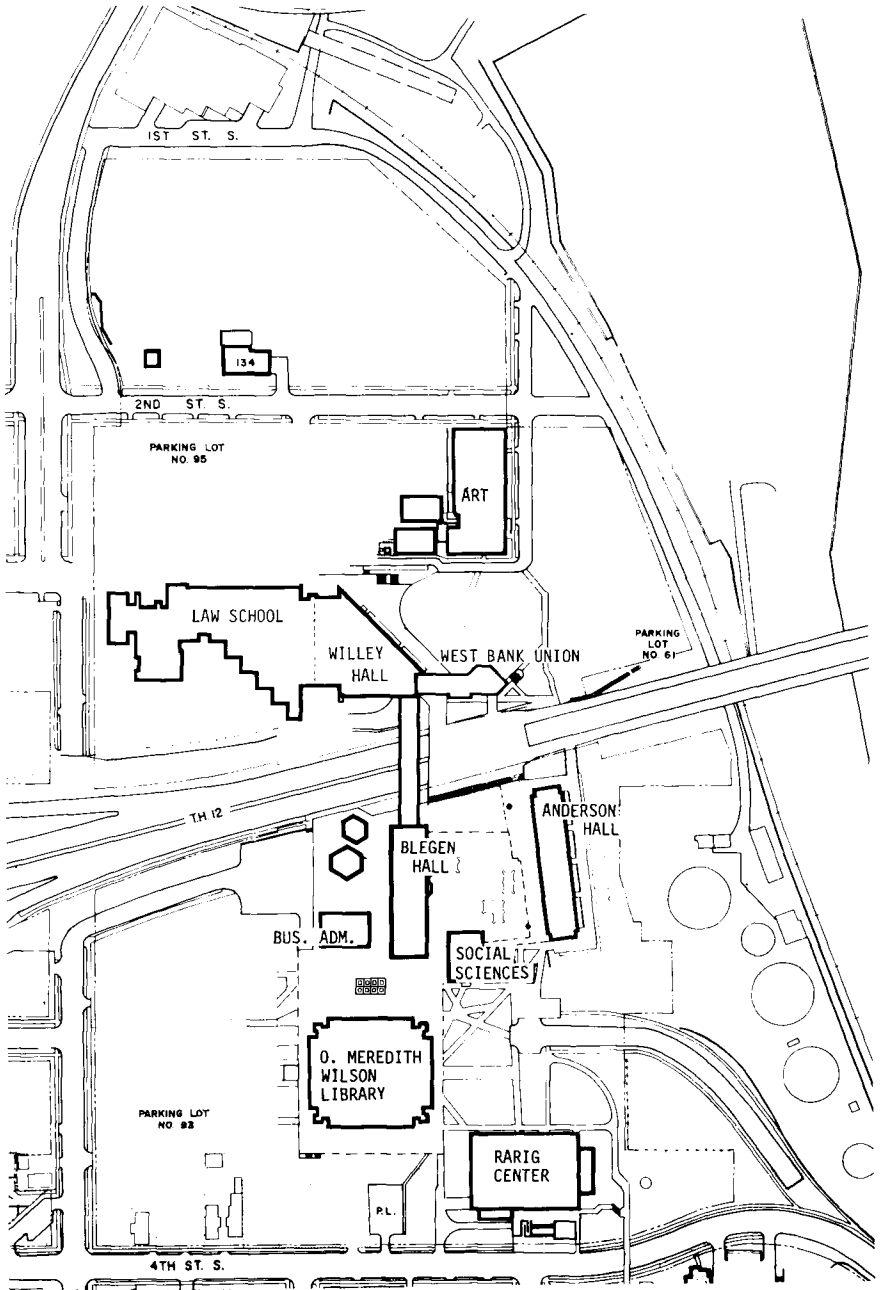
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




Minneapolis Campus East Bank



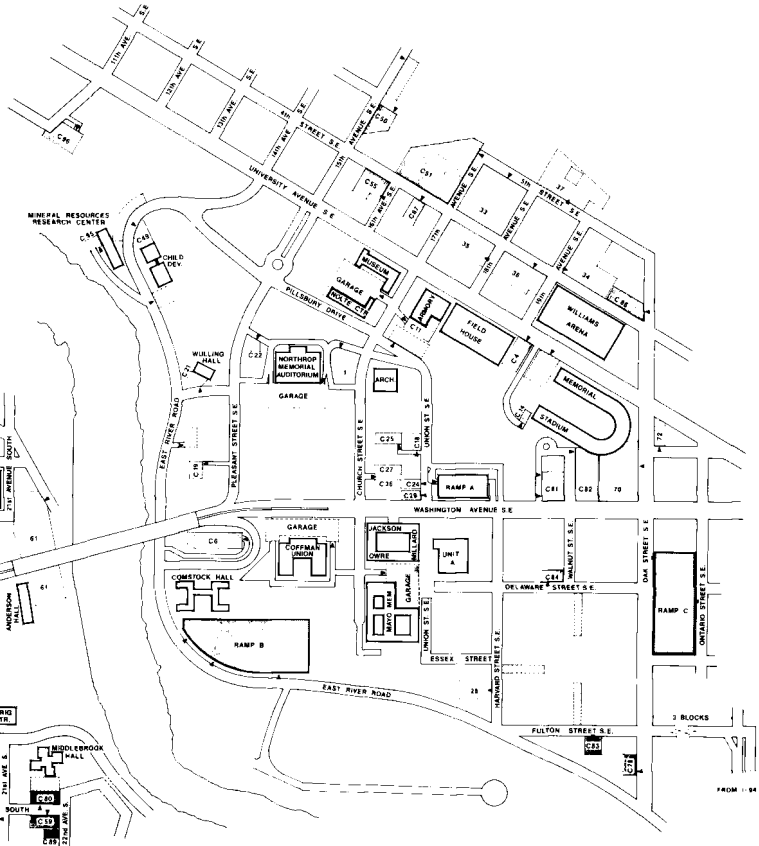
Minneapolis Campus West Bank

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

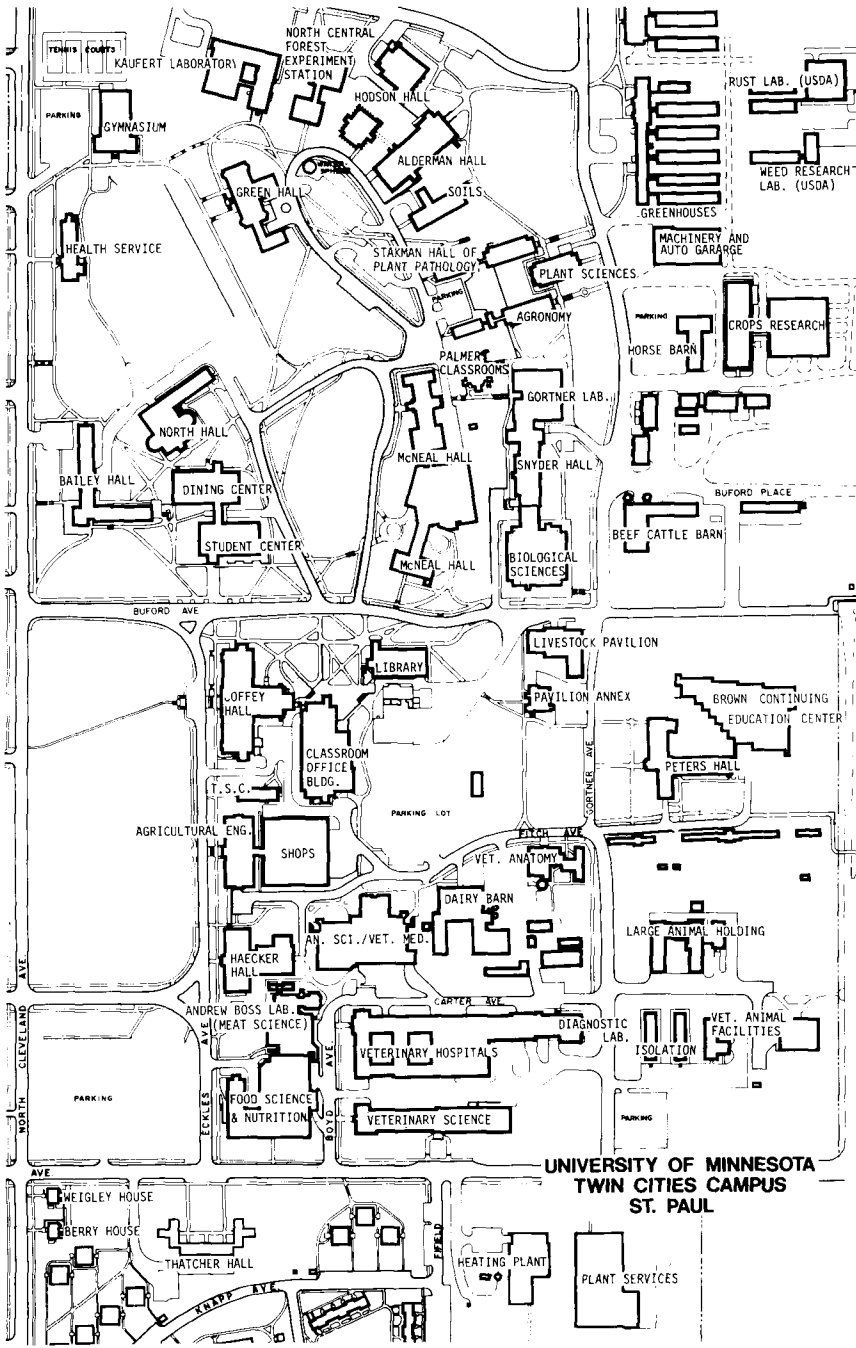
-  METER PARKING
-  PUBLIC PARKING
-  CONTRACT PARKING

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.

NORTH OCTOBER 1978

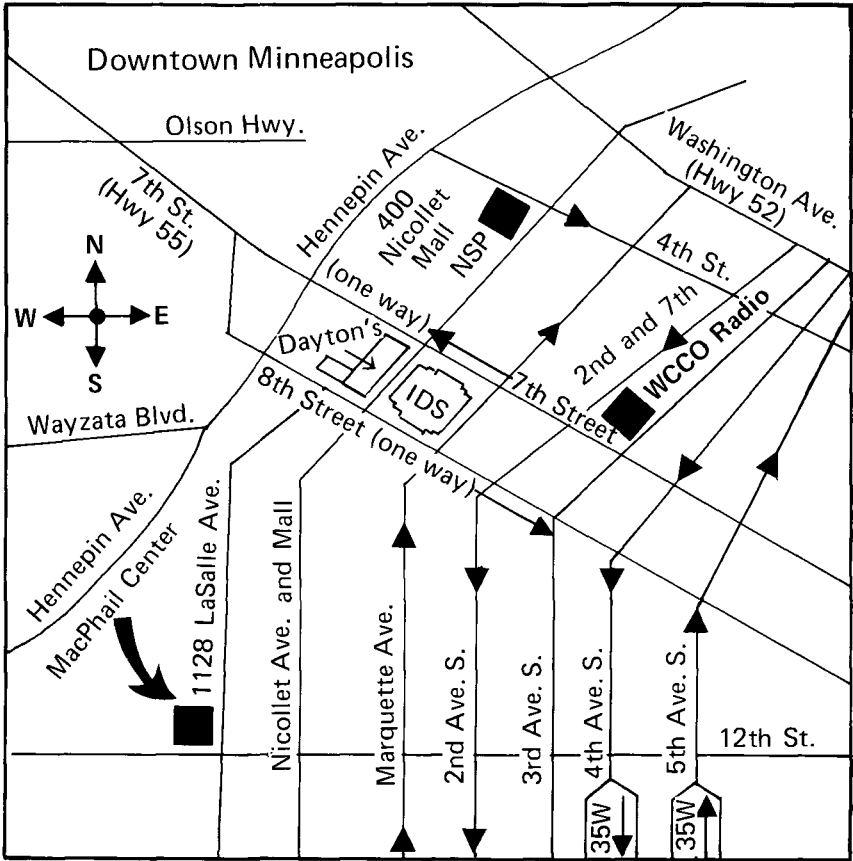


Parking Facilities
(East and West Bank)



UNIVERSITY OF MINNESOTA
TWIN CITIES CAMPUS
ST. PAUL

St. Paul Campus



MacPhail Center for the Arts
1128 LaSalle Avenue
Minneapolis, MN 55403

Registration Information

Prompt registration is suggested. Please check descriptions in this bulletin for starting dates of all noncredit classes. Unless otherwise noted, spring quarter classes begin the week of March 28, 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 373-9743
200 Wesbrook Hall, 77 Pleasant Street S.E.
Minneapolis, MN 55455

A \$5 late fee is charged after March 17 for spring quarter credit classes only.

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:



University
of
Minnesota
Bulletin
Continuing
Education
for Women

Summer 1983

Continuing Education and Extension
University of Minnesota



University of Minnesota

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Continuing Education for Women

Summer 1983

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

FROM THE DIRECTOR

Continuing Education for Women is all right. This program serving over 5,000 women each year is alive and well. It will not die.

We make this statement to allay the fears many of you have expressed: What will happen to CEW? Will CEW suffer because of the state's economic shortfalls and the University's cutbacks?

There has been much in the media during these difficult times of retrenchment and we understand and appreciate your concern. We know that CEW has changed and is changing the lives of hundreds and hundreds of women. These women make a difference in our society. You all count. Rejoice with us!

Some increases in credit classes are mandated. We may over time be forced to increase our fees for some noncredit classes. We are concerned that this will make it difficult for some of you to take advantage of the classes we offer — classes that open new doors for you, classes that prove to be a wellspring of life and hope for many of you. We hope that many of you will consider a contribution to the Louise Roff Continuing Education for Women Scholarship Fund, enabling many more women to walk through these doors. . . .

Page through this bulletin. Note the wealth of intellectual stimulation at hand.

A move from zero to one is the best learning experience.

— Woody Allen

The most glorious moments in your life are not the so-called days of success, but rather, those days when out of dejection and despair you feel rise in you a challenge to life, and the promise of future accomplishments.

— Flaubert

Take advantage.

And enjoy!



Edith E. Mucke, Director
Continuing Education for Women

Finding and Creating Part-Time Work

Examine the market for part-time work, from jobs anyone can do at home to those requiring advanced training or unusual skills. Explore the skills it takes to find, or create, a job right for you.

Saturday, June 18, 1983

8:30 a.m. - 12:30 p.m.

Nolte Center, Minneapolis campus

\$24

See noncredit section on Career Planning.

Grief as a Growth Experience

Examine situational as well as developmental losses, the process and course of grief, and the moderators of grief. Models for successful resolution of grief are set forth.

Wednesdays, June 22-July 13, 1983

10 a.m. - 12 noon

MacPhail Center

\$37

See noncredit section on Personal Growth.

Writing for Women's Magazines

Students will learn how to analyze markets, write query letters, conduct interviews, research, organize, and write articles.

Thursdays, June 23-July 28, 1983

9 - 11 a.m.

MacPhail Center

\$60

See noncredit section on Writing.

Orientation Day 1983

A time to consider your future — and to make plans for yourself. Staff will be on hand to answer questions about coming back to school.

Tuesday, September 13, 1983

9:30 a.m.-12 noon

MacPhail Center Auditorium

No Charge

Watch for Fall 1983 bulletin for complete program.

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

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.

The contents of this bulletin and other University bulletins, publications, or announcements are subject to change without notice. University offices can provide current information about possible changes.

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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 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 Continuing Education and Extension (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.

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

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.

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.

GC 3571 COMPUTER APPROACH: PROBLEM SOLVING. 4 degree credits, \$124 plus \$5 course fee. Total \$129.

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.

Th 5-7:30 p.m., June 16-August 18 (10 sessions), 124 Folwell Hall, Minneapolis campus, Robertson. *Late fee \$5 after June 1.*

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

WoSt 1006 INTRODUCTION TO WOMEN'S STUDIES. 4 degree credits, \$120; \$60 nontranscript rate.

Women's studies as a discipline; brief history of feminism; overview of issues related to the current and rapidly changing role and status of women. We will examine texts (books, articles, artworks) and meet with scholars and practitioners in the social sciences, humanities, and fine arts to understand how they have been shaped by their feminist perspectives. We will then attempt to apply such perspectives to our own classwork and projects. (No prereq) Offered in cooperation with Extension Classes

T & Th 6-8:30 p.m., July 19-August 18 (10 sessions), 285 Ford Hall, Minneapolis campus, Barker-Nunn. *Late fee \$5 after July 6.*

Jeanne Barker-Nunn is completing her doctorate in American studies and has taught women's studies and women's literature at the University.

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

Sex roles (social expectations, personal values, and personal behaviors). Applications of success analysis, strength, identification, communication training, goal setting, and behavior rehearsal to affirm and develop the potential of women. No Audits. (No prereq) Qualified students may register for graduate credit. Offered in cooperation with Extension Classes. Limited.

T 6:20-9:20 p.m., June 14-August 16 (10 sessions), 45 Architecture, Minneapolis campus, Loeffler. *Late fee \$5 after June 1.*

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

WoSt 3501 WOMEN AND LITERATURE. 4 degree credits, \$124; \$62 nontranscript rate.

Women writers and critics of literature about women. Usually limited to Western literature. This course will focus on women as writers and readers of literature — how women's intelligence and imagination operate in writing or reading a literary work. Participants explore the concepts of a female literary tradition or imagination, the influence or literary history of recent studies of the representation of women, and some theories of feminist criticism. Offered in cooperation with Extension Classes. (Prereq introductory work in literature)

T & Th 6-8:30 p.m., July 19-August 18 (10 sessions), 175 Ford Hall, Minneapolis campus, Marquit. *Late fee \$5 after July 6.*

Doris Grieser Marquit has a Ph.D. in English and is an assistant professor in the Women's Studies Program.

WoSt 5377 FEMINIST THERAPIES. 4 degree credits, \$124; \$62 nontranscript rate.

Sexism in theoretical views of women and therapy; alternative emerging views of and alternative therapeutic approaches for women. Resources include feminist behavioral/social science research and literature; biographies, essays, and cases regarding women's lives; and community resource persons. (No prereq) Qualified students may register for graduate credit. Offered in cooperation with Extension Classes.

M & W 6-8:30 p.m., June 13-July 13 (10 sessions), 175 Ford Hall, Minneapolis campus, Faunce. *Late fee \$5 after June 1.*

Patricia S. Faunce is a professor in the Department of Psychology and the Women's Studies Program.

Noncredit Courses and Descriptions

BB — refers to a noon hour class (brown bag)
BR — denotes breakfast seminar

Arts and Humanities

GREAT CITIES: VIENNA, MOSCOW, CAIRO, AND VENICE. \$45; \$16
for single session.

Explore the history, art, architecture, and ambiance of four great cities — Vienna, June 21; Moscow, June 28; Cairo, July 5; and Venice, July 12. Find out where to stay, what to buy, where to eat, and what to see. 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.

T 9:30-11:30 a.m., June 21-July 12 (4 sessions), MacPhail Center, Kheim, Borchert, Nelson, Johnson

Johanna Kheim (Vienna) teaches French and humanities at the University of Minnesota. John R. Borchert (Moscow) is Regents' Professor in the Department of Geography. Robert Clark Nelson (Cairo) is associate professor of art at the College of St. Catherine. Kate Johnson (Venice) is chairman of the education division at the Minneapolis Institute of Arts.

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,T,W,Th 10 a.m.-12, June 20-23 (4 sessions), Nolte Center, Room 229, Minneapolis campus, 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.

BB-ASSERTIVENESS FOR JOB SUCCESS. \$30.

Learn assertive communication skills as a means of improving your relationships with your supervisor, peers, subordinates, and public. This course will help participants to recognize the differences among aggressive, non-assertive, and assertive behavior, and to express beliefs, feelings, and opinions in an honest, direct, and appropriate way. Constructive ways of handling conflict and tension on the job will also be discussed. Emphasis is on participation, role playing, and group support.

M 12-1 p.m., July 11-August 8 (5 sessions), Landmark Center, Butler Room-326, Thornton

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

ASSERTIVENESS TRAINING FOR MEN AND WOMEN. \$55 plus \$5 special fee. Total \$60.

Combines useful theory with practical classroom applications and practice to help you put principles to work in everyday life. You can expect to become better at expressing both positive and negative feelings; dealing with conflict and anger; responding to criticism, aggression, and manipulation; constructively solving problems; self-initiation; and projecting a positive self-image. Designed for individuals who want to increase their effectiveness in interpersonal relationships at home, in social situations, or in the work setting. A Professional Improvement Course offered in cooperation with Extension Classes. Limited.

W 6-8:30 p.m., June 15-July 13 (5 sessions), Nolte Center, Room 235, Minneapolis campus, Bloomfield

Catherine Bloomfield is a staff member of Psyche, Inc., a consulting firm experienced in career development, self management, and communication skills. She has a masters degree in counseling psychology and is an instructor at the College of St. Catherine.

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

Turn boredom and discomfort into comfort and excitement. More than half of stress and dissatisfaction on the job is related to nonproductive behaviors. 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 into a healthier lifestyle is another powerful tool for dealing with job stress. For the remaining, seemingly irreducible stresses, this course teaches participants 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.

T & Th 5:30-9:30 p.m., June 14, 16, 21, 28, 30 (5 sessions — no class June 23), Earle Brown Center, Room 166, St. Paul campus, Dahl

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

BR-DEALING WITH THE PROBLEM EMPLOYEE. \$67 (includes full breakfast).

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.

Th 7:30-8:30 a.m., July 14-August 18 (6 sessions), Minneapolis Athletic Club, Mundy

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

BR-EFFECTIVE DELEGATION. \$45 (includes full breakfast).

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.

W 7:30-8:30 a.m., July 6-July 27 (4 sessions), Minneapolis Athletic Club, Burke

Nancy Burke is in compensation and training and development at Pillsbury, Agri-Products Group.

HOW TO BUY AND USE SMALL BUSINESS COMPUTERS — See Computer Technology.

HOW TO LEAD COMMITTEES. \$18.

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 29 (1 session), Earle Brown Center, Room 166, St. Paul campus, McArthur

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

IMPROVING YOUR WRITING AT WORK. \$18.

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 26 (1 session), Nolte Center Library, Minneapolis campus, Bardouche

Suzanne Bardouche is an administrative assistant in the Department of Studio Arts.

LEADERSHIP SKILLS FOR WOMEN MANAGERS. \$48 (includes lunch).

Designed to help women supervisors and managers develop their leadership ability and apply leadership skills to work-related situations. Participants will explore leadership/fellowship dynamics — e.g., follower needs and their relationship to effective leadership styles — and will examine the influence that organizational norms have on leaders. Other topics include leadership differences between men and women, the dynamics of group effectiveness, dealing with conflict, and team concepts.

F 9 a.m.-4 p.m., July 15 (1 session), Earle Brown Center, Room 156, 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.

MALE-FEMALE COMMUNICATION — See Speech/Communication.

MANAGEMENT SKILLS FOR THE SECRETARY AND

ADMINISTRATIVE ASSISTANT. \$65 plus \$5 special fee. Total \$70.

In today's workplace secretaries and administrative assistants are being asked to accept more and more management responsibilities. This course increases participants' awareness of what management is and helps them develop such management skills as communication, conflict resolution, problem solving, decision making, and time management. Topics include understanding basic management concepts, setting priorities, identifying time wasters, improving listening ability, and developing teamwork. The goals of the course are to increase participants' self confidence and on-the-

job effectiveness. A Professional Improvement Course offered in cooperation with Extension Classes.

Th 6-8 p.m., June 23-July 28 (6 sessions), Earle Brown Center, Room 52, St. Paul campus, Burke

Nancy Burke is in compensation and training and development at Pillsbury, Agri-Products Group.

THE MESSAGE AND THE MEDIUM — See Writing.

THE NEW WOMAN SUPERVISOR. \$48 (includes lunch).

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 aspiring toward a supervisory career, will offer practical techniques that can be used immediately in these frequently encountered, difficult situations.

W 9 a.m.-4 p.m., August 10 (1 session), Earle Brown Center, Room 156, St. Paul campus, Reed

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

NONDEFENSIVE COMMUNICATION — See Speech/Communication.

PERSUASION — See Speech/Communication.

PUBLIC SPEAKING — See Speech/Communication.

RISK TAKING: WHAT EVERY WOMAN MANAGER SHOULD KNOW. \$30.

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 6-8:30 p.m., July 20 & July 27 (2 sessions), Nolte Center, Room 235, 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.

BR-STRESS AND THE CAREER WOMAN. \$35 (includes continental breakfast).

As women enter the work force in increasing numbers, they 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 stress. 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. There will be a special emphasis on the relationship between work-related stress and stress in private life.

F 7:30-8:30 a.m., July 22-August 12 (4 sessions), St. Paul Athletic Club, Emerson

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

BB-TIME MANAGEMENT ON THE JOB. \$36.

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.

T 12-1 p.m., June 21-July 26 (6 sessions), American Institute of Banking, fifth floor, Burke

Nancy Burke is in compensation and training and development at Pillsbury, Agri-Products Group.

BB-WORKING SUCCESSFULLY WITH YOUR SUPERVISOR. \$24.

By working successfully with your supervisor, you can obtain the best results for yourself, your supervisor, and your organization. This course will help you understand your supervisor's job and your own job from your supervisor's perspective. What are your supervisor'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 supervisor.

Th 12-1 p.m., July 28-August 18 (4 sessions), American Institute of Banking, fifth floor, Reed

Debra Reed is the former manager of manpower development and training at Economics Laboratory and a consultant in private practice.

Career Planning

BEST SELLERS: CAREERS IN SALES. \$36 plus \$8 special fee. Total \$44.

Sales careers range from the traditional door-to-door selling of household products to fundraising for nonprofit organizations. Is one of these for you? This course explores the variety of sales careers available, including 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/disadvantages of salary vs. commission. Learn how to locate positions that are open and how to get the position you want in this growing field. A personality inventory is included in the seminar.

Sat 9 a.m.-3 p.m., June 11 (1 session), Nolte Center, Room 140, 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 PLANNING STRATEGIES. \$60 plus \$5 testing and materials fee. Total \$65; \$30 plus \$5 testing and materials fee for students 62 and older. Total \$35.

This class is 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 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, identify available and alternative positions, and present themselves professionally. Offered in cooperation with Extension Classes. Limited.

M 6:30-8:30 p.m., July 18-August 15 (5 sessions), Nolte Center Library, Minneapolis campus, Emerson

Nadine Emerson is a counselor at Muscala, Emerson and Associates.

FINDING AND CREATING PART-TIME WORK. \$24.

Part-time work can supplement your income, provide special training or experience, and establish you in a new field. Many employers are increasingly receptive to part-time workers. This course will examine the market for part-time work, from jobs anyone can do at home to those requiring advanced training or unusual skills, and will explore the job hunting skills it takes to find, or create, a job right for you.

Sat 8:30 a.m.-12:30 p.m., June 18 (1 session), Nolte Center Library, Minneapolis campus, Thornton

Barbara Thornton is a private consultant in employee development.

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.

T 8:30 a.m.-12, June 14 (1 session), MacPhail Center, Gray
Bonnie Gray, Ph.D., is a licensed consulting psychologist in private practice.

Computer Technology

COMPUTERS: A PRACTICAL INTRODUCTION. \$72 plus \$5 materials fee. Total \$77.

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 run simple programs for approximately two hours. Limited.

T & Th 5:30-8 p.m., June 14, 16, 21, 23 (4 sessions), Minneapolis campus, Ressler

Tom Ressler is an instructor in the School of Mathematics.

HOW TO BUY AND USE SMALL BUSINESS COMPUTERS. \$125.

This course is designed specifically for the individual who is contemplating the acquisition and use of either a mini or micro computer, and will focus on assisting first-time users in learning the information required to apply computer technology to their operations. Participants will learn to automate routine business processes for increased efficiency and use the computer as an adjunct to managerial decision making. Many topic areas will be covered, including an overview of systems currently available; small system hardware considerations; software — package or program? the essential dilemma; systems analysis and design; and evaluation and selection procedures. All participants will receive a bound notebook from the American Management Associations Extension Institute. A Professional Improvement Course offered in cooperation

with Extension Classes and the American Management Associations Extension Institute. Limited.

Th 6-9 p.m., June 16-July 14 (5 sessions), Earle Brown Center, Room 62, St. Paul campus, Knauff and Ressler

John Knauff is president of a management consulting firm, Knauff and Associates, and is a member of the Extension faculty of the Department of Management Sciences at the University. Tom Ressler is a professor at the College of St. Thomas, and has conducted presentations in business applications of quantitative techniques and applied 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.

W 5:30-8 p.m., June 8-July 27 (8 sessions), Minneapolis campus, Folz
Bernice Folz is an associate professor and chair 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.

T 9 a.m.-12:30 p.m., June 14 (1 session), MacPhail Center, Marker

M 5:30-9 p.m., June 27 (1 session), Walker Library, 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. \$16 for one class per week; \$21 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., June 14-July 5 (4 sessions), American Swedish Institute, Stockenstrom — same location and instructor for all sections.

T 9:45-10:45 a.m., June 14-July 5 (4 sessions)

F 8:30-9:30 a.m., June 17-July 8 (4 sessions)

F 9:45-10:45 a.m., June 17-July 8 (4 sessions)

Ragnhild Stockenstrom has a graduate degree in physical education from the University of Stockholm and has been teaching movement classes for 19 years. She directs The Swedish Health and Fitness Retreat at Cornucopia.

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.

Sat 9 a.m.-12:30 p.m., June 18 (1 session), Nolte Center, Room 235, Minneapolis campus, 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.

W 10 a.m.-1 p.m., June 15-July 20 (6 sessions), Highland Park 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.

Literature

COLETTE. \$36; \$31 for students 62 and older.

The joy of life permeates the life of Colette. Her life as interesting as fiction, she was perhaps the first truly liberated woman and the best known woman novelist in any language. A celebration of the life force, be it in plants, animals, or humans, characterizes her novels and short stories. The class will study her novel describing the memories of her childhood and intense attachment to her mother in *My Mother's House*, and her astute, scandalizing portrayal of young love in *The Ripening Seed*.

W 9:30-11:30 a.m., June 29-July 20 (4 sessions), MacPhail Center, Kheim

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

DREAMS, DEMONS, AND DETECTIVES: THE VICTORIAN MYSTERY NOVEL. \$30; \$25 for students 62 and older.

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

T 10 a.m.-12, June 21-July 12 (4 sessions), Southdale Library, Wadman

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

JOHN CHEEVER. \$36; \$31 for students 62 and older.

It has been said that, "Cheever's great contribution to contemporary American literature is that when he brings his formidable gifts of observation and language to bear upon life in our time he doesn't diminish but instead leaves us with a sense of increased possibility and, even at times, joy." Through close examination of the short stories from the collection of *The Housebreaker of Shady Hills* and his last novel, *Oh, What a Paradise It Seems*, the class will discuss the style and major themes of Cheever with emphasis on his social criticism of the contemporary American scene.

Th 9:30-11:30 a.m., June 30-July 21 (4 sessions), MacPhail Center, Kheim

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

STORYTELLING AND CHILDREN'S LITERATURE. \$36; \$31 for students 62 and older.

What do children respond to in stories? What makes them laugh? What makes them afraid? Do stories help children make sense of their world? Do illustrations limit or liberate visual imagination? Is it true that fairy tales resolve developmental issues for children? Do girls and women rarely play active, heroic roles in traditional literature? Is there a relationship between listening to stories and learning to read? The class will address these and other questions. Students will learn to practice and perfect their storytelling voices and to elicit stories from children; and will explore picture books, folk and fairy tales, modern fantasies, modern realistic stories, readers, information books, and poetry.

W 10 a.m.-12 noon, July 6-July 27 (4 sessions), MacPhail Center, Latimer

Jim Latimer, Ph.D., experimental child psychology, is a writer, storyteller, artist, and teacher.

THE WHITE HOTEL: INNOCENCE AND SURVIVAL. \$36; \$18 for students 62 and older.

Reading and discussing D.M. Thomas' *White Hotel* and Marilynne Robinson's *Housekeeping*, students will examine the themes of innocence and survival. Both books, published last year, celebrate survival in the midst of loss and alienation. Both deal with innocence rising through dream and desire from the devastation of broken humanity. Offered in cooperation with Extension Classes.

T 6-8 p.m., June 21-July 12 (4 sessions), 225 Blegen, West Bank, Minneapolis campus, Watkins

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

Mathematics

ARITHMETIC AND ELEMENTARY ALGEBRA. \$90.

Individualized instruction and group lecture in basic mathematics including fractions, decimals, percentages, 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 9-11:30 a.m., June 15-August 31 (12 sessions), MacPhail Center, McMorrow

W 6-8:30 p.m., June 15-August 31 (12 sessions), Minneapolis campus, Robertson

Vivian McMorrow has been an instructor in the Math Anxiety Program since its beginning in 1975. Douglas Robertson is an assistant professor in the Division of Science, Business, and Mathematics of General College.

INTRODUCTION TO THE PRINCIPLES OF GEOMETRY. \$70.

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. (Prereq elementary algebra or concurrent registration in the algebra portion of Arithmetic and Elementary Algebra) Limited.

M 6-8:30 p.m., July 11-August 29 (8 sessions), Minneapolis campus, Robertson

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

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. When registering please indicate day or evening section.

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

Th 6-9:30 p.m., June 2 (1 session), Nolte Center, Room 140, Minneapolis campus, Robertson and Claesgens

Douglas 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 and coordinator of the Math Anxiety Program.

Personal Growth and Psychology

BB-ASSERTIVENESS FOR JOB SUCCESS — See Business.

ASSERTIVENESS TRAINING FOR MEN AND WOMEN — See Business.

DEALING WITH JOB STRESS — See Business.

GRIEF AS A GROWTH EXPERIENCE. \$37.

Women confront loss and the subsequent healing process, grief, regularly throughout their lives as they face not only specific losses such as widowhood and surgery but also developmental losses such as empty nests and retirement. This course will examine situational as well as developmental losses, the process and course of grief, and the moderators of grief. By using the loss and grief experiences of participants, models for successful resolution of grief are set forth. This offering is designed as an educational, non-therapy experience. A bibliography of readings in the area of bereavement will be distributed.

W 10 a.m.-12, June 22-July 13 (4 sessions), MacPhail Center, Davidson

Charme Davidson is a licensed consulting psychologist in private practice.

RISK TAKING: WHAT EVERY WOMAN MANAGER SHOULD KNOW
— See Business.

BR-STRESS AND THE CAREER WOMAN — See Business.

Skills

BR-EFFECTIVE DELEGATION — See Business.

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.

F 9:30 a.m.-12, July 15 & July 22 (2 sessions), MacPhail Center, Dorff
Patricia Dorff has a master's degree in library science.

LEADERSHIP SKILLS FOR WOMEN MANAGERS — See Business.

**MANAGEMENT SKILLS FOR THE SECRETARY AND
ADMINISTRATIVE ASSISTANT** — See Business.

BB-TIME MANAGEMENT ON THE JOB — See Business.

Social Science

DREAMS AND FANTASIES: WHAT DO THEY MEAN? \$40 plus \$5 special fee. Total \$45.

Exploration of 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 relationships 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.

M 1-3 p.m., June 6-June 27 (4 sessions), MacPhail Center, Holtkamp
Sandra Holtkamp is a Jungian-oriented therapist in private practice in St. Paul, and a member of the community faculty at Metropolitan State University.

LIVING WELL IN AN UNCERTAIN WORLD. \$36.

Definitions of "living well" are individual and subjective, yet they can be evaluated objectively. Choices to be made are functions of one's definition and involve effecting change. Making changes requires skills and the management of inevitable conflict. Living well involves defining, choosing, and changing — it's an adult enterprise.

M 9-11 a.m., June 6-June 20 (3 sessions), MacPhail Center, Hey
Richard Hey is a professor in the Department of Family Social Science at the University of Minnesota.

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.

Th 6:30-8:30 p.m., June 16-July 7 (4 sessions), Nolte Center, Room 235, 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.

Speech/Communication

HOW TO LEAD COMMITTEES — See Business.

INTERPERSONAL COMMUNICATIONS. \$40; \$20 students 62 and older.

This course is designed to help people communicate better with friends, intimates, and coworkers. By exploring both verbal and nonverbal communication patterns, participants will have an opportunity to assess the roles they play and the unspoken "rules" they may be following. The focus of the course will be on what the individual brings to the interpersonal situation: self-image, attitudes, perceptions, and self-disclosure. Participants will explore ways for avoiding barriers to communication and will develop new skills for communicating more effectively in difficult situations. Offered in cooperation with Extension Classes.

T 1:30-3:30 p.m., June 14-July 5 (4 sessions), MacPhail Center, Ohlendorf

Dawn Ohlendorf is a communication consultant and a teaching associate in the Department of Speech-Communication at the University of Minnesota.

MALE-FEMALE COMMUNICATION. \$36; \$18 students 62 and older.

Focus will be 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. Offered in cooperation with Extension Classes.

M 6:30-8:30 p.m., July 11-July 25 (3 sessions), Nolte Center, Room 235, Minneapolis campus, McArthur

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

NONDEFENSIVE COMMUNICATION. \$18.

Designed for people who want to improve their human relations skills in dealing with the public, coworkers, 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 noon, June 25 (1 session), Nolte Center Library, 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. \$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, 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 6-9 p.m., August 11 (1 session), Nolte Center Library, Minneapolis campus, Ray

Catherine Ray has taught speech at the University of Minnesota and the College of St. Thomas and is a freelance communication consultant.

PERSUASION. \$30.

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.

M 6:30-9 p.m., June 20 & June 27 (2 sessions), Nolte Center Library, Minneapolis campus, Murphy

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

PUBLIC SPEAKING. \$72.

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.

T 6:30-8:30 p.m., June 14-July 19 (6 sessions), Nolte Center Library, Minneapolis campus, Chastain

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



AUTOBIOGRAPHY INTO FICTION. \$50.

All creative writing is autobiographical to some extent. The ways writers use personal experience to achieve a desired aesthetic result vary greatly, as do the degrees to which the material is manipulated. Via writing assignments, discussion of specific issues, and examples of professional writing, this course will explore the relationship of autobiography to the writing of fiction. Students will be encouraged to explore their own experience for the raw data of fiction, and will be exposed to techniques of writing that help transform experience into story.

T 1-3 p.m., July 5-August 2 (5 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.*

IF YOU'VE ALWAYS WANTED TO WRITE. \$60; \$30 students 62 and older.

Writing has been called "essentially an act of courage." Some writers spend most of their lifetime just working up their nerve to show their work to one other person. Are you one of these? This class will support you in bringing your writing out into the open, in overcoming psychological barriers, and in developing your self-confidence as a writer. Offered in cooperation with Extension Classes.

T 6:30-8:30 p.m., June 14-July 19 (6 sessions), Nolte Center, Room 235, Minneapolis campus, 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.*

IMPROVING YOUR WRITING AT WORK — See Business.

JOURNAL WRITING. \$34; \$29 students 62 and older.

Journal writing is an expressive form that is free from conventions and rules. You cannot do it "wrong." Students will write about their lives and what they are thinking and, when they choose, 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. Students will read May Sarton's *Journal of a Solitude*. Limited.

Th 1-3 p.m., June 16-July 7 (4 sessions), Southdale Library, Mucke
Edith Mucke is an assistant professor and director of Continuing Education for Women.

THE MESSAGE AND THE MEDIUM. \$80.

This two-day workshop is for people without advanced training who are responsible for publicity, newsletters, brochures, or announcements in business, nonprofit and social service organizations, clubs, and churches 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, keyline, graphics, design and layout, photojournalism, etc. Practical tips for producing better publications and presenting news more effectively will be given, and participants will have an opportunity to receive a private critique of their work. The workshop is appropriate for editors, writers, directors of publications, public relations personnel, club publicity chairpersons, and clerical professionals who work with publications. Call 373-9743 for brochure.

Th & F 9 a.m.-4 p.m., September 15 & 16 (2 days), Murphy Hall, Minneapolis campus, interdisciplinary faculty

NONFICTION FUNDAMENTALS. \$50.

Use your power of observation and your personal experience as the basis for nonfiction writing in a variety of forms. The purpose of this class is to make students comfortable with personal expression and to explore several types of nonfiction including personal essay, case history, description writing, and magazine-type articles. Students will develop their own raw material through journal and letter writing and receive individual instruction in creating a finished written piece.

W 6-8 p.m., June 8-July 6 (5 sessions), Nolte Center Library, Minneapolis campus, Mundale

Susan Mundale is a partner in a research and writing firm, Pine and Mundale.

WRITING FOR WOMEN'S MAGAZINES. \$60.

Designed to help writers sell their nonfiction work to women's magazines. In a workshop atmosphere, students will learn how to analyze markets, write query letters, and conduct interviews, as well as research, organize, and write articles.

Th 9-11 a.m., June 23-July 28 (6 sessions), MacPhail Center, Perry

*Susan Perry is a full-time freelance writer who has written for more than 100 magazines, including such women's publications as **Ms.**, **Lady's Circle**, and **Graduate Woman**.*

Locations and Addresses

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

American Swedish Institute, 2600 Park Avenue, Minneapolis

Highland Park Library, 1974 Ford Parkway, 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

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

St. Paul campus, University of Minnesota

Southdale Library, 7001 York Avenue South, Edina

Walker Library, 2880 Hennepin Avenue South, Minneapolis

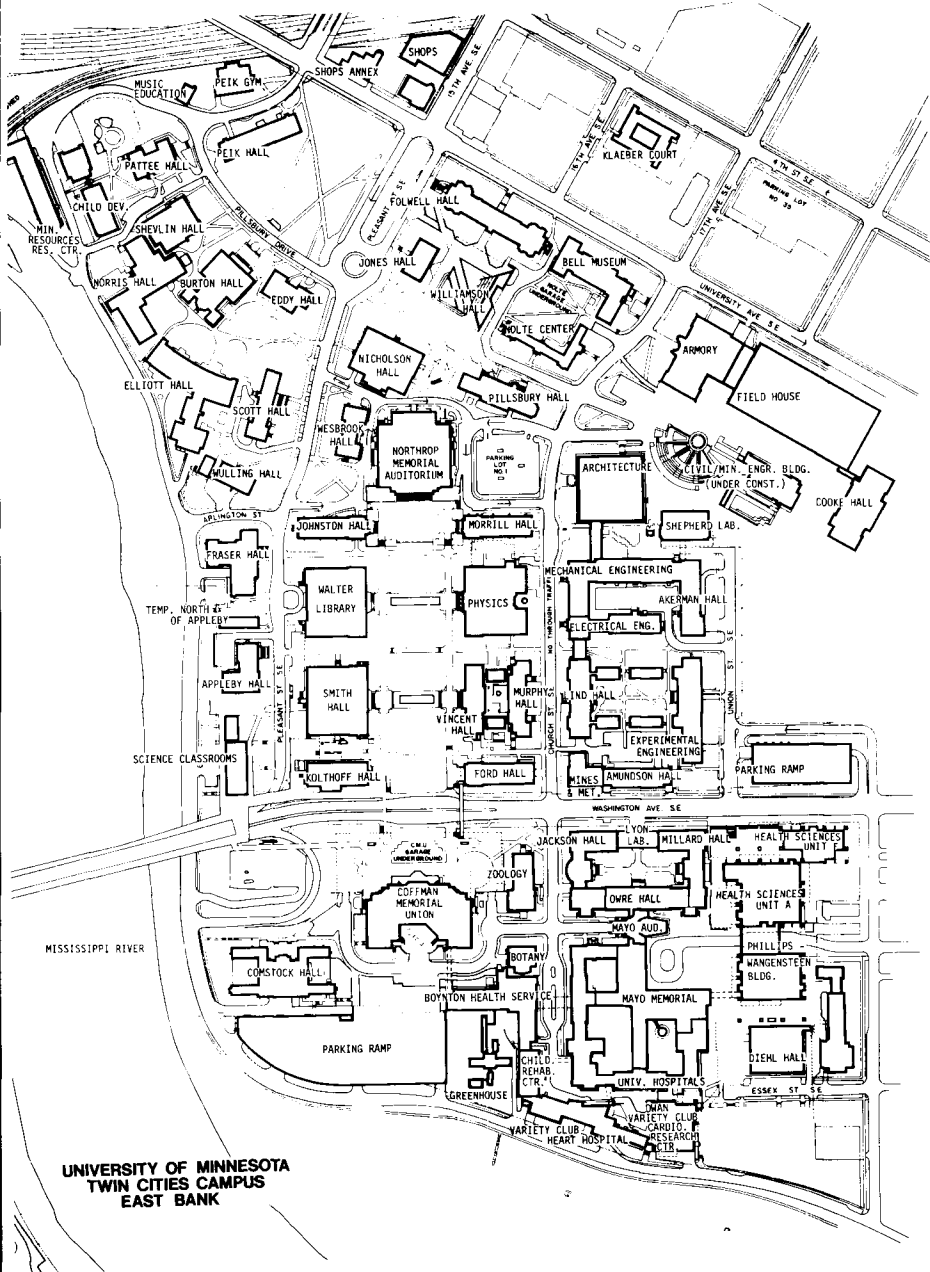
Alphabetical Listing of Credit Classes

Computer Approach: Problem Solving (GC 3571)	10
Feminist Therapies (WoSt 5377)	11
Introduction to Women's Studies (WoSt 1006)	10
Woman: A Sense of Identity (WoSt 3301/5301)	11
Women and Literature (WoSt 3501)	11

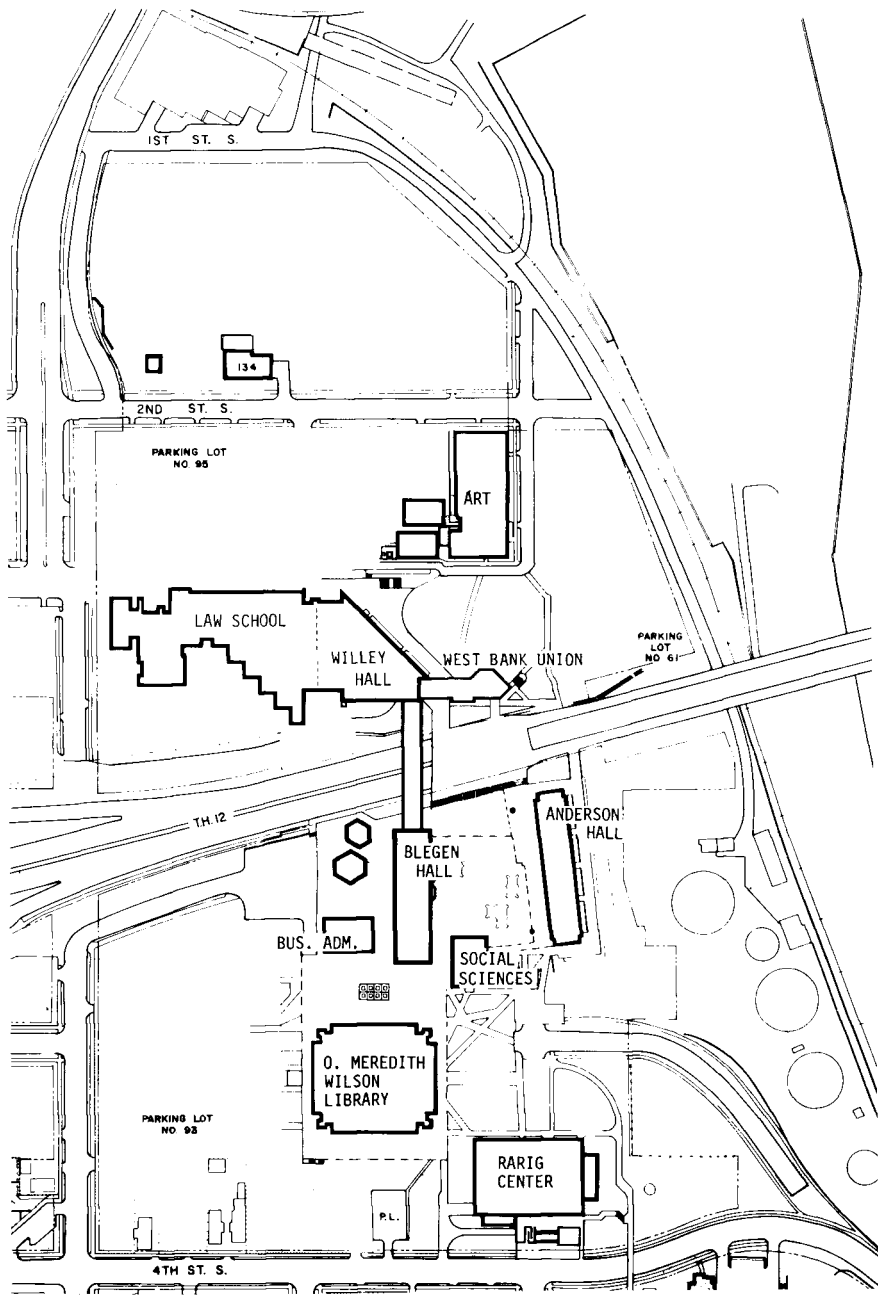
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Effective Delegation	14
File...Don't Pile	26
Finding and Creating Part-Time Work	18
Great Cities: Vienna, Moscow, Cairo, and Venice	12
Grief as a Growth Experience	25
How to Buy and Use Small Business Computers	19
How to Lead Committees	14
Humor: How to Laugh, How to Play	12
Identifying Transferable Career Skills	19
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




Minneapolis Campus East Bank



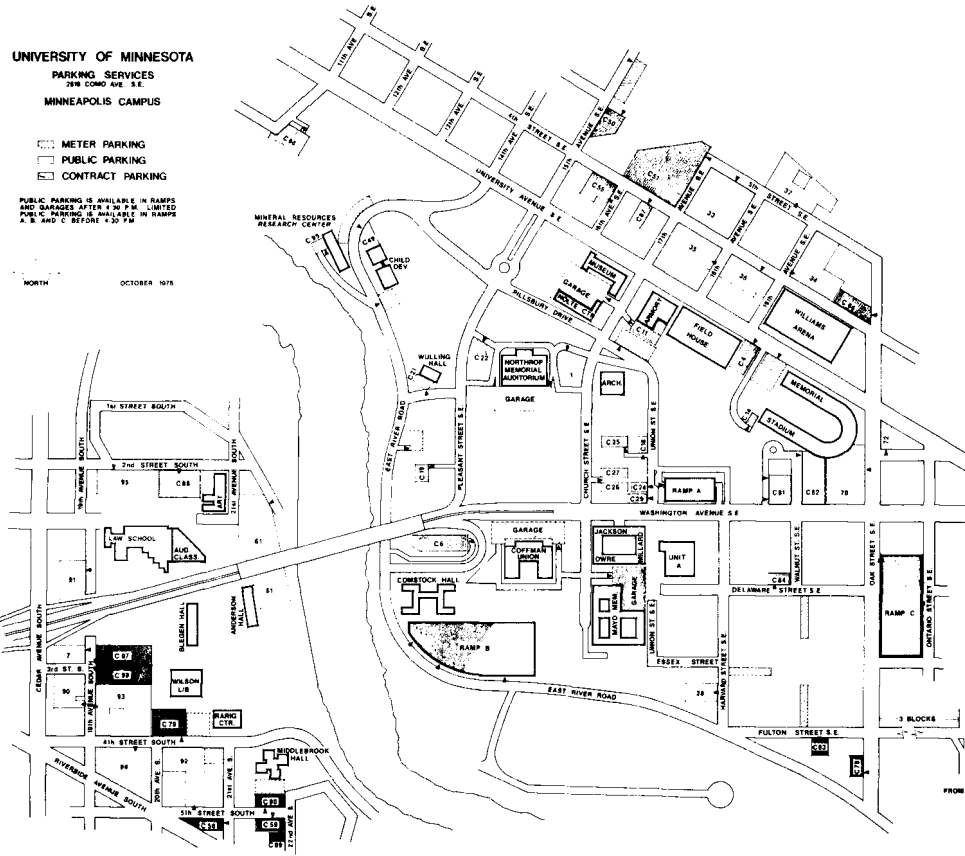
Minneapolis Campus West Bank

UNIVERSITY OF MINNESOTA
PARKING SERVICES
 200 COMO AVE S.E.
MINNEAPOLIS CAMPUS

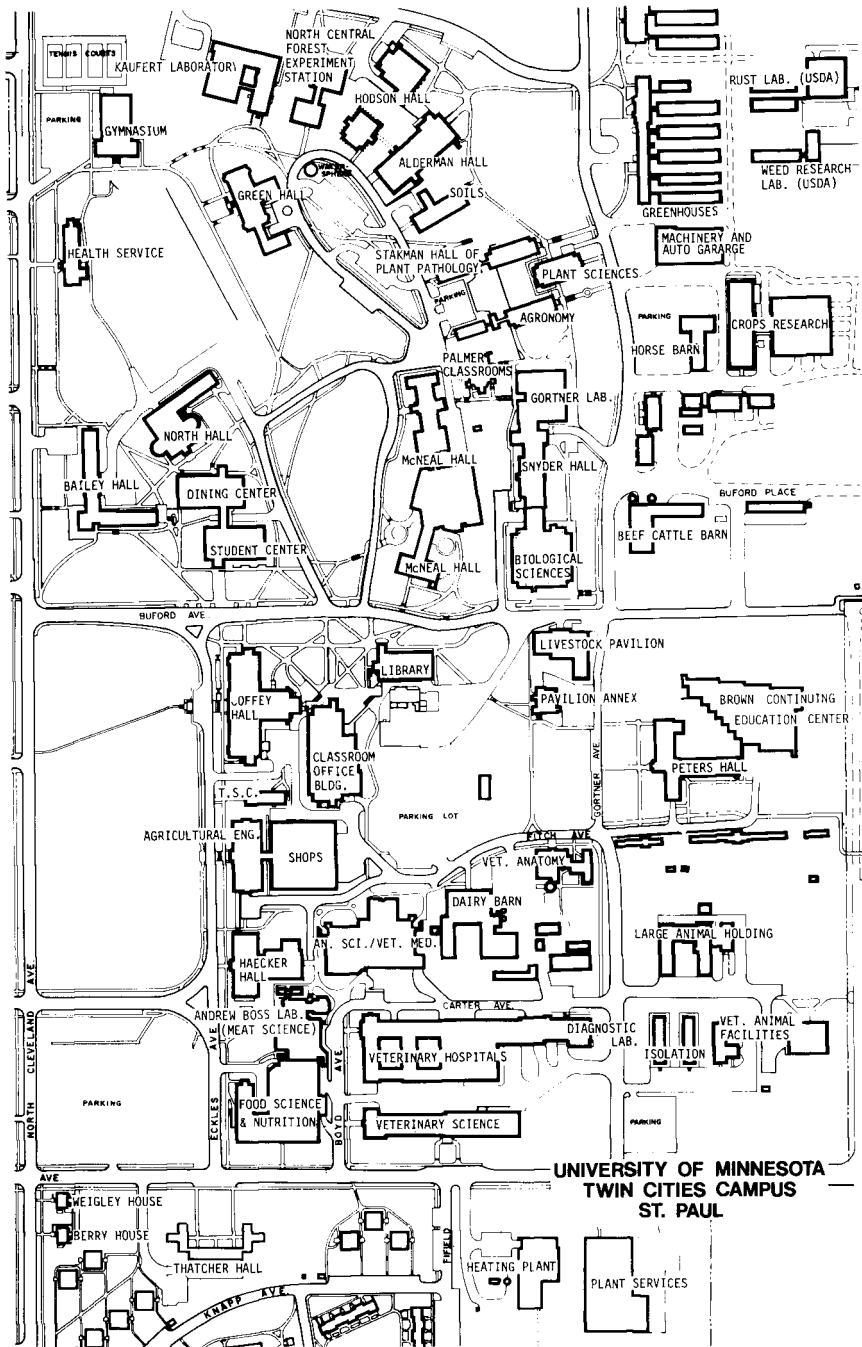
-  METER PARKING
-  PUBLIC PARKING
-  CONTRACT PARKING

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.

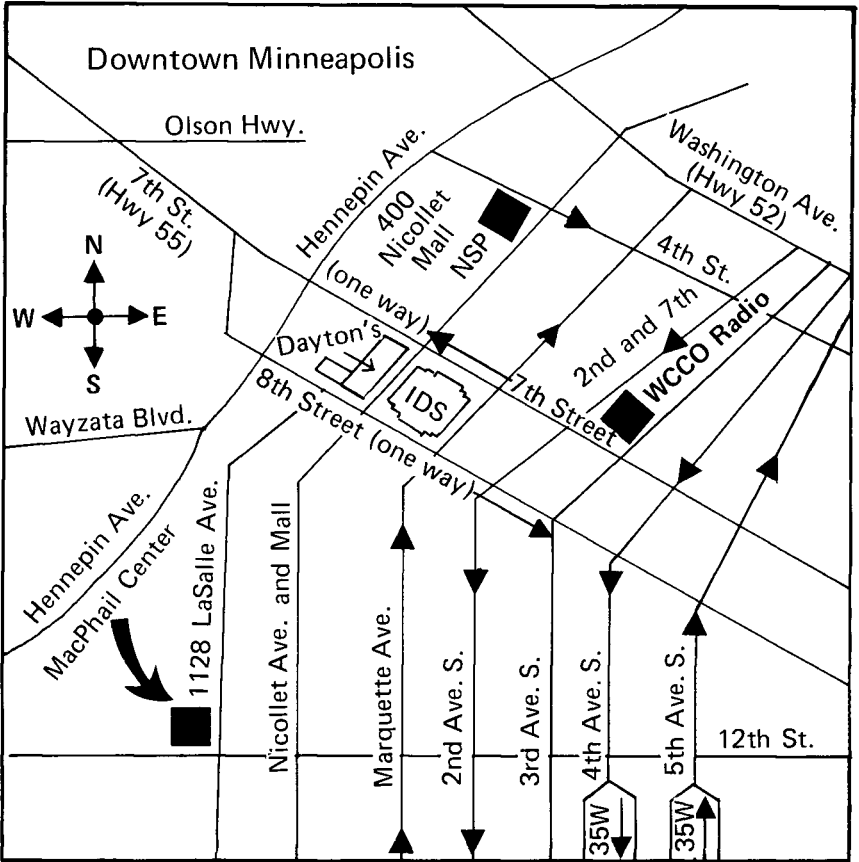
NORTH
 OCTOBER 1975



Parking Facilities
(East and West Bank)



St. Paul Campus



MacPhail Center for the Arts
1128 LaSalle Avenue
Minneapolis, MN 55403

Registration Information

Prompt registration is suggested. Please check descriptions in this bulletin for starting dates of all 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. For credit classes, please specify type of grading preferred.

.....
Continuing Education for Women 373-9743

200 Westbrook Hall, 77 Pleasant Street S.E.

Minneapolis, MN 55455

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:

*University of Minnesota
Bulletin*

*Continuing Education
for Women
Fall 1983*

Continuing Education and Extension
University of Minnesota

University of Minnesota

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Continuing Education for Women

Fall Quarter 1983

September 26 — December 17

Fall Semester 1983

September 26 — January 28

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

The contents of this bulletin and other University bulletins, publications, or announcements are subject to change without notice. University offices can provide current information about possible changes.

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.

FROM THE DIRECTOR

In a reorganization of Continuing Education and Extension, the programming of business and management courses and one-day conferences has been transferred to the departments of Continuing Management Education and Conferences. For questions regarding content of those courses, please call 376-7436.

All other Continuing Education for Women *classes* will continue to be programmed through Continuing Education for Women. Registration for all classes in this bulletin will be through this department and should be mailed to 200 Wesbrook Hall.

When this bulletin reaches you, I shall have retired and left the University. Working on this fall 1983 bulletin has given me a great deal of pleasure, as have my many years here. I thank you, the students, for the support you have given the program. Keep all the doors and windows open. . . .

And I wish you a wonderful future!

Edith E. Mucke, Director
Continuing Education for Women

Women Alone: Alive and Thriving

A three-session seminar for women on their own.

Tuesdays on the St. Paul campus.

See page 36

Autobiography

Women's exploration to create order, history, mythology, a "self."

Highland Park Library on Tuesdays.

See page 30

Blended Families: Living With Someone Else's Children

Identifying and resolving problems in blended families.

Tuesday evenings on the Minneapolis campus.

See page 34.

ORIENTATION DAY

Tuesday, September 13, 1983

9:30 a.m.-12

MacPhail Center

No charge, but preregistration is requested.

If you're thinking about returning to school, join us on Orientation Day. We will talk about issues of particular interest to re-entry women.

- 9:30 Getting Around the University
Terry Blom,
Admissions Associate
Prospective Student Services
- 10:00 Counseling Services at the "U"
Rebecca Johnson
Counseling Department
Continuing Education and Extension
- 10:30 Break (staff will be on hand to answer questions)
- 10:45 Sharpening Your Study Skills
Jan DeNoble
Teaching Specialist
Reading and Writing Communication Skills Center
- 11:30 Returning Students: A Faculty Perspective
Jerie McArthur
Assistant Professor
Department of Speech-Communication

MACPHAIL CENTER FOR THE ARTS

1128 LaSalle Avenue, Minneapolis

The following is just a *sampling* of course offerings from MacPhail Center for the Arts. To request the MacPhail Bulletin with complete listings call **373-1925**.

Vocal Class: Understanding Your Voice

Opera Week: A Preview (March-May)

MacPhail Chamber Music Club

Introduction to Flute

Stereo Systems Made Simple

Gospel/Jazz Chorus

Ensemble Singer

Madrigal/Motet Choir

Alexander Technique

Class Piano for Adults

Music Appreciation

Singer-Guitarist Performance Class

Private Instruction at MacPhail.

For information on private and group instruction available for adults and children in keyboard, voice, winds, percussion, strings, brass, guitar (in classical, jazz and popular styles), Suzuki strings and piano, and Early Childhood Arts Exploration, call MacPhail Center at 373-1925.

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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 \$72 is charged for students and prospective students (\$110 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 Mucke/Roff Scholarship Fund) is available through Continuing Education and Extension Counseling, 373-3905.

The Continuing Education for Women Mucke/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 non-limited-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.

Changes from credit to audit will not be allowed after the sixth week of a quarter or the ninth week of a semester class unless accompanied by instructor's written permission. No changes may be made during the last two weeks of any term.

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

Grade Reports and Transcripts

Extension students can secure transcripts showing all credits earned in Extension Classes and Continuing Education for Women by visiting or writing the Transcript Service, 155 Williamson Hall, 231 Pillsbury Drive S.E., University of Minnesota, Minneapolis, MN 55455. No requests will be accepted by telephone. In-person requests will be processed immediately. Hours are 10 a.m. to 2 p.m., Monday through Friday.

Students must supply the following information when requesting Extension transcripts: complete name, birth date, 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.

A \$2 charge will be assessed for each *official* Extension transcript requested. For transcripts issued to the student, there is no charge.

Extension grades are not automatically recorded on college (day school) transcripts. Students must request that the grades be transferred.

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 Extension offices. Grades for each term 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 the 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

Tuition and fees are subject to change without notice. Tuition and fees are subject to approval by the Board of Regents.

Students registering for graduate credit pay Continuing Education and Extension (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. Where applicable, 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 373-3905.

Credit courses marked with an asterisk (*) may be taken for a special nontranscript rate of one-half the tuition plus any special fees.

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 1983 — September 26 through December 17

Fall Semester 1983 — September 26 through January 28

Unless otherwise noted, fall quarter and fall semester credit classes begin the week of September 26. The last day to register for credit classes without a late fee is September 14. Tuition and fees are subject to approval by the Board of Regents. Tuition and fees are subject to change without notice. Late registration through the first week of classes must include a \$5 late fee.

Acct 1024 PRINCIPLES OF FINANCIAL ACCOUNTING. 3 degree credits, \$102 plus \$4 special fee. Total \$106.

Introduction to basic financial accounting concepts and application of these concepts to the recording, reporting, and interpretation of business transactions. (Sequence for Accounting: Acct 1024, 1025 — both will be offered through CEW.) Two additional 1½ hour sessions will be arranged on Saturday morning on campus for examinations. Must be taken A-N. No audits. (No prereq) Limited.

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

***Anth 1102 INTRODUCTION TO SOCIAL AND CULTURAL ANTHROPOLOGY.** 5 degree credits, \$170.

Varieties and range of human behavior as revealed through comparative study of cultures in all parts of the world. This course is a cross-cultural approach to the study of systems of beliefs and patterns of customary behavior. The following topics will be examined from a comparative perspective: language and communication, kinship and family, sex roles, cultural ecology, economic systems, law and politics, religion and world view, culture change. (No prereq) (C-1)

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

Sonia Patten has a doctorate in anthropology and is a post-doctoral fellow in the Department of Family Practice and Community Health.

Arts 1701 INTRODUCTION TO PHOTO MEDIUM. 4 degree credits, \$136 plus \$15 course fee plus \$5 special fee. Total \$156.

Black and white photography for beginners. Camera techniques, film development. Time spent in darkroom. Bring camera to first day of

class. (No prereq) Offered in cooperation with Extension Classes. Limited. (D)

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

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

***Biol 1101 HEREDITY AND HUMAN SOCIETY.** 4 degree credits, \$136.

Principles of heredity and their social and cultural implications.

Definitions of race, sex, intelligence, disease, and behavior.

Relationship of genetic makeup to behavior, behavior modification, and socialization. Nontechnical approach. (No prereq) (B)

T 1-3:30 p.m., MacPhail Center, Woodward

Val Woodward is a professor in the Department of Genetics and Cell Biology.

Comp 1011 WRITING PRACTICE I. 5 degree credits, \$170.

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) The Writing Practice requirement is fulfilled by successful completion of Comp 1011. Limited.

M 1-4 p.m., MacPhail Center

Engl 5100 TOPICS: ADVANCED NONFICTION WRITING: INTRODUCTION TO MANUSCRIPT EDITING. 4 degree credits, \$139.

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.

W 1-3 p.m., MacPhail Center

Econ 1001 PRINCIPLES OF MACROECONOMICS. 4 degree credits, \$136.

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-1)

T & Th 11:45 a.m.-12:55 p.m., MacPhail Center

***FScN 1012 NUTRITION AND OUR FOOD SUPPLY.** 4 degree credits, \$136 plus \$5 course fee. Total \$141.

Nutritional requirements of humans; 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. (No prereq) Offered in cooperation with Extension Classes.

Th 6:10-9:15 p.m., 15 Food Science and Nutrition, St. Paul campus, Addis

Paul Addis is a professor in the Department of Food Science and Nutrition.

FSoS 5240 TOPICS: FEMALE SEXUALITY. 3 degree credits, \$121.50.

How women feel about their sexuality. Focuses on women's sexuality, communication, and power. Discussion topics include sexual development, sex roles and what they have to do with sexuality, basics of sexual function and dysfunction, biology, myths. What gets in the way of women being what they want to be; emotional and physical sex growth areas. Lecture and discussion with audiovisual support. Qualified students may register for graduate credit (No prereq) Limited.

T 10:15 a.m.-12:15 p.m., 255 Blegen, West Bank campus, University of Minnesota, Maison

Sally Maison, Ph.D. Family Social Science, has been in private practice for six years.

GC 1445 MATHEMATICS: INTERMEDIATE ALGEBRA. 5 degree credits, \$170.

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 student may have to give evidence of adequate preparation. (Prereq one year high school algebra or good working knowledge of elementary algebra) Offered in cooperation with Extension Classes. Limited.

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

GC 1542 ACCOUNTING FUNDAMENTALS II. 4 degree credits, \$136.

Continues first-year accounting sequence. Topics include handling of dividends, retained earnings and treasury stock, debt, investments, financial reporting and sources and uses of working capital.

Examination of financial statements. Introduction to accounting for

manufacturing operation and cost analysis problems. (Prereq GC 1540)

M & W 5-6:10 p.m., Federal Reserve Bank, Minneapolis, Larson
Roger Larson is a professor of business studies in the Division of Science, Business, and Mathematics of General College.

GC 3571 COMPUTER APPROACH: PROBLEM SOLVING. 4 degree credits, \$137 plus \$5 course fee. Total \$142.

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., 211 Nicholson Hall, Minneapolis campus, Robertson
Th 5-7:30 p.m., 211 Nicholson Hall, Minneapolis campus, Robertson
Douglas Robertson is an assistant professor in the Division of Science, Business, and Mathematics of General College.

***Hum 3677 SELF-REALIZATION IN TWENTIETH CENTURY LITERATURE.** 5 degree credits, \$173.75.

The course will focus on the individual's quest for identity, meaning, and self-realization in the context of his/her social and cultural environment, as these themes are explored in representative and outstanding literary works of the twentieth century. Insights from existential, humanistic, and Jungian psychology will be brought to bear on the topics discussed. A subordinate, but important, theme examined in the course will be the role of the artist in society, and the nature and function of the work of art, primarily with reference to James Joyce's *Portrait of the Artist as a Young Man*. The method of presentation will combine lectures and discussion. (Prereq junior or senior standing or consent of instructor)

T 9 a.m.-12, MacPhail Center, Kliger
George Kliger is an assistant professor in the Humanities Program.

Math 0009 INTERMEDIATE ALGEBRA. Entrance credit, \$170.

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 an entrance requirement for all IT and Arts College mathematics courses. (Prereq a working understanding of elementary algebra or a recent 1-year high school algebra course in elementary algebra or Math 0006 or CEW Arithmetic and Elementary Algebra) Limited.

Th 9 a.m.-12, FALL SEMESTER Sept 29-Jan 26, MacPhail Center,
Ressler

Tom Ressler is an instructor in the School of Mathematics.

***Phil 1001 LOGIC** 5 degree credits, \$170.

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 their natural habitat. Argument construction includes analyzing English arguments and representing them in symbolic notation, and deriving the conclusion from the premise 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)

M 9 a.m.-12, MacPhail Center

***Psy 1001 GENERAL PSYCHOLOGY.** 5 degree credits, \$170.

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-1)

F 9:30 a.m.-12, MacPhail Center, White

Phyllis White is a doctoral candidate in the Department of Psychology.

***Span 3614 DON QUIJOTE: A STUDY OF LOST ILLUSIONS.** 4 degree credits, \$139.

Study of the novel in many facets: the "madness" of its characters, the relation of their actions and attitudes to the theme of reality/illusion and to the society of their times. This popular classic will both entertain and instruct you on the universal themes of love, honor, and justice (among others). Taught in English. (No prereq)

Th 9-11:30 a.m., MacPhail Center, Jones

Ruth E. Jones is an associate professor in the Department of Spanish and Portuguese.

Spch 3401 THEORIES OF INTERPERSONAL COMMUNICATION. 4 degree credits, \$139.

Theories of interpersonal communication and their usefulness for particular purposes. The purpose of this course is to familiarize students with the various perspectives on the processes and problems of normal, day to day communication. While the primary focus of the course is on varying theoretical approaches to understanding interpersonal communication, these theories will be discussed in light of common communication experiences with special attention given to conversation, our primary means of

beginning, maintaining, and terminating our relationships. (Prereq Spch 1102 or consent of instructor, Psy 1001)

M 9-11:30 a.m., MacPhail Center, Murphy

Sally Murphy is a graduate assistant in the Department of Speech-Communication.

***WoSt 3103 THE MODERN FEMINIST NOVEL.** 4 degree credits, \$139.

Analysis of fiction written by women that addresses questions of women's identity and the diversity of women's experience. 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 sixties as an influence on the development of the feminist novel as a new genre. (Prereq English composition or equivalent) (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 WOMEN: A SENSE OF IDENTITY. 4 degree credits, \$139.

Sex roles (social expectations, personal values, and personal behaviors). Applications of success analysis, strength, identification, communication training, goal setting, and behavior rehearsal to affirm and develop the potential of women. No audits. (No prereq) Qualified students may register for graduate credits. Offered in cooperation with Extension Classes. Limited.

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

Th 1:15-4:15 p.m., 116 Armory, Minneapolis campus, Loeffler

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

WoSt 5311 WOMEN AND THE LAW. 4 degree credits, \$139.

The legal system as it relates to women. Areas of criminal law, welfare law, employment law, corporate law, alternative delivery systems for legal service, and legal education. (No prereq) Qualified students may register for graduate credit. Offered in cooperation with Extension Classes. Limited.

M 6:20-8:50 p.m., 175 Ford Hall, Minneapolis campus, Breen and Chalmers

Aviva Breen and Carolyn Chalmers are associate professors in the Women's Studies Program.

Noncredit Courses and Descriptions

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

BR — denotes breakfast seminar

Arts and Humanities

ARTS AND CULTURES OF THE SOUTHWEST AMERICAN INDIAN.

\$60; \$50 for students 62 and older.

The ancient artistic traditions of America's Southwest Indian societies are admired world-wide for their beauty and craft. This survey (lectures, slides, tape recordings) presents Anasazi architecture, Navajo weaving, Pueblo pottery, Apache and Pima basketry, and Zumi jewelry within their cultural contexts — prehistoric phases through Spanish influence and recent history. Discussion of mythologies, rituals, and medical practices and how they are manifested in art forms will offer clues to a different reality. Course has special appeal for collectors, travelers, and artists, and will include discussion of what constitutes fine quality in Indian art, new directions of contemporary artists, and suggestions for trips.

F 10 a.m.-12, Oct 14-Nov 18 (6 sessions), MacPhail Center, West

Elizabeth H. West is a doctoral candidate in art history and anthropology at the University.

BOOKMAKING: THE ART AND CRAFT OF THE BOOK. \$75 plus \$25 materials fee. Total \$100.

For people who want to create their own handmade books. How paper affects the way a book looks, feels, and handles; how to tear, fold, and cut paper to create the book form. Each person will make several books using the content of his/her choice: drawings, poems, calligraphy, or combinations of written and visual material.

Participants may have specific book projects or may improvise content as they construct their books. They will learn a variety of binding techniques including single section binding, multiple section binding, and oriental binding. Course includes lectures, demonstrations, and discussion of theory and function of the physical book, as well as its history and influence on the expression of ideas and the role of the book in visual and literary arts. Tours included: Minneapolis bindery and demonstration of hardbound book binding; Bieler Press for craft of hand printing and sensory

experience created by typographical unity, paper, press work, binding, and aesthetic considerations.

Th 12:30-3:30 p.m., Oct 6-Nov 17 (7 sessions), MacPhail Center, Lange

Gerald Lange is a master printer, book designer, and publisher at the Bieler Press of St. Paul.

COMPOSER — CONDUCTOR — CRITIC — AUDIENCE. \$66.

Six sessions with music, exploring the interaction of the four components of music-making: composer, conductor, critic, audience. Emphasis on contemporary music. Limited.

W 9:30-11:30 a.m., Oct 12-Nov 16 (6 sessions), Orchestra Hall, Green Room, Minneapolis, Feldman and Larsen

Mary Ann Feldman is the program annotator for the Minnesota Orchestra; Libby Larsen is the composer in residence with the Minnesota Orchestra.

CONTEMPORARY AUSTRIA. \$30 nonmembers, \$25 Volksfest members.

What everyone would like to see, eat, buy, and hear in Austria. Mention of Austria, particularly Vienna, automatically triggers an image of the land of music, petit-point, cut crystal, impressive cathedrals, fairytale castles, rich food and pastries, mellow wines, and beer. Through film, slides, discussion, demonstration, and performance, you will take a four-week tour of Austria. You will discover what has created this image, how it has been maintained, and what it is like there today.

T 7:30-9 p.m., Oct 11-Nov 1 (4 sessions), Volksfest Kulturhaus, Buys, Mitterhauser, Seitinger, Wright

Earl Buys, artist in residence at MacPhail Center for the Arts and the Minneapolis Institute of Arts, is a concert pianist; Klaus Mitterhauser is the chef-proprietor of Mitterhauser La Cuisine; Heinz Seitinger is affiliated with the Austrian Trade Commission in Chicago; and William E. Wright is professor and director of the Center for Austrian Studies at the University of Minnesota.

DOES THE BIBLE REALLY SAY THAT? \$79.

An astonishing variety of religions and ideologies rely on the Bible for authoritative support. Can the actual text be made to speak for them all? Through a careful reading of the text, we shall scrutinize the Bible and discuss the different interpretations it can legitimately yield. We will draw on the archaeological discoveries and the study of the language of the Ancient Near East that have shed abundant new light on the stories of Genesis. This course takes a fresh look at the well-known Bible stories and will enable the lay person to gain new insights into and appreciation for the Biblical heritage. A number of different commentaries — Christian, Jewish, and secular — will be used. No previous course work is required.

M 1-3:30 p.m., Oct 3-Dec 5 (10 sessions), MacPhail Center, Paradise
Jonathan Paradise is associate professor of Hebrew and is a specialist in the Hebrew text of the Bible and modern approaches to Biblical studies.

GREAT CITIES: PARIS, ROME, ATHENS, AND LONDON. \$45; \$16 for single session.

Explore the history, art, architecture, and ambiance of four great cities — Paris, October 14; Rome, October 21; Athens, October 28; London, November 4. Find out where to stay, what to buy, where to eat, and what to see. 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.

F 9:30-11:30 a.m., Oct 14-Nov 4 (4 sessions), St. Paul College Club, Kheim, Cecconi, Stavrou, Suppe

Johanna Kheim (Paris) has taught French and humanities at the University of Minnesota. Gerriann Cecconi (Rome) has a master's degree in art history and teaches Italian at Normandale Community College. Theofanis Stavrou (Athens) is a professor in the Department of History. Fred Suppe (London) is a visiting professor in the Department of History.

HUMOR: HOW TO LAUGH, HOW TO PLAY. \$42.

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. The class will allow you to enliven and affirm your own sense of humor.

W 1-3 p.m., Oct 5-Oct 26 (4 sessions), MacPhail Center, Heck

Helen 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.

INTRODUCTION TO COLOR AND DESIGN. \$45; \$22.50 for students 62 and older.

For people who want to learn how to use color and design more effectively in such areas as interior design, fashion selection, and fiber art techniques. Participants will explore how the concepts of design can be used to manipulate the elements of design in order to achieve unity. The entire design process will be followed, from the definition of a problem, through exploration of alternatives, to creation of a final work that illustrates basic color and design concepts. Part of each class will include group problem solving of both hypothetical and actual design concepts. Offered in cooperation with Informal Courses, Extension Classes.

T 9:30-11:30 a.m., Oct 11-Nov 1 (4 sessions), MacPhail Center, Peterson

Kristin Peterson is a lecturer in color and design at the University of Minnesota and the University of Wisconsin-Stout, and is a freelance consultant in color and design.

ROMANTIC REALISM IN LATE NINETEENTH CENTURY AMERICAN ART. \$60; \$30 for students 62 and older.

While painters such as James Whistler, John S. Sargent, and Mary Cassatt were drawn to the stirring scene in Paris and later London, an independent breed of American painters chose to stay close to their native shore identifying a consciousness peculiar to the American experience. The trauma of cultural change took different form in the image making of Winslow Homer, Thomas Eakins, and Albert P. Ryder. Nature occupied the vision of Homer; interior scenes of solitary individuals came dramatically into focus under the brush of Eakins; and Ryder explored through literary sources a mystical escapist's voyage from contemporary society. In this course we will discuss and look at the paintings of these artists and search out the style and hidden meaning of the painted image. Offered in cooperation with Informal Courses, Extension Classes.

T 1-3 p.m., Oct 4-Nov 8 (6 sessions), Minneapolis Institute of Arts, Ultan

Roslye B. 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.

THREE PLAYS AT THE GUTHRIE. \$33.

A study of three plays offered by the Guthrie Theater during its 1983-84 season: Chekhov's *The Seagull*, Wilde's *The Importance of Being Earnest*, and Ibsen's *Hedda Gabler*. We will consider basic principles of dramatic form and structure, identify different dramatic conventions and practices, view drama as literary form and as a public performance where the promise of the blueprint on the page is made tangible. We will deal with drama as a genre, and with the play's historical and social contexts, but the focus will be on the way the individual plays work, challenge, delight, and entrap. The theater is, after all, a calculated trap for meditation and celebration. Offered in cooperation with the Guthrie Theater.

W 1-3 p.m., Nov 2-Nov 16 (3 sessions), MacPhail Center, Leyasmeyer
Archibald Leyasmeyer is an associate professor in the Department of English.

TRAVELING THROUGH FRANCE AND BELGIUM. \$60; \$30 for students 62 and older.

Few areas the size of France and Belgium feature their wide variety of cultural and historical attractions. Through lectures and slide presentations, this class will illustrate the best of these countries. Special topics will include Paris as the medieval and contemporary

center for art; the castles of the Loire Valley; Mont Saint Michel and the cathedral of Chartres; what to see in Normandy, Brittany, and other less known regions; Roman antiquities and coastal areas of Provence; the role of Brussels as the center of Europe; and both the Flemish part of Belgium (Flanders) and the French part (the Walloon area). Offered in cooperation with Informal Courses, Extension Classes and The Alliance Francaise.

W 9:30-11:30 a.m., Oct 5-Nov 9 (6 sessions), MacPhail Center, De Graeve

Marie-Christine De Graeve was raised in Belgium and has a doctorate in archaeology and art history.

WESTERN EUROPE IN THE EIGHTIES — See Social Science.

Business

ASSERTIVENESS TRAINING FOR MEN AND WOMEN — See Personal Growth.

BASIC GUIDE TO PUBLIC RELATIONS. \$81 plus \$10 special fee. Total \$91.

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 each class. Designed for people who want to know how to use public relations or how to supervise public relations practitioners. Offered in cooperation with Professional Improvement Courses, Extension Classes. Limited.

Th 7-9 p.m., Oct 6-Nov 10 (6 sessions), Earle Brown Center, Room 156, St. Paul campus, Lachter

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

DEALING WITH JOB STRESS — See Personal Growth.

EFFICIENT READING FOR MANAGERS. \$145.

Build your reading speed to as high as 500 to 1000 words a minute with 80 percent comprehension. The course shows you how to read everything you're 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

Associations Extension Institute and Professional Improvement Courses, Extension Classes. Limited.

Th 5:30-9:30 p.m., Oct 13-Nov 3 (4 sessions), 210 Haecker Hall, St. Paul campus, Bennett

J. Michael Bennett is the coordinator of the Efficient Reading Program at the University and is the author of several manuals including the AMA course material.

FACING NEW WRITING RESPONSIBILITIES — See Writing.

FUND RAISING FOR THE NONPROFIT SECTOR. \$81 plus \$10 special fee. Total \$91.

Gives you the knowledge you need to develop or evaluate a financial development program. Gaining and keeping financial support for nonprofit organizations or agencies is an issue of basic survival in the current economic climate. This down-to-earth, hands-on, "how to" course provides the latest information on the policies and practices you need to know about to plan, promote, execute, and evaluate a comprehensive financial development program for your organization. Designed for beginning financial development people or individuals responsible for or interested in exploring the fund raising field. Offered in cooperation with Professional Improvement Courses, Extension Classes. Limited.

T 6:30-9 p.m., Oct 4-Nov 8 (6 sessions), Earle Brown Center, Room 156, St. Paul campus, Peterson

Doug Peterson is director of financial development for the northwest division of the Minneapolis Chapter of the American Red Cross.

FUNDAMENTALS OF DIRECT MAIL MARKETING. \$135.

Provides a thorough understanding of the basic techniques of direct mail. Covers all the bases, including what it is and is not; direct mail objectives; the mailing list; direct mail copy, arts, and mechanical production; direct mail formats, testing; U.S. Postal Service; and budgeting. With printing, paper, mail, postage, and list costs continually rising, direct mail is not the marketing technique for amateurs. Designed for anyone considering the use of direct mail for the first time as well as for practitioners who want a quick refresher in basic techniques. Offered in cooperation with American Management Associations Extension Institute and Professional Improvement Courses, Extension Classes. Limited.

W 6-8:30 p.m., Oct 5-Nov 9 (6 sessions), Earle Brown Center, Room 156, St. Paul campus, Sinniger, coordinator

Practitioners from the Twin Cities direct mail marketing field will focus their areas of specialization in co-teaching this course. Sessions will be coordinated by Beverly Sinniger, assistant director for promotion and publicity, Extension Classes, University of Minnesota.

HOW SUCCESSFUL WOMEN MANAGE. \$113.50 plus \$20 special fee.

Total \$133.50.

The techniques executive women use to establish their leadership roles will be illustrated. 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 in order 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, condition, and the female role; communication skills, including the assertive script; managing vs. doing; special stress management concerns for women; techniques for decision making; leadership and the woman manager; managing change, including measuring innovation and overcoming resistance; and long-range career planning. Designed for every woman manager or supervisor who wants to be accepted for what she does, not who she is. Offered in cooperation with American Management Associations Extension Institute and Professional Improvement Courses, Extension Classes. Limited.

M 7-9 p.m., Oct 17-Nov 28 (7 sessions), Earle Brown Center, Room 156, St. Paul 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-communication faculty at the University.

HOW TO BUDGET IN A SERVICE ORGANIZATION. \$141.50.

Provides an integrated approach to budgeting that takes you from planning, to evaluating the results, to taking corrective action. While most courses on budgeting use a model based on manufacturing concepts, this course uses the three essential budgeting differences between manufacturing and service businesses — inventory vs. production or demand, equipment vs. labor, intensive and standardized product vs. virtual nonstandardization — as the basis for a step-by-step approach to building a budget tailored to the special needs of the service environment. You will learn how to plan, coordinate, and control labor costs; develop a set of long-term goals and short-term action plans; produce sales, operating, and capital budgets and a workable cash-flow forecast; allocate costs within a budget system; use budget variances as control and action tools; and select the most appropriate type of budgeting — fixed, flexible, zero based, or computer based. Designed for managers and others in service organizations who need to develop budgets or to improve their ability to anticipate, coordinate, and control budgeting problems. Offered in cooperation with the American Management Associations Extension Institute and Professional Improvement Courses, Extension Classes. Limited.

T 6-9 p.m., Nov 22-Dec 13 (4 sessions), Earle Brown Center, Room 166, Folz

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

HOW TO BUY AND USE SMALL BUSINESS COMPUTERS — See Computer Technology.

IMPROVING COMMUNICATION SKILLS IN THE WORKPLACE. \$97 plus \$5 special fee. Total \$102.

Managers and supervisors are constantly involved in 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 one-on-one and group 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. Offered in cooperation with Professional Improvement Courses, Extension Classes. Limited.

T 6:30-9:30 p.m., Oct 11-Nov 15 (6 sessions), Nolte Center Library, 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-communication faculty at the University.

OVERCOMING FEAR OF SPEAKING. \$70 plus \$5 special fee. Total \$75.

Designed for people at all management levels who experience nervousness and anxiety when faced with speaking before 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 to achieve desired goals. Offered in cooperation with Professional Improvement Courses, Extension Classes. Limited.

W 6:30-8:30 p.m., Sept 28-Nov 2 (6 sessions), Nolte Center Library, Minneapolis campus, Ohlendorf

Dawn Ohlendorf is a teaching associate in speech-communication at the University and has conducted workshops in all types of communication for various businesses.

Career Planning

CAREER PLANNING. \$65 plus \$7 testing and materials fee. Total \$72.

Have you decided on a career goal? This class is 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. They 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.

M 6:30-8:30 p.m., Sept 26-Oct 24 (5 sessions), Walker Library, 2880 Hennepin Avenue South, Minneapolis, Emerson
F 9:30-11:30 a.m., Oct 14-Nov 11 (5 sessions), MacPhail Center, Peterson

Nadine Emerson is a counselor at Muscala, Emerson and Associates. Sue Peterson is a counselor in the Continuing Education and Extension Counseling Department and is a licensed psychologist.

ORIENTATION DAY. No charge. (preregistration is requested)

If you're thinking about returning to school, join us on Orientation Day. We shall talk about issues of particular interest to re-entry women, including getting around the University (libraries, parking, student services), counseling services available (transcript evaluation, financial aid, program advising, aptitude testing, and job placement), and getting the most from your study time. A professor familiar with both day school and Extension classes will talk about her experiences with returning students.

T 9:30 a.m.-12, Sept 13 (1 session), MacPhail Center, interdisciplinary faculty

WINNING PROPOSALS: HOW TO WRITE THEM — See Writing.

Computer Technology

COMPUTERS: A PRACTICAL INTRODUCTION. \$77 plus \$6 materials fee. Total \$83 (includes computer time).

Designed for the novice who would like to develop an understanding of computers. Students will learn how to communicate effectively with people 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 run simple programs in BASIC for approximately two hours. Limited.

Sat 8:30 a.m.-12, Sept 17 & Oct. 1 plus W 6-9 p.m., Sept 21 (3 sessions), 206 Vincent Hall, Minneapolis campus, Ressler

Tom Ressler is an instructor in the School of Mathematics.

HOW TO BUY AND USE SMALL BUSINESS COMPUTERS. \$135.

Designed specifically for the individual who is contemplating the acquisition and use of either a mini- or microcomputer. The focus is on assisting first-time users in learning how to apply computer technology to their operations. Participants will learn to automate routine business processes for increased efficiency and to use the computer as an adjunct to managerial decision making. Many topics will be covered including an overview of systems currently available, small system hardware considerations, software — package or program? — the essential dilemma, systems analysis and design, evaluation and selection procedures. Offered in cooperation with American Management Associations Extension Institute and Professional Improvement Courses, Extension Classes. Limited.

M 6-9 p.m., Nov 7-Dec 5 (5 sessions), Earle Brown Center, Room 62, St. Paul campus, Knauff and Ressler

John Knauff is president of Knauff and Associates, a management consulting firm, and teaches in management sciences at the University. Tom Ressler is a professor at the College of St. Thomas, and has conducted presentations in business applications of quantitative techniques and applied mathematics.

PRINCIPLES OF DATA PROCESSING AND PROGRAMMING IN BASIC. \$97 plus \$10 special fee. Total \$107.

A working introduction to data processing and computers, and background information useful in other computer language and information processing courses. For people who wish to assess their aptitude for the work and learn about career opportunities in data processing. 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. Offered in cooperation with Professional Improvement Courses, Extension Classes. Limited.

T 6-8:30 p.m., Sept 27-Nov 15 (8 sessions), 213 Vincent Hall, Minneapolis campus, Folz

Th 6-8:30 p.m, Sept 29-Nov 17 (8 sessions), 16 Vincent Hall,
Minneapolis campus, Folz

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

WHAT IS A COMPUTER? \$18.

The uses of computers are increasing — 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. Additional resources will be provided for participants interested in learning more about the computer and/or how to program. No previous background necessary. Offered in cooperation with the Woman's Club of Minneapolis. Limited.

Th 9 a.m., 12:30 p.m., Oct 6 (1 session), Woman's Club of
Minneapolis, Marker

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

Investments and Law

INVESTMENTS AND PERSONAL FINANCIAL PLANNING. \$63.

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.

M 9 a.m.-12, Sept 26-Nov 7 (6 sessions — no class Oct 17),
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.

TAX SHELTERS. \$18 one session per person; \$30 per couple/\$36 two sessions per person; \$66 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, annuities, company savings plans, 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. Individuals may attend one or both sessions depending on their interest in and knowledge of the two areas of tax shelters. *When registering indicate Session I or Session II or both.* Limited.

Th 6-9 p.m., Oct 6 & 13 (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.

Language

SPANISH FOR TRAVELERS. \$48; \$24 for students 62 and older.

A survival course for those with no previous knowledge of Spanish. Will provide you with the basic Spanish vocabulary necessary to cope 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 Informal Courses, Extension Classes.

M 7-8:40 p.m., Oct 3-Nov 7 (6 sessions), 110 Pillsbury Hall, Minneapolis campus, Narvaez

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

Literature

AUTOBIOGRAPHY. \$47; \$40 for students 62 and older.

The class will investigate some ways in which women have explored their pasts to create a sense of order, a history, a mythology, a "self." Reading will be drawn from a list that includes Isak Dineson, Virginia Woolf, Maxine Hong Kingston, Sylvia Ashton Warner, Elizabeth Hardwick, Mary McCarthy, and Margaret Mead.

T 1:15-3:15 p.m., Oct 11-Nov 15 (5 sessions — no class Nov 8), Highland Park Library, Wadman

Karen Wadman is an adjunct instructor in the Department of English.

DOES THE BIBLE REALLY SAY THAT? — See Arts and Humanities.

THE FALLEN WOMAN: ADULTERY IN THE NINETEENTH CENTURY EUROPEAN NOVEL. \$47; \$40 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 focus on three texts: *Anna Karenina* by Tolstoy, *Effie Briest* by Fontane and *Madame Bovary* by Flaubert. Student should read *Effie Briest* before the first class session.

T 10 a.m.-12, Oct 11-Nov 8 (5 sessions), Southdale Library, Wadman
Karen Wadman is an adjunct instructor in the Department of English.

HEROINES IN TWO NINETEENTH CENTURY NOVELS. \$44.

From Jane Austen to Thomas Hardy, nineteenth century English novels abound in memorable female characters: some strong, willful, and able; others pliant and sweet; and still others deceitful and manipulating. Both male and female novelists excel in depicting them, often at the expense of male characters, who fade in their shadows. This course will examine Thackeray's *Vanity Fair* and Charlotte Bronte's *Villette*, paying special attention to the novelist's conception of women and their role in the nineteenth century world.

Th 9:30-11:30 a.m., Oct 13-Nov 3 (4 sessions), Woman's Club of Minneapolis, Kheim

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

ONE HUNDRED YEARS OF RUSSIAN PROSE: NOVELS, SHORT STORIES, AND PLAYS FROM GOGOL TO SOLZENITSYN (Part I). \$75; \$37.50 for student 62 and older.

Russian writers always have been more politically involved than their contemporaries in Western Europe. Their art is both timeless, concerning those problems of man that are universal, and urgently actual, concerning their own society and its circumstances. The class will study the universal elements of these works as well as their particularly Russian aspects reflecting Russo-Soviet history and society. Fall quarter: Gogol, Goncharov, Turgenev. The class will begin its acquaintance with Imperial Russia through the short novel Gogol's *Dead Souls* and continue with Goncharov's *Oblomov*. A peculiar Russian meaning of the word *soul* is explained in Gogol's masterpiece and, based on the behavior of Goncharov's protagonist Oblomov, the word *Oblomovian*, denoting a certain human type and attitude, was coined and widely used. In *Fathers and Sons*, Turgenev created the first literary portrait of a new generation of revolutionaries who question and doubt everything.

W 10 a.m.-12, Sept 28-Dec 7 (10 sessions — no class Nov 23), MacPhail Center, Kheim

Th 7-9 p.m., Sept 29-Dec 8 (10 sessions — no class Nov 24), 305 Folwell Hall, Minneapolis campus, Kheim. Offered in cooperation with Informal Courses, Extension Classes.

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

READING AND WRITING POETRY: WOMEN CREATING — See Writing.

Mathematics

ARITHMETIC AND ELEMENTARY ALGEBRA. (tuition listed below)

Individual 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 the supervision of one of two instructors. No math background is necessary. Limited.

W 9:30 a.m.-12, FALL SEMESTER, Sept 28-Jan 25 (16 sessions — no class Dec 21 & 28), MacPhail Center, McMorrow, \$110

W 5:30-8 p.m., FALL QUARTER, Sept 28-Dec 14 (12 sessions), Minneapolis campus, Robertson, \$100

Vivian McMorrow has been an instructor in the CEW Math Anxiety Program since its beginning in 1975. Douglas Robertson is an assistant professor in the Division of Science, Business, and Mathematics of General College.

MATH 0009 — See Credit Classes.

MATH ANXIETY DIAGNOSTIC CLINIC. \$23.

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. (When registering please indicate day or evening section.)

W 5:30-8:30 p.m., Sept 14 (1 session), 140 Nolte Center, Minneapolis campus, Robertson and Claesgens

W 9 a.m.-12, Sept 14 (1 session), MacPhail Center, Robertson and Claesgens

Douglas Robertson is an assistant professor in the Division of Science, Business, and Mathematics of General College. Joan Claesgens is program coordinator of the Math Anxiety Program.

MATH ANXIETY SUPPORT GROUP. \$33.

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 enroll in a math class. Limited.

T 6-7:30 p.m., Oct 11-Nov 8 (5 sessions), 1 Jones Hall, Minneapolis campus, Peterson

Sue Peterson is a counselor in the Continuing Education and Extension Counseling Department and is a licensed psychologist.

MATH ANXIETY TUTORIAL. No charge.

Free tutorial services for those enrolled in CEW math classes will be available every other week beginning Wednesday, October 5. Sessions will meet from 8:30 to 9:30 a.m., prior to the Arithmetic and Elementary Algebra class at the MacPhail Center and 4:30 to 5:30 p.m., prior to the Arithmetic and Elementary Algebra class in S135 Kolthoff Hall, Minneapolis campus. All tutorial students must be enrolled in a CEW math class.

Personal Growth and Psychology

ASSERTIVENESS TRAINING. \$45.

Becoming assertive means not only standing up for one's rights in negative, confrontive situations, but also being able to express beliefs, feelings, and opinions in an honest, open, and appropriate way. This course will help you increase communication skills while reducing anxiety and feelings of resentment and guilt. Learn what distinguishes assertive behavior from both passive and aggressive behavior. Experiment with ways to deal with day-to-day situations, choosing and practicing options that are the most effective for you. Limited.

Th 9:30-11:30 a.m., Oct 13-Nov 10 (5 sessions), MacPhail Center, Warsett

Susan Warsett is a counselor in the Continuing Education and Extension Counseling Department.

ASSERTIVENESS TRAINING FOR MEN AND WOMEN. \$65 plus \$5 special fee. Total \$70.

Combines useful theory with practical classroom applications and practice to help you put principles to work in everyday life. You can expect to become better at expressing both positive and negative feelings; dealing with conflict and anger; responding to criticism,

aggression, and manipulation; constructively solving problems; self-initiation; and projecting a positive self-image. Designed for individuals who want to increase their effectiveness in interpersonal relationships at home, in social situations, or in the work setting. Offered in cooperation with Professional Improvement Courses, Extension Classes.

Th 6:30-8:30 p.m., Sept 29-Oct 27 (5 sessions), Earle Brown Center, Room 135A, St. Paul campus, Bloomfield

Catherine Bloomfield has a master's degree in counseling psychology and is an instructor at the College of St. Catherine. She is also a staff member of Psyche, Inc., a consulting firm.

BLENDED FAMILIES: LIVING WITH SOMEONE ELSE'S CHILDREN.

\$60 per person; \$100 per couple/\$30 per student 62 and older; \$50 per couple.

The blended family is a household of adults and children brought together by choice rather than biology. This course is designed for men and 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. Offered in cooperation with Informal Courses, Extension Classes.

T 6:30-9 p.m., Oct 18-Nov 15 (5 sessions), 229 Nolte Center, Minneapolis campus, Brandes

Annette T. Brandes, Ph.D., sociology and education, is a self-employed social systems consultant and freelance writer.

CONFLICT RESOLUTION. \$42 plus \$12 testing fee. Total \$54.

Conflict is inevitable in all our lives: within ourselves, our families, and our relationships. This workshop examines different types of conflict and how we resolve them. Through role playing, discussion, formal presentations, and an objective assessment of interaction style, participants will learn to develop strategies that deal with conflict, including self-defeating behavior that is a barrier to resolution and success. Limited.

M 9:30-11:30 a.m., Oct 3-Oct 24 (4 sessions), MacPhail Center, Brodie

Jane Brodie is a licensed psychologist in private practice.

DEALING WITH JOB STRESS. \$103 plus \$24 special fee. Total \$127.

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, this course teaches participants 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. Offered in cooperation with Professional Improvement Courses, Extension Classes. Limited.

Sat 8 a.m.-12, Oct 22-Nov 19 (4 sessions — no class Oct 29), Earle Brown Center, Room 156, St. Paul campus, Dahl

Tor Dahl is an associate professor in hospital and health care administration at the University and an internationally recognized expert in stress management and increasing personal productivity.

GROWTH THROUGH LOSS. \$40.

Women confront loss and the subsequent healing process, grief, regularly throughout their lives as they face not only specific losses such as widowhood and surgery, but also developmental losses such as empty nests and retirement. This course will examine situational as well as developmental losses, the process and course of grief, and the moderators of grief. By using the loss and grief experiences of participants, models for successful resolution of grief are set forth. This offering is designed as an educational, nontherapy experience. A bibliography of readings in the area of bereavement will be distributed.

Th 1-3 p.m., Oct 6-Oct 27 (4 sessions), MacPhail Center, Davidson
Charme Davidson is a licensed consulting psychologist in private practice.

Skills

EFFICIENT READING FOR MANAGERS — See Business.

FILE . . . DON'T PILE. \$21 plus \$3 materials fee. Total \$24.

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, then 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.

W 9:30 a.m.-12, Sept 28 & Oct 5 (2 sessions), MacPhail Center, Dorff

T 9:30 a.m.-12, Oct 18 & 25 (2 sessions), MacPhail Center, Dorff

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

WESTERN EUROPE IN THE EIGHTIES. \$70.

The major countries of Western Europe faced serious social, economic, and political problems as they began this decade. Many of them have voted into office governments of markedly different orientation from their predecessors, introducing further uncertainty in the realm of international relations. The course will explore these developments and attempt to explain why they occurred. Attention will be paid to the specific situation in each of the major countries as well as to general European problems. Subjects will include France under Mitterand and his socialists; the fall of the Social-Democrats in West Germany and the rise of the Greens; Britain after the Falkland War; the continuing crisis in Italy; Spain after Franco: the role of the King, the army, and the Socialists; the disarmament campaign throughout Europe; Europe in the North-South dialogue; Europe vs. the United States on economic sanctions against the Soviet Union.

Th 9:30-11:30 a.m., Oct 6-Nov 7 (7 sessions), MacPhail Center, Godzich

Wlad Godzich is professor and director of the comparative literature program and a member of the Department of Russian and East European Studies.

WOMEN ALONE: ALIVE AND THRIVING. \$54 (includes suppers).

A supper seminar 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. Discussion will include loneliness, networking, making friends, being comfortable with your own sexuality. There will be an opportunity to interact with a panel of single role models. The seminar is designed as an educational experience, not a therapy group. Limited.

T 5:30-9 p.m., Oct 18-Nov 1 (3 sessions), St. Paul Student Center, Cherrywood Room, St. Paul campus, Thoen

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

Speech/Communication

COMMUNICATION: SPEECH IMPROVEMENT, SPEAKING SKILLS.

\$37.50.

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 29-Nov 17 (8 sessions), MacPhail Center, Toy
Selma Toy, a former actress, has taught speech and drama throughout the United States.

IMPROVING COMMUNICATION SKILLS IN THE WORKPLACE — See Business.

OVERCOMING FEAR OF SPEAKING — See Business.

Writing

CLOSET WRITERS' WORKSHOP. \$40.

Remember all those times you've said, "I'm going to write about this some day"? This workshop is designed to bring "someday" a lot closer and to prove that writing is not as intimidating or as difficult as it may seem. Students are encouraged to bring up to ten pages of their own work each session for individual critiques. Limited.

Sat 9 a.m.-12, Oct 8 & 15 (2 sessions), 229 Nolte Center, Minneapolis campus, Marchewka-Brown

Nicole Marchewka-Brown, poet in residence for St. Louis County Arts and Heritage Program, is a published poet and performer who specializes in classes for beginning writers.

CREATIVE WRITING. \$60.

For both new and experienced writers of prose: fiction, journal writing, memoir, and creative essay. The intent of the class is to encourage the students' discovery of how to best write about their lives, feelings, and thoughts. Exercises will be given to generate raw material, experiment with different voices, and polish and play with language. Students' writing will be read and discussed in class — as well as selected prose by contemporary writers. The aim is to enjoy the satisfaction of writing while developing writing style and technique. Limited.

W 1-3 p.m., Oct 5-Nov 16 (7 sessions), MacPhail Center, Rockcastle
Mary Francois Rockcastle has been an instructor in the Department of English and is currently a Bush Foundation Fellow.

FACING NEW WRITING RESPONSIBILITIES. \$75 plus \$5 special fee.

Total \$80.

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. Offered in cooperation with Professional Improvement Courses, Extension Classes. Limited.

Th 6-8 p.m., Oct 13-Nov 10 (5 sessions), Earle Brown Center, Room 52, 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.

FREELANCE MAGAZINE WRITING. \$75 plus \$5 special fee. Total \$80.

Students will work on developing their writing skills and will learn procedures necessary for selling their work in the magazine, newspaper, and book markets. Designed to meet specific needs of individual fiction and nonfiction writers. Editors and professional writers from a variety of publications will talk with students at several sessions. Participants will receive critiques of their writing in a supportive and encouraging atmosphere. Limited.

T 1:30-3:30 p.m., Oct 4-Nov 22 (8 sessions), MacPhail Center, Vick
Judith Vick is a journalist and marketing consultant.

KEEPING A DIARY OR JOURNAL. \$48.

A diary or journal may be used as a creative writing tool, a place for self-expression, a problem-solving device, a confidant(e), a way of protecting memory, or as a vehicle for exploring oneself. However one uses the journal, it becomes a tool for recording the process of one's life and for honoring and preserving for one's future self the thoughts, feelings, and experiences of past and present selves. In this class we shall discuss how to get started and how to keep going for both beginners and inveterate journal-keepers. In order to enrich our journal-keeping, we shall read from and discuss published journals (May Sarton, Anne Lindbergh, Virginia Woolf), and consider briefly the use of the diary form in fiction (Doris Lessing, Joan Didion). Limited.

Th 1-3 p.m. Oct 13 -Nov 17 (6 sessions), MacPhail Center, Myers
Linda Buck Myers is a doctoral candidate in English literature, University of Iowa.

THE NEW JOURNALISM: WHAT IT IS AND HOW TO DO IT. \$60.

New Journalism, also known as "creative nonfiction," has been called "literature's main event" by one of its best proponents, author Tom Wolfe. New Journalism offers compellingly written accounts of real life experiences, blending fiction and autobiography to create intense and exciting prose. Participants will explore stylistic devices of New Journalism, including realistic dialogue, the detailing of status life, third person point of view, and scene by scene description, and will practice using these devices in their own writing. Class members will be encouraged to take risks and put themselves in unusual situations that may result in uncommon observations, to read one another's work, and to share ideas in a setting where boldness, a sense of humor, and the desire to write are the main prerequisites.

F 9:30-11:30 a.m., Oct 7-Nov 11 (6 sessions), MacPhail Center, Sullivan

Roseanne Sullivan is a freelance journalist and is currently editor of FallOut, a creative writing journal.

READING AND WRITING POETRY: WOMEN CREATING. \$48.

How to read and write poetry, emphasizing the particular challenges facing women poets. Although women have always written poetry, they haven't always had audiences. Emily Dickinson wrote 1500 poems but only two were published in her lifetime. Christina Rossetti and Elizabeth Barrett Browning were more popularly successful, perhaps because they made concessions in their work. We shall integrate discussion of important poetry by women with workshops on writing poetry. In addition to Dickinson, Rossetti, and Browning, we shall read Sylvia Plath, Audre Lorde, and Adrienne Rich. Limited.

Th 1-3 p.m., Oct 20-Dec 1 (6 sessions — no class Nov 24), MacPhail Center, Gergits

Julia M. Gergits, a doctoral candidate, has taught literature and composition at Penn State and the University of Minnesota.

WINNING PROPOSALS: HOW TO WRITE THEM. \$45 plus \$3 materials fee. Total \$48.

A one-day seminar on writing successful proposals. Provides a basic how-to-do-it approach applicable to the first-time grant writer or the seasoned proposal-writing professional interested in some fresh approaches. The course covers capture strategies, innovative vs. conservative writing methods, and the politics of winning contracts. A booklet on proposal creation and persuasive writing is provided as part of the course. Limited.

Sat 9 a.m.-4 p.m., Oct 8 (1 session), Nolte Center Library, Minneapolis campus, Stewart

Sharon D. Stewart is a management consultant to Control Data Business Advisors Incorporated and does independent proposal writing.

WRITING FICTION FOR YOUNG PEOPLE. \$80 plus \$5 special fee.

Total \$85.

There are certain facets of "talent" involved in writing fiction, but more are elements of craft that can (and must) be learned. Whether you have been writing fiction for years and are looking for critical support, or are just thinking about starting and need information and the discipline of a group, this class is for you. The goal of the class will be to increase skills, confidence, and critical capacity. All writing will be done outside of class with students working at their own pace and on their own projects. Class time will be divided between lectures on the craft of fiction (building character, plot, theme, controlling point of view, creating satisfying beginnings and endings, and sustaining tension) and students reading aloud and receiving response to their manuscripts. The instructor will be available before and after class for individual conferences and will provide written critiques of manuscripts on request. Information will be provided on manuscript preparation and marketing. Limited.

T 1-3:30 p.m., Sept 27-Nov 15 (8 sessions), MacPhail Center, Bauer
Marion Dane Bauer, professional writing teacher, is an award-winning novelist.

Alphabetical Listing of Credit Classes

Accounting Fundamentals II (GC 1542)	15
Computer Approach: Problem Solving (GC 3571)	16
Don Quijote: A Study of Lost Illusions (Span 3614)	17
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Locations and Addresses

Federal Reserve Bank, 250 Marquette Avenue, Minneapolis

Highland Park Library, 1974 Ford Parkway, St. Paul

MacPhail Center, 1128 LaSalle Avenue, Minneapolis

Minneapolis Campus, University of Minnesota

Minneapolis Institute of Arts, 2400 Third Avenue South, Minneapolis

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

St. Paul Campus, University of Minnesota

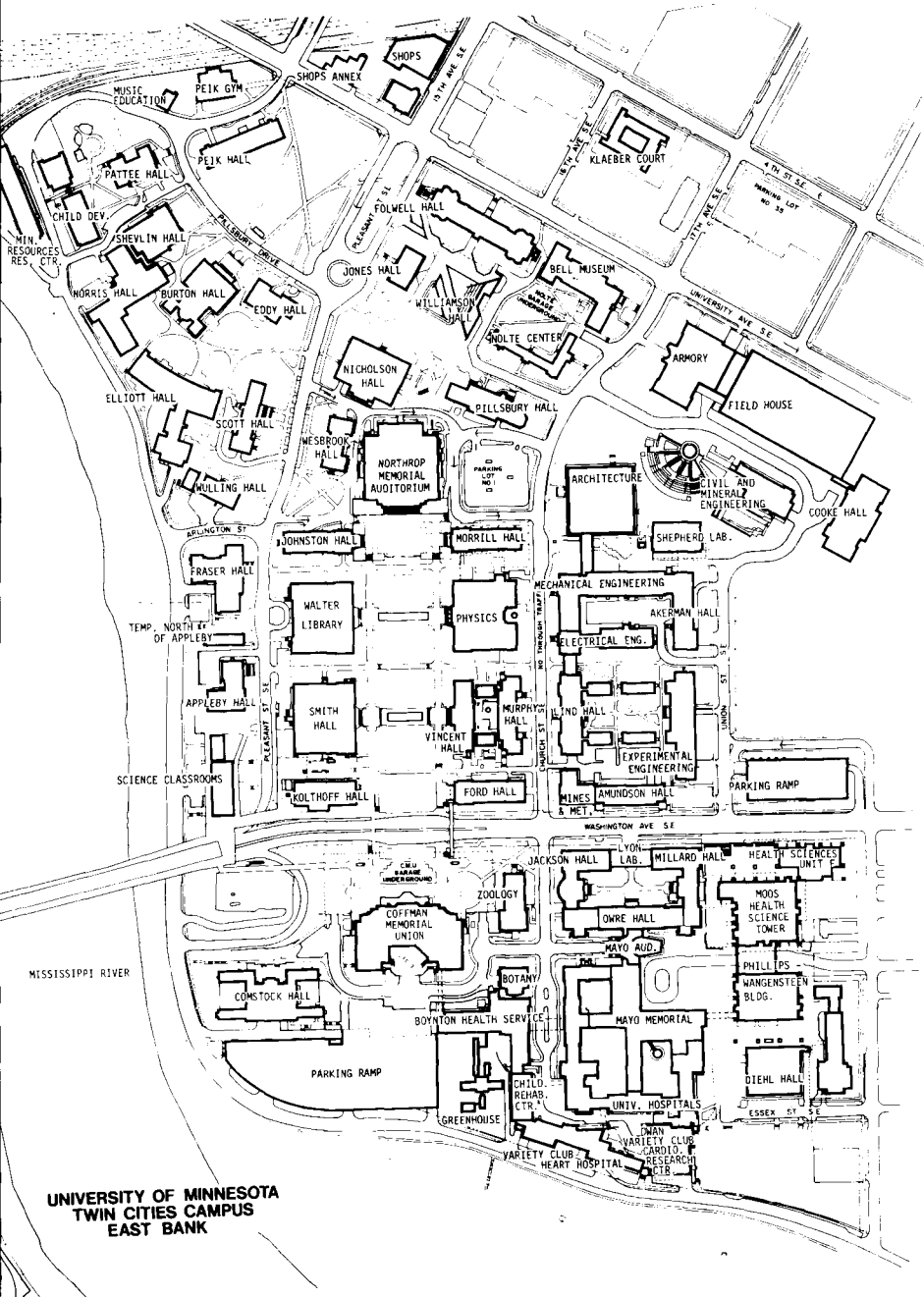
St. Paul College Club, 990 Summit Avenue, St. Paul

Southdale Library, 7001 York Avenue South, Edina

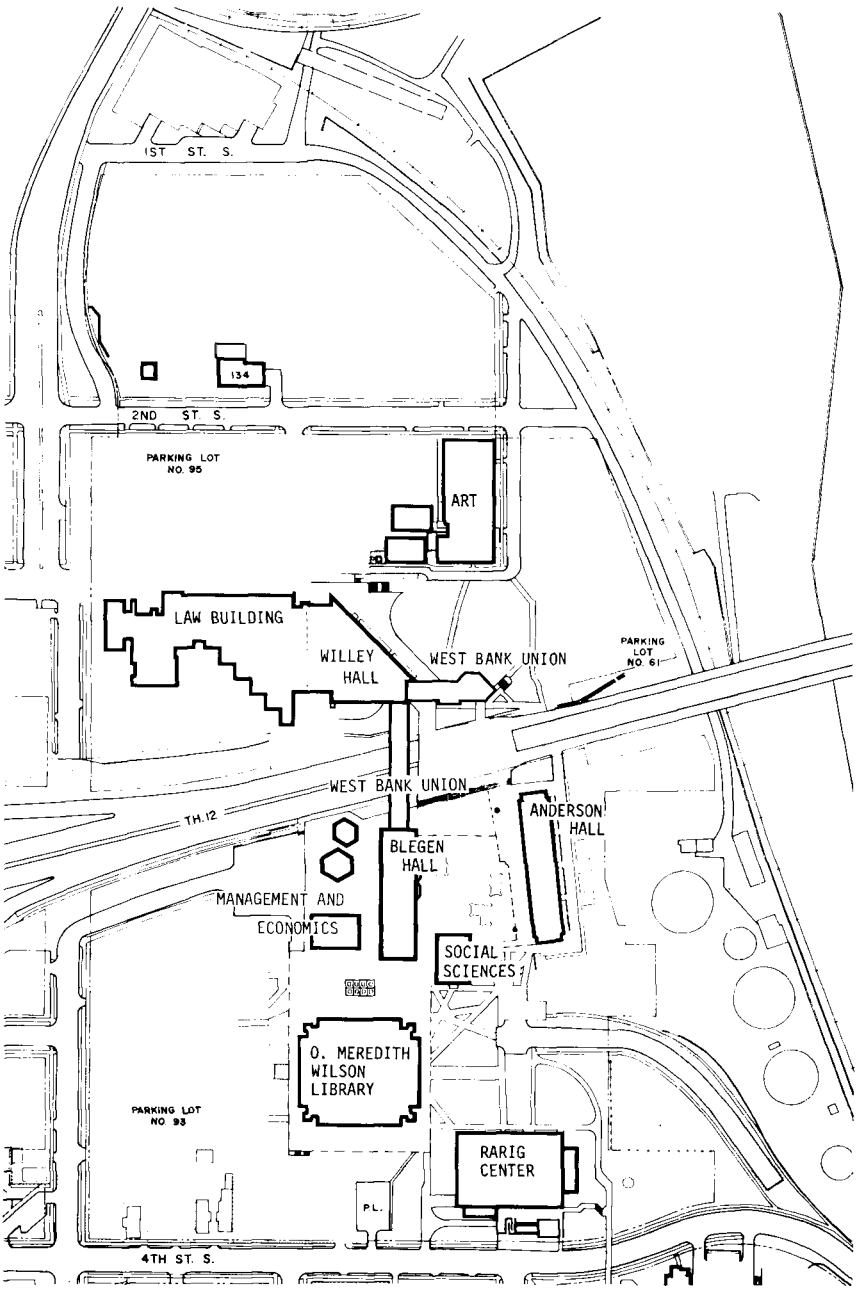
Volksfest Kulturhaus, 301 Summit Avenue, St. Paul

Walker Library, 2880 Hennepin Avenue South, Minneapolis

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






Minneapolis Campus East Bank



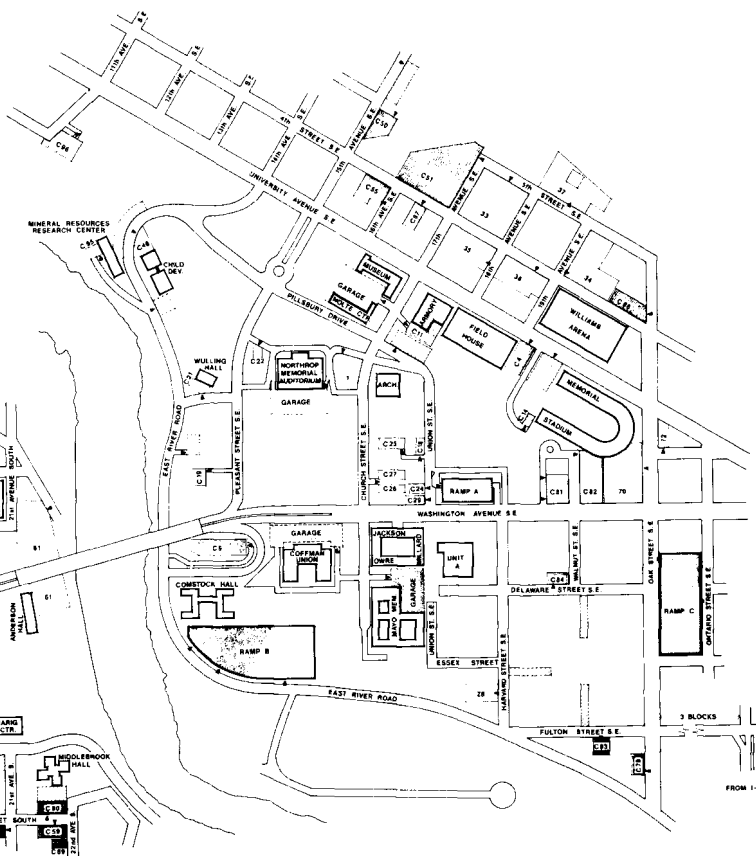
Minneapolis Campus West Bank

UNIVERSITY OF MINNESOTA
PARKING SERVICES
 750 CONG. AVE. S.E.
 MINNEAPOLIS CAMPUS

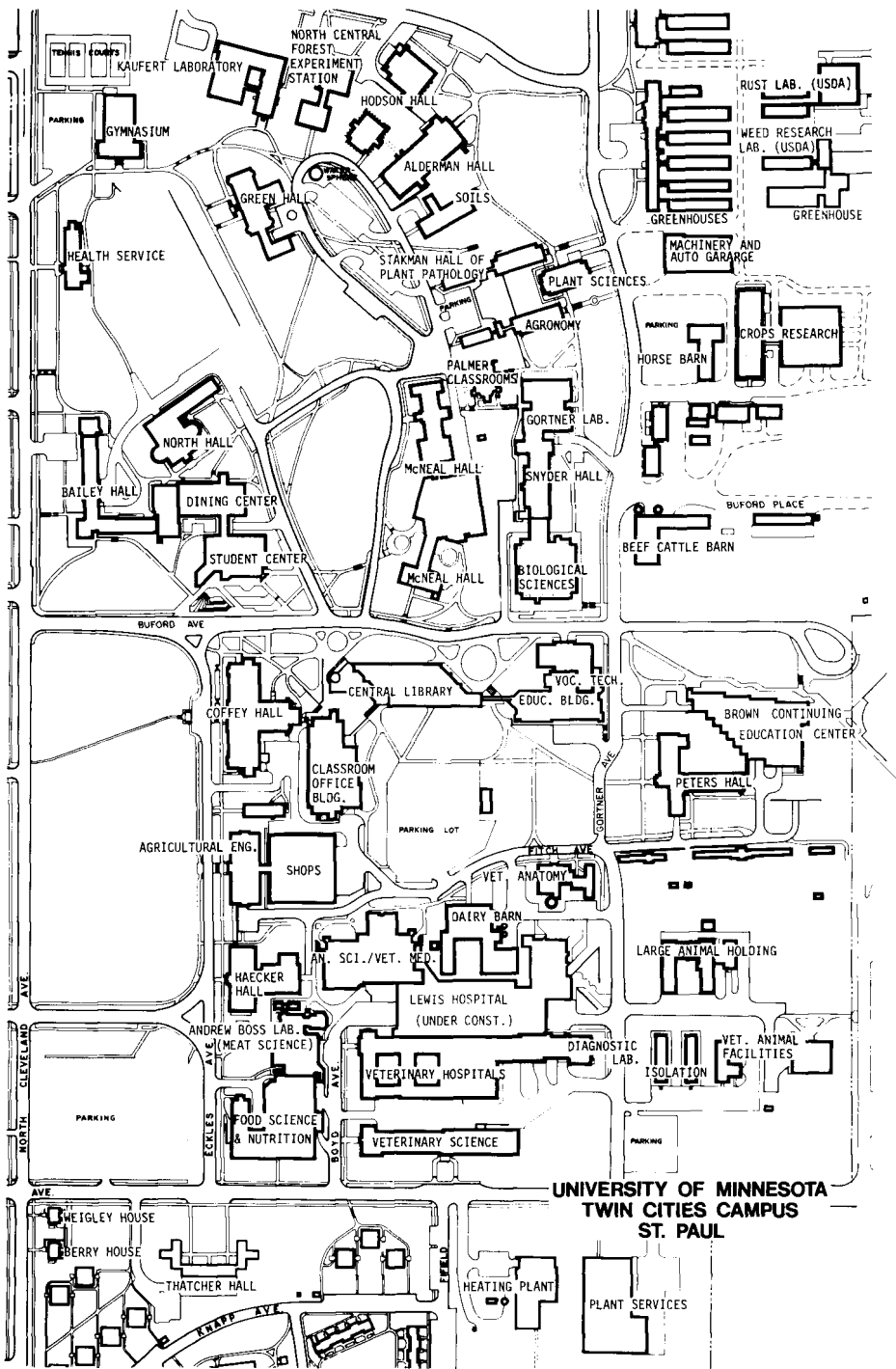
-  METER PARKING
-  PUBLIC PARKING
-  CONTRACT PARKING

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

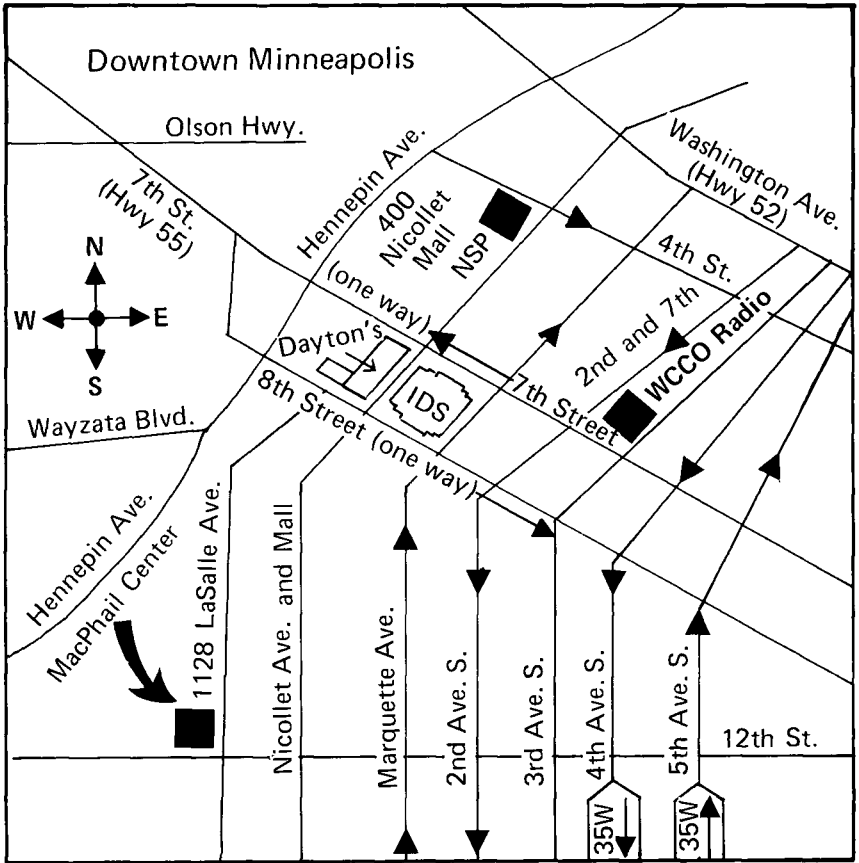


Parking Facilities
(East and West Bank)



**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. Unless otherwise noted, fall quarter and fall semester credit classes begin the week of September 26. 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

A \$5 late fee is charged after September 14 for fall quarter and fall semester credit classes only.

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:



University of Minnesota
Bulletin



*Continuing Education
for Women
Winter 1984*

Continuing Education and Extension
University of Minnesota



University of Minnesota

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Continuing Education for Women

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Continuing Education for Women

Winter Quarter 1984

January 3 — March 17

Spring Semester 1984

February 6 — June 9

**Call 376-2959 to request
that registration forms
be sent to you.**

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

The contents of this bulletin and other University bulletins, publications, or announcements are subject to change without notice. University offices can provide current information about possible changes.

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.

FROM THE DEPARTMENT

January — the beginning of a new year — a time for resolutions, taking action, beginning new projects. What better time to get back in the swing of an interrupted degree by attending one of our credit courses. Or challenge yourself with one of our many noncredit classes. *One Hundred Years of Russian Prose; Creativity: The Person, The Process, The Product; Nuclear Militarism and Its Critics; and What Is a Computer?*

Have you always wanted to write? We have classes to get you started. Wondered about relationships? Why some work and some don't? Or the phenomenon of rock music — what is its place in popular music and what is its impact on our culture? And how to invest money wisely? We have courses to help you answer these questions, increase your knowledge, clarify your values, and heighten your insights.

Starting winter quarter, you will find NEW Continuing Education for Women registration procedures. For complete registration information refer to page 7. To obtain registration forms only, call 376-2959. For all other questions pertaining to CEW classes continue to call 373-9743.

We are here to listen, to help, and to continue serving you.

Creativity: The Person, The Process, The Product

Learn how to develop the creative process. Techniques of improvement of not only more ideas, but better ideas.

Thursday mornings at the Southdale Library.

See page 19.

Nuclear Militarism and Its Critics

Study the struggle for new politics today and alternatives to the nuclear militarism of the Soviet Union and the United States.

Thursday evenings at the Walker Library.

See page 30.

Planning Early for Financial Security at Retirement

Life planning stages, selecting and utilizing professional advisors, dealing with inflation and interest fluctuation, tax management. . . wise financial planning leading to future independence.

Saturday in the Nolte Center on the Minneapolis campus.

See page 26.

Psychology of Relationships

Examination of what draws us into relationships, why they turn out as they do, and what we can do to improve them.

Saturday in the Nolte Center on the Minneapolis campus.

See page 30.

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ADMISSION

Continuing Education for Women is a program 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, and transcripts. 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 or experience.

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 \$72 is charged for students and prospective students (\$110 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 Mucke/Roff Scholarship Fund) is available through Continuing Education and Extension Counseling, 373-3905.

The Continuing Education for Women Mucke/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.

REGISTER BY MAIL OR IN PERSON

Read through these procedures carefully before you register. *Correct registration is the student's responsibility.* If you have questions after reading the information on registration procedures, call 373-9743. Most of the questions students ask are answered on these pages.

Early registration by mail is the best way to obtain space in limited-enrollment classes. Early registration is recommended even for nonlimited-enrollment classes to allow sufficient time for processing and return of fee statements. In rare cases, it may be necessary to place enrollment limits on nonlimited classes.

General Registration Instructions

- 1. Obtain official registration forms at the CEW office at any time during office hours; or call 376-2959 Monday through Friday from 8 a.m. to 4 p.m. to request that registration forms be sent to you.**

Regular registration offices are at 200 Westbrook Hall on the Minneapolis campus (east bank) of the University of Minnesota.

- 2. Complete the registration form giving all the requested information. A sample registration form is shown on the next page.**

- a. Each course description in this bulletin provides information necessary in completing the registration form. Complete the spaces on the form that request information about the course; if there have been any changes in the room, day, or time you will be notified of those changes. A sample course description appears on page 9.

If you do not have a University student I.D. number, leave that space blank. For information about grade base options, see page 10. Nontranscript registrations are those that apply to noncredit students (other than auditors) and all noncredit courses.

Be sure to complete the enrollment period section giving the term and year (e.g., Winter Qtr 84) or if your course is offered on a special term, fill in the start and end dates in the space provided. Birth dates must be included for coding purposes.

- b. Please type or use ballpoint pen and press hard so all five copies of the registration form are legible. If all copies are not legible, fee statements cannot always be returned to students who register by mail, or record of enrollment may not be properly made in University files.**

Keep the registration form intact. Do not remove carbons or receipts.

- 3. You are not registered until your tuition and fees are paid.** Checks must be for the full amount of the tuition and fees and made payable to the University of Minnesota. Be sure to include special fees, course fees, and late fee, when applicable. Students are urged to pay fees by personal check or money order.

Continuing Education and Extension UNIVERSITY OF MINNESOTA				Department of Extension Classes REGISTRATION FORM							
DEPARTMENT Arts		COURSE NO. 5340		SECTION 3		CREDIT 4		GRADE BASE A/N <input checked="" type="checkbox"/> S/N <input type="checkbox"/> AUD <input type="checkbox"/>		GRADUATE CREDIT REQUESTED [SEE BULLETIN FOR EXPLANATION] <input checked="" type="checkbox"/>	
DAY Th	HOUR 6-9	LOCATION ArtB	ROOM 50	COURSE TITLE AS APPEARS IN BULLETIN Sculpture: Wood and Stone				PAGE NO. 97	NON-TRANSCRIPT REGISTRATION % PRICE OVER <input type="checkbox"/> UNDER <input type="checkbox"/> OTHER <input type="checkbox"/>		
TUITION \$139		COURSE FEES \$40		SPECIAL FEES \$5		LATE FEE --		COURSE TOTAL \$184			
UOPM STUDENT ID. NO. 95002030								ENROLLMENT PERIOD IS 84			
NAME LAST Klack		FIRST Dennis		MIDDLE M.		BIRTH DATE [USE NUMERICS] MONTH / DAY / YEAR 6 / 28 / 52		FALL QTR. <input type="checkbox"/> (1) FALL SEM. <input type="checkbox"/> (2) WIN QTR. <input checked="" type="checkbox"/> (3) SPR SEM. <input type="checkbox"/> (4) SPR QTR. <input type="checkbox"/> (5)			
LOCAL STREET ADDRESS [INCLUDING APT. NO. IF APPROPRIATE] 56 Knollways Circle North						SOCIAL SECURITY NO. 303-040-0101					
CITY South St. Paul		STATE ABBREV. MN		ZIP CODE 55000		HOME PHONE 829-0880		SEX <input checked="" type="checkbox"/> M <input type="checkbox"/> F		SPECIAL TERM <input type="checkbox"/> (5) MONTH / DAY / YEAR	
OCCUPATION Occupational Therapist						BUSINESS PHONE 829-9443		EXT. 23		START DATE / / END DATE / /	

Registration by Mail

Call 376-2959 Monday through Friday from 8 a.m. to 4 p.m. to request that registration forms be sent to you.

- Follow the steps outlined above in general registration instructions.
- Make out a separate check to pay your tuition and fees for each limited class you register for by mail. If one check is used to pay for two or more classes and one class is closed, the registrations cannot be processed and must be returned to you. Nonlimited-enrollment class registrations may be paid for by writing one check only. Do not send cash.
- Mail in your registration forms and tuition check(s) made payable to the University of Minnesota.** (A separate tuition check is required for each limited-enrollment class.) The address is:

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

Registrations received in the CEW registration office will be processed on a daily basis. Spaces in limited-enrollment classes will be filled daily.

Checks or money orders for late registrations (postmarked after midnight of December 14 for winter quarter 1984 classes and January 25 for spring semester classes) must include a \$5 late fee. **THIS APPLIES TO CREDIT CLASSES ONLY; NO LATE FEES ARE CHARGED FOR NONCREDIT COURSES.**

Students who have not received fee statements three weeks after mailing in registration forms and tuition payment should call 373-9743 to check whether the registration was received and processed. Students should assume they are registered unless notified otherwise.

Registrations that cannot be processed for some reason are returned immediately (except for illegible copies).

Sample Course Description

The course description below indicates information found in course descriptions throughout this bulletin.

1	2		3		4
Psy 1003 APPLICATION OF PSYCHOLOGY TO LIVING. 4 degree					
	5	6			
credits, \$136 (# \$68)					

Psychology in personal relationships and the achievement of mental health, centering, for the most part, around our fundamental needs; exploration of principles applicable in the life of every person. (No prereq. May be taken before or after Psy 1001) (C-1)

Winter Qtr Sec 1 F — 9:30 a.m.-12, MacP, Hicks

- | | | | | | |
|---|---|----|--|----|----|
| 8 | 9 | 10 | | 11 | 12 |
|---|---|----|--|----|----|
1. Department designation
 2. Course number
 3. Course title
 4. Number and type of credit (i.e., degree or no credit)
 5. Tuition cost
 6. Cost for nontranscript, noncredit registrants (not all classes are open to noncredit registration)
 7. Course content (including prerequisites, limits, and special information)
 8. Term
 9. Section number
 10. Day and time
 11. Building
 12. Instructor's last name (if determined)

Reduced-Tuition Plans (no credit)

Half-price plan — Regular CEW credit courses marked with a (#) symbol in the margin are open for no-credit registration at half tuition (students must pay course fees and special fees, however.) Registration procedures for # courses are no different than for any credit class. (See page 7.) No-credit participants keep up with readings and participate in class discussions, but may not submit work for evaluation or take examinations (no transcript record is maintained). Students may not transfer from half price to full price or full price to half price after the first two weeks of a quarter class or three weeks of a semester class.

62-Plus plan — Individuals age 62 or older may register free in any non-limited-enrollment CEW *credit* class for no credit. Course fees and special fees, if any, must be paid. 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 for no credit will be accepted three days before the first class session if space is available. Call 373-9743 to register.

Some noncredit courses are available at a reduced rate for students 62 and older. Unless specified in the course description full-tuition and any special fees must be paid by all registrants.

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.

Changes from credit to audit will not be allowed after the sixth week of a quarter or the ninth week of a semester class unless accompanied by instructor's written permission. No changes may be made during the last two weeks of any term.

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

GRADE REPORTS AND TRANSCRIPTS

Extension students can secure transcripts showing all credits earned in Extension Classes and Continuing Education for Women by visiting or writing the Transcript Service, 155 Williamson Hall, 231 Pillsbury Drive S.E., University of Minnesota, Minneapolis, MN 55455. No requests will be accepted by telephone. In-person requests will be processed immediately. Hours are 10 a.m. to 2 p.m., Monday through Friday.

Students must supply the following information when requesting Extension transcripts: complete name, birth date, 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.

A \$2 charge will be assessed for each *official* Extension transcript requested. For transcripts issued to the student, there is no charge.

Extension grades are not automatically recorded on college (day school) transcripts. Students must request that the grades be transferred.

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 Extension offices. Grades for each term 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 the 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

Tuition and fees are subject to change without notice. Tuition and fees are subject to approval by the Board of Regents.

Students registering for graduate credit pay Continuing Education and Extension (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.

Telephone 373-3688

Special hours:

8 a.m.-7:30 p.m., Monday through Thursday, the first week of each quarter and Fall semester.

Regular hours:

8 a.m.-5:30 p.m., Monday, fall through spring.

8 a.m.-4:30 p.m., Tuesday through Friday.

10 a.m.-2 p.m., the Saturday before Fall and Spring Quarters begin, and the first three Saturdays of each quarter.

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. Where applicable, 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 373-3905.

SYMBOLS

The following symbols are used throughout this Bulletin:

- # Regular credit course open for registration on a reduced, no-credit plan. See page 9.
- cr Credit
- Qtr Quarter
- Sem Semester
- Spec Special Term
- S/N Satisfactory/No credit grading system. See page 10.
- A/N Letter grading system. See page 10.
- Prereq Prerequisite
- Sec Section

ABBREVIATIONS

Campus building abbreviations are listed on page 37 (maps begin on page 38).

Abbreviations and addresses for off-campus class sites are on page 37.

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 1984 — January 3-March 17

Spring Semester 1984 — February 6-June 9

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 14. The last day to register for spring semester courses without a late fee is January 25. Tuition and fees are subject to approval by the Board of Regents. Tuition and fees are subject to change without notice. Late registration through the first week of classes must include a \$5 late fee.

Acct 1024 PRINCIPLES OF FINANCIAL ACCOUNTING. 3 degree credits, \$102 plus \$4 special fee. Total \$106.

Introduction to the basic financial accounting concepts and application of these concepts to the recording, reporting, and interpretation of business transactions. (Sequence for Accounting: Acct 1024, 1025 both will be offered through CEW.) Two additional 1¼-hour sessions will be arranged on Saturday morning on campus for examinations. **Must be taken A/N.** No audits. (No prereq. Limited to 30.)

Winter Qtr Sec 39 T — 9:30 a.m.-12, MacP

#Anth 3303 WOMEN: ANTHROPOLOGICAL PERSPECTIVES. 4 degree credits, \$139. (# \$69.50)

A cross-cultural comparative study of women. Theoretical and methodological approaches in anthropology to the study of women. This course will examine the question of how cultural differences are related to differences in sex/gender status. Ideological expression of these differences will be examined cross-culturally. Case studies from specific cultures will be used as a basis for understanding the position of women in the exercise of power and authority in kinship, marriage, economics, politics, and religion. (Prereq Anth 1102) (D)

Winter Qtr Sec 1 Th — 9 a.m.-11:30, MacP, Patten

(Sonia Patten has a Ph.D. in anthropology and is a postdoctoral fellow in the Department of Family Practice and Community Health)

Arts 1701 INTRODUCTION TO PHOTO MEDIUM. 4 degree credits, \$136 plus \$25 course fee and \$5 special fee. Total \$166.

A course in black and white photography for beginners with little or no experience. Lectures on contemporary and historical use of

photography. The course will cover techniques in the use of the camera, film development, and enlargements. Emphasis on the creative process. Student must have camera. Any 35mm camera is acceptable. If you wish to use a camera other than 35mm and are uncertain whether it will be acceptable, you may check with the Studio Arts department, 373-2847. (No prereq. A joint Extension Classes/Continuing Education for Women class limited to 6 CEW students) (D)

Winter Qtr Sec 14 Th — 1 p.m.-4:45, MacP

Comp 1011 WRITING PRACTICE I. 5 degree credits, \$170.

A special topics composition course that fulfills the basic Writing Practice requirement and yet allows students to focus their work on themes of special interest to women. Course assignments will, according to the interest and needs of the class, include at least some of the following: a narrative essay based on girlhood experiences, an analysis of a text — or perhaps an ad or television program — the student feels is implicitly sexist or unfair to a particular group of women, a “real-world” investigation of some male/female difference in behavior and an analysis of a piece of fiction by a prominent woman writer. Class activities will include recitations, discussion of model essays by women writers, in-class workshops and writing exercises, and discussion of one another’s work in progress. The goal of the course will be to help students learn to develop a clear sense of purpose in their writing, to focus their arguments on particular audiences, to organize and develop original ideas, and to better evaluate, revise, and edit their own work. (No prereq. Limited to 25)

Winter Qtr Sec 35 M — 1 p.m.-4, MacP, Henkel

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

Econ 1002 PRINCIPLES OF MICROECONOMICS. 4 degree credits, \$136.

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 to 40) (C)

Winter Qtr Sec 42 TT — 11:45 a.m.-12:55 p.m., MacP

#Engl 3950 FIGURES IN ENGLISH AND AMERICAN LITERATURE: 20TH-CENTURY AMERICAN WOMEN POETS. 4 degree credits, \$139. (# \$69.50)

Reading and discussion of major works by twentieth-century American women poets: Louise Bogan, Sylvia Plath, Anne Sexton, Denise Levertov, Audre Lorde, Adrienne Rich. By reading generously in the poetry of each of these women, we will explore such questions as: How does being female affect their poetry in terms of metaphors chosen, forms used, stories told? How does each woman interpret

history — her own and the larger culture's? Are there feminist qualities within the body of their work? (No prereq)

Winter Qtr Sec 1 M — 9:30 a.m.-11:30, MacP, McNaron

(Toni McNaron is a professor in the Department of English)

GC 3571 COMPUTER APPROACH: PROBLEM SOLVING. 4 degree credits, \$137 plus \$5 course fee. Total \$142.

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. A joint Extension Classes/Continuing Education for Women class limited to 5 CEW students)

Winter Qtr Sec 7 M 5 p.m.—7:30, NichH 211, Robertson

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

Math 1111 COLLEGE ALGEBRA AND ANALYTIC GEOMETRY. 5 degree credits, \$170.

Functions and 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 in 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, two years high school algebra and mathematics placement score, or plane geometry and Math 0009. Limited to 30) (A)

Spring Sem Sec 16 Th — 9 a.m.-12, MacP, Ressler

(Tom Ressler is an instructor in the School of Mathematics)

#Psy 1003 APPLICATION OF PSYCHOLOGY TO LIVING. 4 degree credits, \$136. (# \$68)

Psychology in personal relationships and the achievement of mental health, centering, for the most part, around our fundamental needs; exploration of principles applicable in the life of every person. (No prereq. May be taken before or after Psy 1001) (C-1)

Winter Qtr Sec 9 F — 9:30 a.m.-12, MacP, Hicks

(Mary Dee Hicks is a doctoral candidate in the Department of Psychology)

WoSt 3301/5301 WOMAN: A SENSE OF IDENTITY. 4 degree credits, \$139.

Sex roles (social expectations, personal values, and personal behaviors). Applications of success analysis, strength, identification,

communication training, goal setting, and behavior rehearsal to affirm and develop the potential of women. No audits. Qualified students may register in 5301 for graduate credit at the University of Minnesota. (No prereq. A joint Continuing Education for Women/Extension Classes class limited to 15 CEW students)

Winter Qtr Sec 9 T — 6:10 p.m.-9:10, Armory 116, Loeffler
Sec 10 Th — 1:15 p.m.-4:15, JonesH 11, Loeffler

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

#WoSt 3501 WOMEN AND LITERATURE. 4 degree credits, \$139.
(# \$69.50)

Virginia Woolf once asked what we would hear if we could listen in on two women engaged in an intimate conversation. What would they talk about? And how would they express themselves? What kinds of language would they use? The question may seem silly, but as recently as 60 years ago it was deadly serious. For until that time, women had for the most part been the objects, rather than the subjects, of fiction, and their poetry, with few exceptions, received little public recognition. What they did and what they said in books was determined more by social convention than by any profound awareness of themselves as individuals. Much of that has changed, and increasingly women are finding a voice with which to tell their personal histories. Our aim in this class will be to answer Woolf's not-so-innocent question, which inspired three generations of women to take pen in hand and write. Students should read *A Room of One's Own* by Virginia Woolf before the first meeting. (Prereq introductory work in literature) (D)

Winter Qtr Sec 1 F — 1 p.m.-3:30, MacP, Watkins

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

Noncredit Courses and Descriptions

Arts and Humanities

CEW 0002 THE ANCIENT AND MODERN MAYA: AN ORIENTATION TO MEXICO'S YUCATAN PENINSULA. No credit, \$56
(\$28 for students 62 and older).

An introduction to the rich cultural heritage of the southeastern area of Mexico from 1000 B.C. to the present. Explore both well-known and virtually unexplored archaeological sites through extensive slide

lectures. The course presents current theories of the collapse of a civilization that once populated the forests more densely than the current population density of the Twin Cities area. This course should help any traveler — whether armchair or intrepid explorer — feel more at home in the archaeological zones, thatch-roofed villages, markets, museums, and colonial churches of Yucatan. (A joint Extension Classes/Continuing Education for Women class)

Winter Spec Term Sec 1 W — 7 p.m.-9, Jan. 4-Feb. 8 (6 meetings),
FordH 447, Messenger

(Skip and Phyllis Messenger are graduate students in the Department of Anthropology. Both have extensive travel experience in Mexico and Central America and have worked on archaeological projects in Mexico, Honduras, and Belize)

CEW 0003 THE ARTS OF CHINA. No credit, \$53 (\$26.50 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. (A joint Extension Classes/Continuing Education for Women class)

Winter Spec Term Sec 1 M — 1 p.m.-3, Jan. 9-Feb. 13 (6 meetings),
MacP, Poor

(Robert Poor is an associate professor in Art History at the University)

CEW 0012 CREATIVITY: THE PERSON, THE PROCESS, THE PRODUCT. No credit, \$45.

Creativity is the thinking energy behind all levels of thought and work. In music, science, art, mathematics, business, or invention, creativity is at the center of thought. Super intelligence has often been considered the only talent in creative thinking, but this exclusive point of view disregards varied levels of intelligence and the importance of personal experience in creativity. There is an ever-increasing interest by leaders in many fields about how to develop the creative process in more concrete ways. In these sessions we will examine the thought process of outstanding leaders in their fields (arts, sciences, invention, psychology) to discover the way they have created their new and original products. We will also develop in each member the techniques of improvement of not only more ideas but better ideas through readings, lectures, slides, puzzles, tapes, and discussions. (Offered in cooperation with Southdale Library. Limited to 50)

Winter Spec Term Sec 1 Th — 10 a.m.-12, Feb. 9-Mar. 1 (4 meetings),
Southdale Library, Nelson

(Robert Clark Nelson is associate professor of Art at the College of St. Catherine)

CEW 0013 DAVID HOCKNEY: FROM PAINTED CANVASES TO SETS FOR THE MET. No credit, \$60 (\$30 for students 62 and older).

David Hockney, whose humble beginnings were in the small industrial town of Bradford, England, rose to prominence during the heyday of The Beatles and Elvis Presley in the flamboyant decade of the 1960s. Hockney's early paintings combined a pop sensibility with surrealistic overtones that were to develop into a distinctly original style. His themes expanded from images of early childhood to later sexual explorations that recall the influence of fellow countryman Francis Bacon. Enigmatic figures and objects sometimes dissolve or are precisely defined. These images inhabit precarious spaces. It is this magical propensity that Hockney brought to his theatrical work as early as 1966. In this course we will explore Hockney's world and have the opportunity to study the set designs for the Glyndebourne Festival Opera and the two "triple bills" for the Met that will be on view at the Walker Art Center. (Offered in cooperation with Walker Art Center)

Winter Spec Term Sec 1 Th — 1 p.m.-3, Jan. 12-Feb. 16 (6 meetings), Walker Art Center, Ultan

(Roslye B. 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)

CEW 0015 DOES THE BIBLE REALLY SAY THAT? No credit, \$79.

An astonishing variety of religions and ideologies rely on the Bible for authoritative support. Can the actual text be made to speak for them all? Through a careful reading of the text, we shall scrutinize the Bible and discuss the different interpretations it legitimately can yield. We will draw on the results of archaeological discoveries and studies of the languages of the Ancient Near East which have shed abundant new light on the stories of Genesis. This course takes a fresh look at the well-known Bible stories and will enable the lay person to gain new insights into and appreciation for the Biblical heritage. A number of different commentaries — Christian, Jewish, and secular — will be used. (No previous course work is required. A continuation of fall quarter class. Open to all students, including those who have not taken the fall session)

Winter Spec Term Sec 1 M — 1 p.m.-3:30, Jan. 9-Mar. 19 (10 meetings — no class Feb. 20), MacP, Paradise

(Jonathan Paradise is associate professor of Hebrew and is a specialist in the Hebrew text of the Bible and modern approaches to Biblical studies)

CEW 0016 FANTASIES AND DREAMS: THEIR MEANING AND INTENTION. No credit, \$47.

However we may cultivate our fantasies and capture our dreams, they have an illusive life of their own. Where do they come from,

what do they mean, and what do they intend? Is there more to fantasy than pleasant wishes? And who are the people and animals that populate our dreams? What problems arise in trying to "translate" dreams into the daylight of the intellect? Topics include the ego and its relationship with the unconscious; the nature of the unconscious; the role of fantasy and dreams in personal development; ways to remember and understand dreams; and the meaning of typical dream situations, motifs, animals, and other nocturnal visitors. Case presentations will emphasize the significance of dream and fantasy in everyday life.

Winter Spec Term Sec 1 **W** — 10 a.m.-12, Jan. 18-Feb. 15 (5 meetings), MacP, TePaske

(Bradley TePaske is a Diplomat of the C.G. Jung Institute for Analytical Psychology, Zurich, Switzerland, and in private practice as a Jungian psychoanalyst)

CEW 0004 FURNISHING YOUR INTERIOR WITH ANTIQUES. No credit, \$20.

Introduction to basic interior design elements with an emphasis on decorating the home with antiques. How to select furniture, color, wallcoverings, upholstery, fabrics, and accessories. Includes the investment potential of antiques. Participants are invited to bring a small decorative piece for identification and placement to the second class session. (Offered in cooperation with the Woman's Club of Minneapolis. Limited to 40)

Winter Spec Term Sec 1 **Th** — 1 p.m.-3, Feb. 16, 23 (2 meetings), Woman's Club of Minneapolis, Donahue

(J. Donald Donahue has a design studio in St. Paul)

CEW 0025 MOVEMENT AWARENESS. No credit, \$42.

All people speak with their bodies — communicating with gestures, body attitudes, and individual movement dynamics. The Laban theory of movement taught in this class can help you improve your innate observation skills and heighten awareness of nonverbal communication in the world around and within yourself. Dynamics of movement, spatial awareness, and body usage will be explored in discussion, readings, and movement participation. Discover ease of movement in everyday life. (Wear comfortable clothing to class)

Winter Spec Term Sec 1 **T** — 12-2 p.m., Jan. 24-Feb. 14 (4 meetings), MacP, Heck

(Ellen Heck is a Certified Movement Analyst of the Laban/Bartenieff Institute and a graduate of the Canadian Mime School. She teaches mime and clowning for the Guthrie Theater Outreach Office and the Wisconsin Arts Board)

CEW 0029 THE PHENOMENON OF ROCK MUSIC. No credit, \$60.

Introduction to rock music as a cultural phenomenon of the age of technology. This class will examine how rock has influenced America's psychological and cultural mores; how different

generations respond to and experience the influence of rock; and how rock music has become the latest lasting contribution to popular music. Influential lyricists, composers, and performers will be analyzed in relationship to their contribution to each generation's "popular musical expression." The international significance of rock music will be discussed with fresh insights from the 1983 conference on popular music studies in Reggio Emilia, Italy. Artists analyzed include Elvis Presley, The Beatles, Janis Joplin, Jefferson Airplane, Bob Dylan, The Who, and others. (Offered in cooperation with Southdale Library. Limited to 70)

Winter Spec Term Sec 1 T — 6:30 p.m.-8:30, Feb. 21-Mar. 27 (6 meetings), Southdale Library, Riedel

(Johannes Riedel, Professor Emeritus, School of Music, University of Minnesota, is a national and international American and Latin American popular music scholar)

CEW 0036 A TOUR OF MEDIEVAL FRANCE. No credit, \$45.

A region-by-region tour of major cathedrals and monasteries of medieval France. Regions to be explored include Burgundy, Provence, the Auvergne, western and southwestern France, as well as Paris and its environs. Architecture and sculpture of the Romanesque and Gothic periods will be discussed within the context of the political, social, and intellectual history of the Middle Ages. The course will include practical advice on itineraries, guidebooks, lodging, and food specialties useful to those planning a trip through the French countryside.

Winter Spec Term Sec 1 W — 10 a.m.-12, Mar. 7-28 (4 meetings), MacP, Svoboda

(Rosemary Svoboda, Ph.D. in art history, has taught at the Minneapolis Institute of Arts and at Gustavus Adolphus College, and has traveled extensively in Europe)

CEW 0039 WOMEN'S THEATER. No credit, \$45 (does not include cost of theater tickets).

Women's theater is alive and thriving in the Twin Cities and throughout the country. Why women's theater? How is it different? Ideas, theories, practice; attending a play and/or rehearsal by a Twin Cities women's theater; and a session with a member of At The Foot of the Mountain Theater Company. Tuition does not include cost of theater tickets.

Winter Spec Term Sec 1 M — 6:30 p.m.-8:30, Feb. 6-Mar. 5 (4 meetings — no class Feb. 20), Walker Library, Martinson

(Sue Ann Martinson, editor of Sing Heavenly Muse, has an M.A. in English literature)

Business

Professional Improvement Courses (PICs) are an after-work, affordable way to pursue your professional development and to gain many of the skills needed for job success, career advancement, and personal well being. PICs are evening courses, usually lasting no more than 12 to 16 hours, meeting one or two nights per week for two to three hours per night. The after-work hours let you share in the commitment to your professional growth, and the course format encourages on-the-job application of new learnings and offers many opportunities for questions and instructor feedback. Leadership is provided by outstanding instructors from the business and University communities. Courses are held in the comfortable surroundings of the Earle Brown Continuing Education Center on the St. Paul campus (just ten minutes from either downtown). Parking and access to the classes are easy. (A few courses meet on the Minneapolis campus.) PICs are designed to meet the needs of both the beginning and the mid-level professional. The following Professional Improvement Courses will be offered winter 1984 in cooperation with Continuing Education for Women:

- Facing New Writing Responsibilities
- Men and Women in the Workplace: Cooperating for Greater Effectiveness
- Effective Listening Skills
- Management Skills for the Secretary and Administrative Assistant
- Designing Questionnaires and Surveys
- Today's Saleswoman
- Telephone Techniques and Dealing With the Public
- Principles of Data Processing
- Computer Basics for Management
- Beginning COBOL
- Assertiveness Training for Men and Women
- Dealing With Job Stress

For a complete listing of Professional Improvement Courses, information on those listed above, or registration materials please call **373-1536**.

Career Planning

CEW 0006 CAREER PLANNING. No credit, \$65 plus \$7 testing and materials fee. Total \$72.

Have you decided on a career goal? This class is 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. They 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 to 25)

Winter Spec Term Sec 1 M — 10 a.m.-12, Feb. 6-Mar. 5 (5 meetings),
Southdale Library, Emerson

(Nadine Emerson is a counselor at Muscala, Emerson and Associates)

CEW 0019 IDENTIFYING TRANSFERABLE CAREER SKILLS. No credit, \$22.

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. Strategies for exploring jobs and fields that capitalize on your skills will be outlined. (Limited to 40)

Winter Spec Term Sec 1 Sa — 8:30 a.m.-12, Mar. 3 (1 meeting),
NCCE 229, Gray

(Bonnie Gray, Ph.D., is a licensed consulting psychologist in private practice)

INTRODUCTION TO EDITING — See Writing.

Computer Technology

CEW 0010 COMPUTERS: A PRACTICAL INTRODUCTION. No credit, \$77 plus \$6 materials fee. Total \$83 (includes computer time).

Designed for the novice who would like to develop an understanding of computers. Students will learn how to communicate effectively with people 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 run simple programs in BASIC for approximately two hours. (Limited to 26)

Winter Spec Term Sec 1 Sa — 9 a.m.-12:30 p.m., Jan. 7, 14
Th — 5:30 p.m.-8:30, Jan. 12 (3 meetings),
VinH 1, Ressler

(Tom Ressler is an instructor in the School of Mathematics)

CEW 0038 WHAT IS A COMPUTER? No credit, \$20.

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 to 50)

Winter Spec Term Sec 1 **T** — 9 a.m.-12:30 p.m., Feb. 21 (1 meeting),
MacP, Marker

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

Horticulture

CEW 0037 VEGETABLE GARDEN PLANNING AND PLANTING. No credit, \$45 (\$22.50 for students 62 and older).

Spring is the season when garden planning shifts into high gear. This course is for the home gardener interested in planning and planting a vegetable garden. The first session (Jan. 17) will be devoted to planning your garden. Students are asked to bring garden dimensions as well as seed catalogues to this meeting. The remaining four sessions will involve planting and transplanting seedlings. Students also learn the use of organic and conventional fertilizers and pest controls, staking, mulching, and other preparations for a fruitful summer. Materials are provided. (A joint Extension Classes/Continuing Education for Women class limited to 10 CEW students)

Winter Spec Term Sec 1 **T** 7 p.m.-9, Jan. 17 (1 meeting), EBCEC 52,
StP Campus, Read
T — 7 p.m.-9, Mar. 27-Apr. 17 (4 meetings),
Greenhouses, StP Campus

(Paul Read is a professor in the Horticultural Science department)

Investments and Law

CEW 0021 INVESTMENT PROGRAMS FOR PEOPLE WITH INCOMES OF \$20,000 OR LESS. No credit, \$22.

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 to 40)

Winter Spec Term Sec 1 Sa — 10 a.m.-1 p.m., Mar. 10 (1 meeting),
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)

CEW 0030 PLANNING EARLY FOR FINANCIAL SECURITY AT RETIREMENT. No credit, \$45 plus \$5 materials fee.

Total \$50. (\$85 per couple)

The midpoint in life can be perplexing when it comes to personal finances. You may be free of earlier responsibilities, but retirement still seems a long way away. Wise financial planning can mean future independence and living a comfortable, chosen life style. Statistics indicate most women, whether single or married, will be managing retirement income alone. This class will focus on setting goals and methods of preretirement financial management. It will cover life planning stages, selecting and utilizing professional advisors, dealing with inflation and interest fluctuation, tax management, savings and investment programs, risk management and insurance, and dispositive estate planning. The goal is to develop a personal financial plan based on your goals and resources. (Limited to 65)

Winter Spec Term Sec 1 Sa — 9 a.m.-12, Feb. 18, 25 (2 meetings),
NCCE Libr., Whitman and Lambertson

(Andrew Whitman is a professor of finance and insurance and director of Total Financial Planning Consultants, Inc. Dorothy Lambertson is an instructor of preretirement planning at Minneapolis Community College, and a consultant at Minneapolis Business College)

CEW 0035 TAX SHELTERS. No credit, \$18 one session per person;
\$30 per couple. \$36 two sessions per person;
\$66 per couple.

The first session will cover basic tax-exempt and tax-deferred income sources available to anyone including IRAs, tax-free money market funds, municipal bonds, exempt stock dividends, annuities, and company savings plans. 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. Individuals may attend one or both sessions depending on their interest in and knowledge of the two areas of tax shelters. When registering, indicate Session I or Session II or both. (Limited to 40)

Winter Spec Term Sec 1 T — 6 p.m.-9, Mar. 6, 13 (2 meetings),
Highland Park 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)

DOES THE BIBLE REALLY SAY THAT? — See Arts and Humanities.

CEW 0018 FIN DE SIECLE FICTION: VISIONS AND VERSIONS OF THE APOCALYPSE. No credit, \$48 (\$40 for students 62 and older).

An examination of several fictions written in the years around 1900. The class will investigate "the sense of an ending" — of a moral code, of a social system, of a feeling of place, and ultimately of a belief in an integrated self. Readings will include Joseph Conrad's *Heart of Darkness*, Henry James's *The Beast in the Jungle*, E.M. Forster's *Howard's End*, Ford Madox Ford's *The Good Soldier*, and H.G. Wells's *The Time Machine*.

Winter Spec Term Sec 1 **T** — 10 a.m.-12, Jan. 17-Feb. 21 (6 meetings), MacP, Wadman

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

CEW 0032 FRIENDSHIP. No credit, \$20.

In this course, we will explore the diverse kinds of friendships women form — with other women, with men, and with members of their families — through the writings of Paula Modersohn-Becker, Colette, Adrienne Rich, Doris Lessing, Toni Morrison, and others.

Winter Spec Term Sec 1 **F** — 10 a.m.-12, Feb. 3, 10 (2 meetings), MacP, Hanson

(Phebe Hanson is a published poet, now working on a novel. She teaches English for the Minneapolis College of Art and Design)

CEW 0027 ONE HUNDRED YEARS OF RUSSIAN PROSE: NOVELS, SHORT STORIES, AND PLAYS FROM GOGOL TO SOLZHENITSYN (Part II). No credit, \$75 (\$37.50 for students 62 and older).

Russian writers have always been more politically involved than their contemporaries in Western Europe. Their art is both timeless, concerning those problems of humanity that are universal, and urgently actual, concerning their own society and its circumstances. The class will study the universal elements of these works as well as their particularly Russian aspects reflecting Russo-Soviet history and society. Dostoevsky, Tolstoy, and Chekhov.

Winter Spec Term Sec 1 **W** — 10 a.m.-12, Jan. 4-Mar. 7 (10 meetings), MacP, Kheim

Sec 2 **Th** — 7 p.m.-9, Jan. 5-Mar. 8 (10 meetings), FolH 307, Kheim (A joint Continuing Education for Women/Extension Classes class)

(Johanna Kheim has taught French and humanities at the University)

Mathematics

CEW 0001 ARITHMETIC AND ELEMENTARY ALGEBRA. No credit,
\$100 sec 1; \$110 sec 2.

Individualized instruction and group lecture in basic mathematics including fractions, decimals, percentages, 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 to 50)

Winter Qtr Sec 1 **W** — 5:30 p.m.-8, Jan. 4-Mar. 14 (11 meetings), KoltH S-134, Robertson

Spring Sem Sec 2 **W** 9:30 a.m.-12, Feb. 8-May 30 (16 meetings — no class Mar. 21) MacP, McMorrow

(Douglas Robertson is an assistant professor in the Division of Science, Business, and Mathematics of the General College. Vivian McMorrow has been an instructor in the Math Anxiety Program since its beginning in 1975)

CEW 0024 MATH ANXIETY DIAGNOSTIC CLINIC. No credit, \$23.

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.

Winter Spec Term Sec 1 **Th** — 5:30 p.m.-8:30, Dec. 15 (1 meeting), NCCE 140, Robertson & Claesgens

Sec 2 **W** 9 a.m.-12, Jan. 18 (1 meeting), MacP, Robertson & Claesgens

(Douglas Robertson is an assistant professor in the Division of Science, Business, and Mathematics of the General College. Joan Claesgens is program coordinator of the Math Anxiety Program in CEW)

MATH ANXIETY TUTORIAL. No credit, No charge.

Free tutorial services for students enrolled in CEW mathematics classes will be available every other week one hour prior to the Arithmetic and Elementary Algebra classes. The schedule will be available in the first class session of Arithmetic and Elementary Algebra. The evening tutorial will begin Jan. 11 and the day tutorial will begin Feb. 15.

Personal Growth and Psychology

CEW 0005 BLENDED FAMILIES: LIVING WITH SOMEONE ELSE'S CHILDREN. No credit, \$60 per person; \$100 per couple.

The blended family is a household of adults and children brought together by choice rather than biology. This course is designed for men and 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.

Winter Spec Term Sec 1 W — 6:30 p.m.-9, Jan. 11-Feb. 8 (5 meetings), NCCE 235, Brandes

(Annette T. Brandes, Ph.D., sociology and education, is a self-employed social systems consultant and free-lance writer)

COMMUNICATING MORE EFFECTIVELY WITH YOUR TEENAGER — See Speech/Communication.

CEW 0014 DISCOVERING YOUR POTENTIAL. No credit, \$40.

Most people live in a restricted circle of their potential selves. This course helps you expand your circle by assessing your values, recognizing factors that affect self-esteem, and developing skills that build self-confidence. The aim of this course is to enable you to identify your strengths and begin to translate them into goals, and in turn, life choices. The course includes lectures, discussions, and group support. (Limited to 20)

Winter Spec Term Sec 1 W — 9:30 a.m.-11:30, Jan. 11-Feb. 1 (4 meetings), MacP, Brodie

(Jane Brodie is a licensed psychologist in private practice)

CEW 0023 MANAGING PERSONAL STRESS. No credit, \$20.

A workshop to help participants identify and define the stressful aspects of their personal lives including pressure, frustration, and conflict. We will examine factors that influence the intensity of stress, negative responses to stress and why we resort to them, and discuss the physical and emotional aspects of stress. Two major techniques for altering your response to stress will be presented. (Limited to 30)

Winter Spec Term Sec 1 M — 9 a.m.-12, Mar. 12 (1 meeting), MacP, Emerson

(Nadine Emerson is a counselor at Muscala, Emerson and Associates)

CEW 0033 PSYCHOLOGY OF RELATIONSHIPS. No credit, \$43
(includes box lunch).

For many of us, romantic relationships are the mainspring of our emotional lives. When these relationships are unsatisfying, other areas of our lives may become affected. This seminar will examine what draws us into relationships, why they turn out as they do, and what we can do to improve them. The ideas of psychologists on relationships will be presented, plus some reflections on the similarities and differences between men and women, how men and women see their roles, sexuality, and partners. (Limited to 25)

Winter Spec Term Sec 1 Sa — 9 a.m.-3 p.m., Jan. 7 (1 meeting),
NCCE Library, Dorset

(Barbara Dorset is a licensed consulting psychologist in private practice and an adjunct assistant professor in the Department of Psychology)

Skills

CEW 0017 FILE. . .DON'T PILE. No credit, \$21.

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, then 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. Suggested reading: *File. . . Don't Pile* by Pat Dorff (available at most local bookstores). (Limited to 25)

Winter Spec Term Sec 1 Th 9:30 a.m.-12, Jan. 26, Feb. 2 (2 meetings), MacP, Dorff

(Patricia Dorff has a master's degree in library science)

WORDS: MAKING THEM WORK FOR YOU — See Writing.

Social Science

CEW 0026 NUCLEAR MILITARISM AND ITS CRITICS. No credit, \$60.

After three decades of international politics at an impasse, there are signs today of ferment and a search for alternatives to the nuclear militarism of the Soviet Union and the United States and the pressures that a rigid East/West rivalry has brought to the nations on both sides of the dispute. This course will examine the search for

new political alternatives to the international politics of nuclear militarism and follow the struggle for new politics in six issues: (1) Russian and American military rivalry in the nuclear age: What about the Russians? What about ourselves? (2) The end of the American era in Western Europe: Is NATO obsolete? (3) Eastern Europe: Solidarity and the challenge to a senescent Soviet Empire, (4) END: Disarmament and the movement for a nuclear free Europe, (5) Red Brigades and Greens: Radical dissent and terrorism in Western Europe, and (6) Ghandi and Tolstoy rediscovered: Nonviolence and civil disobedience in our time.

Winter Spec Term Sec 1 Th — 6:30 p.m.-8:30, Jan. 5-Feb. 9 (6 meetings), Walker Library, Hayes

(Nicholas Hayes, Ph.D., Executive Director of Associated Colleges of the Twin Cities, is a specialist in Soviet affairs as well as a journalist and public lecturer on Soviet European history)

CEW 0028 PARENTHOOD OPTIONS: A CONTEMPORARY CHOICE.

No credit, \$47 per person; \$67 per couple (includes lunch).

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 to 40)

Winter Spec Term Sec 1 Sa 9 a.m.-4 p.m., Feb. 11 (1 meeting), NCCE Library, Thoen

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

Speech/Communication

CEW 0008 COMMUNICATING MORE EFFECTIVELY WITH YOUR TEENAGER. No credit, \$47 per person, \$82 per couple.

Stresses strategies and language to enhance communication between parents and teenagers. Participants will learn communication principles and techniques through lecture and small-group discussion. Topics include styles of family communication; consequences to adolescent of each style; limit setting and problem solving; parental authority and adolescent challenges; and negotiation model and contracts. Most important, the course aims to

increase your ability to identify the problems and effectively deal with them. (Limited to 20)

Winter Spec Term Sec 1 Th — 6:45 p.m.-8:45, Jan. 26-Feb. 23 (5 meetings), Highland Park Library, Wolfson
(Karen Wolfson, Ph.D., is a licensed consulting psychologist in private practice, and a psychotherapist in the Family and Children's Unit, Dakota County Mental Health Center)

CEW 0009 COMMUNICATION: SPEECH IMPROVEMENT, SPEAKING SKILLS. No credit, \$37.50.

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.

Winter Spec Term Sec 1 Th — 10 a.m.-11:30, Jan. 12-Mar. 1 (8 meetings), MacP, Toy

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

MOVEMENT AWARENESS — See Arts and Humanities.

CEW 0034 RELATIONSHIP COMMUNICATION. No credit, \$18.

One of the most important aspects of any interpersonal relationship is communication. This workshop will help participants gain a greater understanding of communication in the context of relationships and become more aware of their own communication styles. The focus will be on male and female communication styles, clear and open communication, the role of conflict in relationships, and strategies for productive uses of conflict.

Winter Spec Term Sec 1 W — 6 p.m.-9, Feb. 8 (1 meeting), NCCE Library, Petronio

(Sandra Petronio is an assistant professor in the Speech-Communication department. She has a Ph.D. in communication and a master's degree in social psychology)

Writing

CEW 0007 CLOSET WRITERS' WORKSHOP. No credit, \$40.

Remember all those times you've said, "I'm going to write about this some day"? This workshop is designed to bring "someday" a lot closer and to prove that writing is not as intimidating or as difficult as it may seem. Students are encouraged to bring up to 10 pages of their own work each session for individual critiques. (Limited to 20)

Winter Spec Term Sec 1 Sa — 9 a.m.-12, Mar. 3, 10 (2 meetings), FolH 104, Marchewka-Brown

(Nicole Marchewka-Brown, poet in residence for St. Louis County)

Arts and Heritage Program, is a published poet and performer who specializes in classes for beginning writers)

CEW 0011 CREATIVE WRITING. No credit, \$60.

This workshop is for both new and experienced writers of prose: fiction, journal writing, memoir, and creative essay. The intent of the class is to encourage the students to discover how to best write about their life, feelings, and thoughts. Exercises will be given to generate raw material, experiment with different voices, and polish and play with language. Students' writing will be read and discussed in class — as well as selected prose by contemporary writers. The aim is to enjoy the satisfaction of writing while developing style and technique. (Limited to 20)

Winter Spec Term Sec 1 T — 1 p.m.-3, Jan. 10-Feb. 21 (7 meetings),
MacP, Perry

(Susan Perry is a full-time free-lance writer who has written for more than 100 magazines, including Ms., Lady's Circle, and Graduate Woman)

CEW 0020 INTRODUCTION TO EDITING. No credit, \$75 (\$37.50 for students 62 and older).

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. The course is very helpful to writers as well as beginning editors. (A joint Continuing Education for Women/Extension Classes class)

Winter Spec Term Sec 1 W — 7 p.m.-9, Jan. 11-Feb. 29 (8 meetings),
Phys 143, Perry

(Susan Perry is a full-time free-lance writer who has written for more than 100 magazines, including Ms., Lady's Circle, and Graduate Woman)

CEW 0022 JOURNAL WRITING. No credit, \$42 (\$37 for students 62 and older).

Journal writing is an expressive form that is free from conventions and rules. You cannot do it "wrong." Students will write about their lives and what they are thinking and, when they choose, will share their work with others in the class. For those who love the journal form and have had no experience writing journals, or for those who have taken previous classes. Students will read May Sarton's *Journal of a Solitude*. (Limited to 20)

Winter Spec Term Sec 1 Th — 10 a.m.-12, Jan. 12-Feb. 16 (6 meetings), MacP, Mucke

(Edith Mucke, assistant professor, is a former director of Continuing Education for Women)

CEW 0031 POEMS IN PROGRESS. No credit, \$60.

A workshop for those desiring informative and varied reaction to their poetry. Open to beginners or other writers who want a wider response to their work. Workshop will focus on the revision process, how to work "raw material" into a finished poem. Topics include line breaks, experimentation with modern forms, the need for detail, the use of journal as writer's tool, and broadening the content of the poem. Lots of writing exercises and supportive group critique. Suggested reading: *Becoming A Writer* by Dorothea Brande.

Winter Spec Term Sec 1 T — 9:30 a.m.-11:30, Jan. 10-Feb. 14 (6 meetings), MacP, Green

(Kate Green has an M.A. from Boston University's Creative Writing Program, and has worked with the Minnesota Writers in the Schools Program. She is the author of two books of poetry)

CEW 0040 WORDS: MAKING THEM WORK FOR YOU. No credit, \$30.

Designed for all people who want to increase their vocabulary and who enjoy working and playing with words. The class includes Greek and Latin roots, words derived from these roots, and other useful words, as well as pronunciation of frequently confused words and word games. Appropriate for people who want to expand their vocabulary beyond professional jargon, and also for those planning to take undergraduate or graduate admissions exams or other tests requiring vocabulary skills. (Limited to 25)

Winter Spec Term Sec 1 W — 12-1 p.m., Jan. 25-Feb. 29 (6 meetings), MacP, DeNoble

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

Alphabetical Listing of Credit Classes

Application of Psychology to Living (Psy 1003)	17
College Algebra and Analytical Geometry (Math 1111)	17
Computer Approach: Problem Solving (GC 3571)	17
Figures in English and American Literature: 20th-Century American Women Poets (Engl 3950)	16
Introduction to Photo Medium (ArtS 1701)	15
Principles of Financial Accounting (Acct 1024)	15
Principles of Microeconomics (Econ 1002)	16
Woman: A Sense of Identity (WoSt 3301/5301)	17
Women: Anthropological Perspective (Anth 3303)	15
Women and Literature (WoSt 3501)	18
Writing Practice I (Comp 1011)	16

Alphabetical Listing of Noncredit Classes

The Ancient and Modern Maya: An Orientation to Mexico's Yucatan Peninsula	18
Arithmetic and Elementary Algebra	28
The Arts of China	19
Blended Families: Living With Someone Else's Children	29
Career Planning	23
Closet Writers' Workshop	32
Communicating More Effectively With Your Teenager	31
Communication: Speech Improvement, Speaking Skills	32
Computers: A Practical Introduction	24
Creative Writing	33
Creativity: The Person, The Process, The Product	19
David Hockney: From Painted Canvases to Sets for the Met	19
Discovering Your Potential	29
Does the Bible Really Say That?	20
Fantasies and Dreams: Their Meaning and Intention	20
File. . . Don't Pile	30
Fin De Siecle Fiction: Visions and Versions of the Apocalypse	27
Friendship	27
Furnishing Your Interior With Antiques	21
Identifying Transferable Career Skills	24
Introduction to Editing	33
Investment Programs for People With Incomes of \$20,000 or Less	25
Journal Writing	33
Managing Personal Stress	29
Math Anxiety Diagnostic Clinic	28

Math Anxiety Tutorial	28
Movement Awareness	21
Nuclear Militarism and Its Critics	30
One Hundred Years of Russian Prose: Novels, Short Stories, and Plays From Gogol to Solzhenitsyn (Part II)	27
Parenthood Options: A Contemporary Choice	31
The Phenomenon of Rock Music	21
Planning Early for Financial Security at Retirement	26
Poems in Progress	34
Psychology of Relationships	30
Relationship Communication	32
Tax Shelters	26
A Tour of Medieval France	22
Vegetable Garden Planning and Planting	25
What Is a Computer?	25
Women's Theater	22
Words: Making Them Work for You	34

Read about abbreviations, symbols, and maps on page 14.

Bulletin Use

The contents of this bulletin and other University bulletins, publications, or announcements are subject to change without notice. University offices can provide current information about possible changes.

Equal Opportunity

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, University of Minnesota, 100 Church Street S.E., Minneapolis, MN 55455 (612-373-7969), or to the Director of the Office of Civil Rights, Department of Education, Washington, DC 20202, or to the Director of the Office of Federal Contract Compliance Programs, Department of Labor, Washington, DC 20210.

Access to Student Educational Records

In accordance with regents policy on access to student records, information about a student generally may not be released to a third party without the student's permission. The policy also permits students to review their educational records and to challenge the content of those records.

Some student information—name, address, telephone number, dates of enrollment and enrollment termination, college and class, major, adviser, and degrees earned—is considered public or directory information. To prevent release of such information outside the University while in attendance at the University, a student must notify the records office on his or her campus.

Students are notified annually of their right to review their educational records. The regents' policy, including a directory of student records, is available for review at the information booth in Williamson Hall, Minneapolis, and at records offices on other campuses of the University. Questions may be directed to the Office of the Coordinator of Student Support Services, 260E Williamson Hall (612/373-2106).

Campus Building Abbreviations

Armory, Armory Building

EBCEC (StP), Earle Brown Continuing Education Center

FolH, Folwell Hall

FordH, Ford Hall

JonesH, Jones Hall

Kolth, Kolthoff Hall

MacP, MacPhail Center (1128 LaSalle Avenue, Minneapolis)

NCCE, Nolte Center for Continuing Education

NichH, Nicholson Hall

Phys, Physics, Tate Laboratory of

VinH, Vincent Hall

Addresses for Off-Campus Locations

Highland Park Library, 1974 Ford Parkway, St. Paul

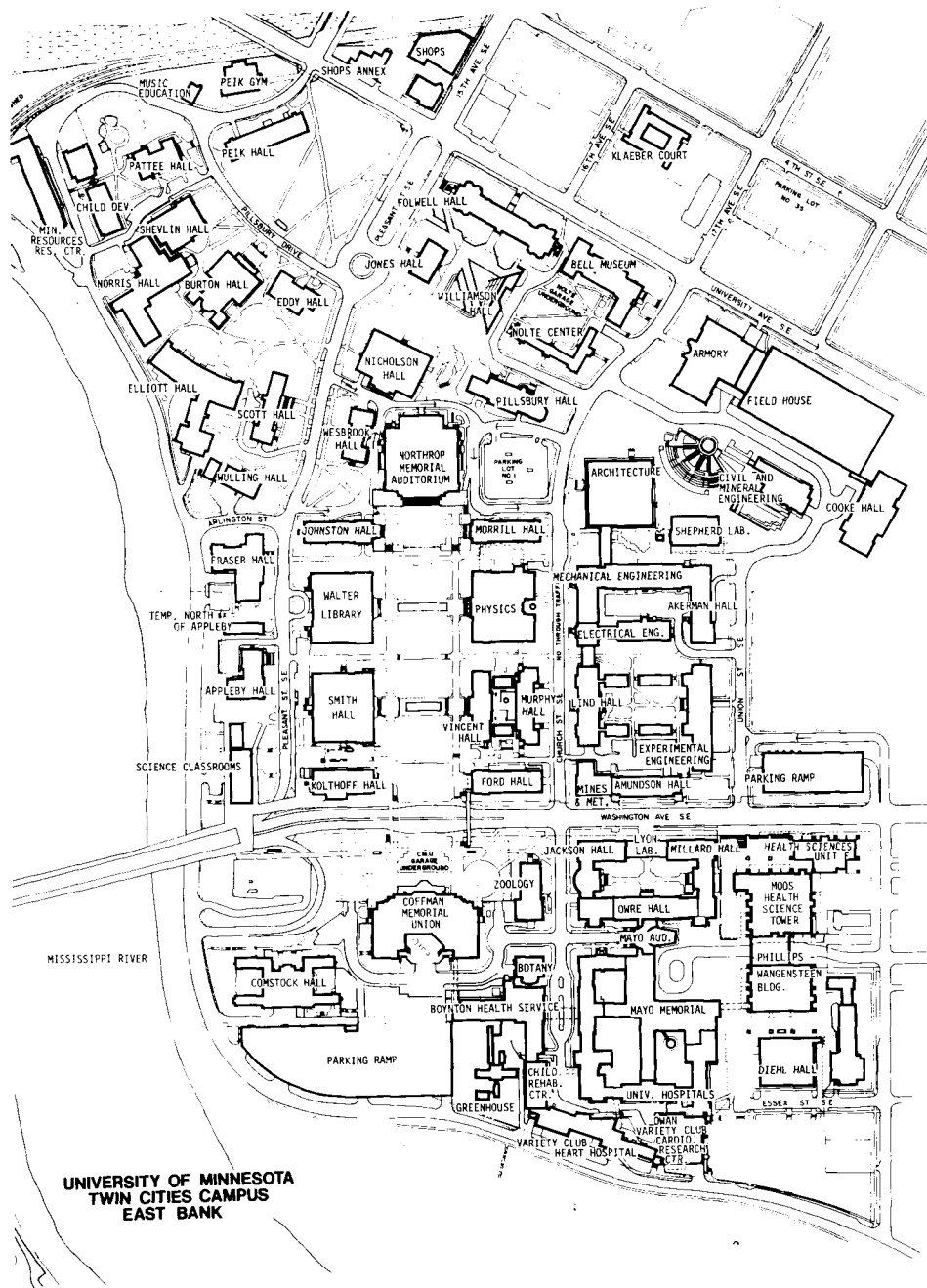
MacPhail Center, 1128 LaSalle Avenue, Minneapolis

Southdale Library, 7001 York Avenue South, Edina

Walker Art Center, Vineland Place, Minneapolis

Walker Library, 2880 Hennepin Avenue South, Minneapolis

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






UNIVERSITY OF MINNESOTA
TWIN CITIES CAMPUS
EAST BANK

Minneapolis Campus East Bank

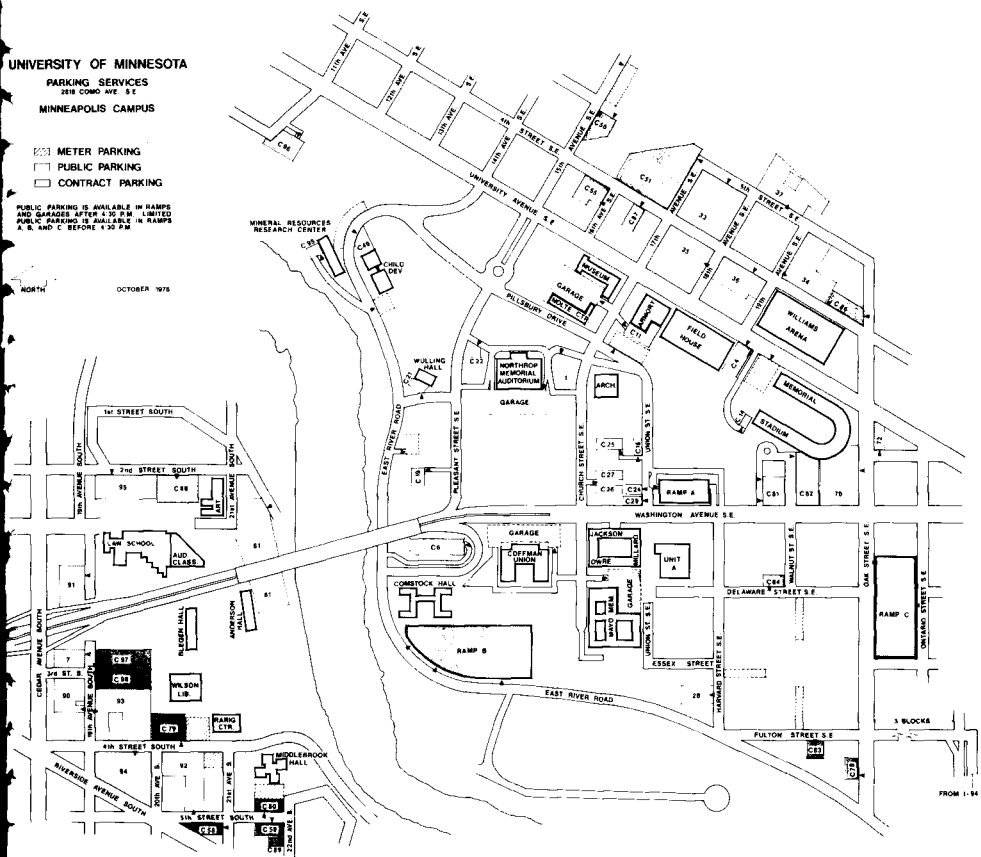
UNIVERSITY OF MINNESOTA

PARKING SERVICES
2010 COMO AVE. S.E.
MINNEAPOLIS CAMPUS

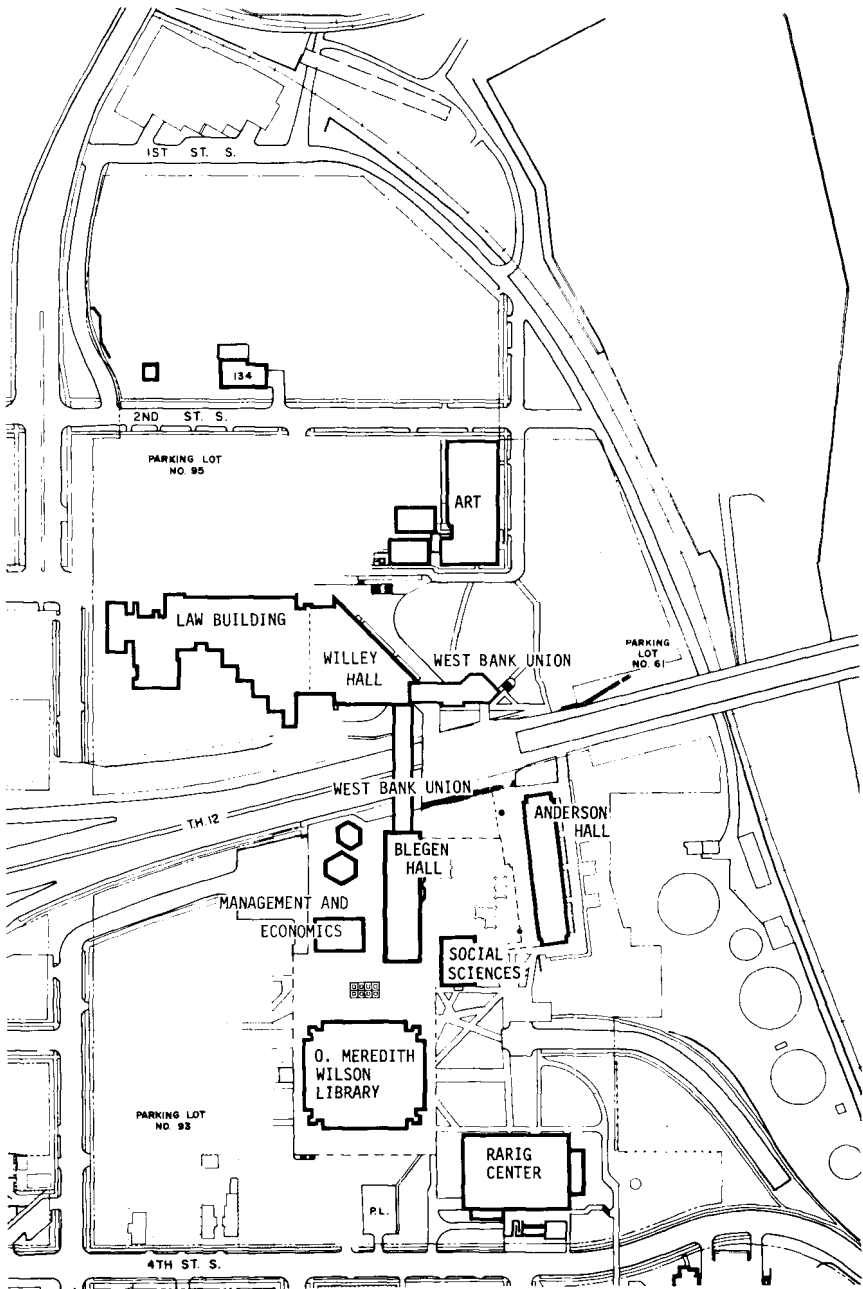
-  METER PARKING
-  PUBLIC PARKING
-  CONTRACT PARKING

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.

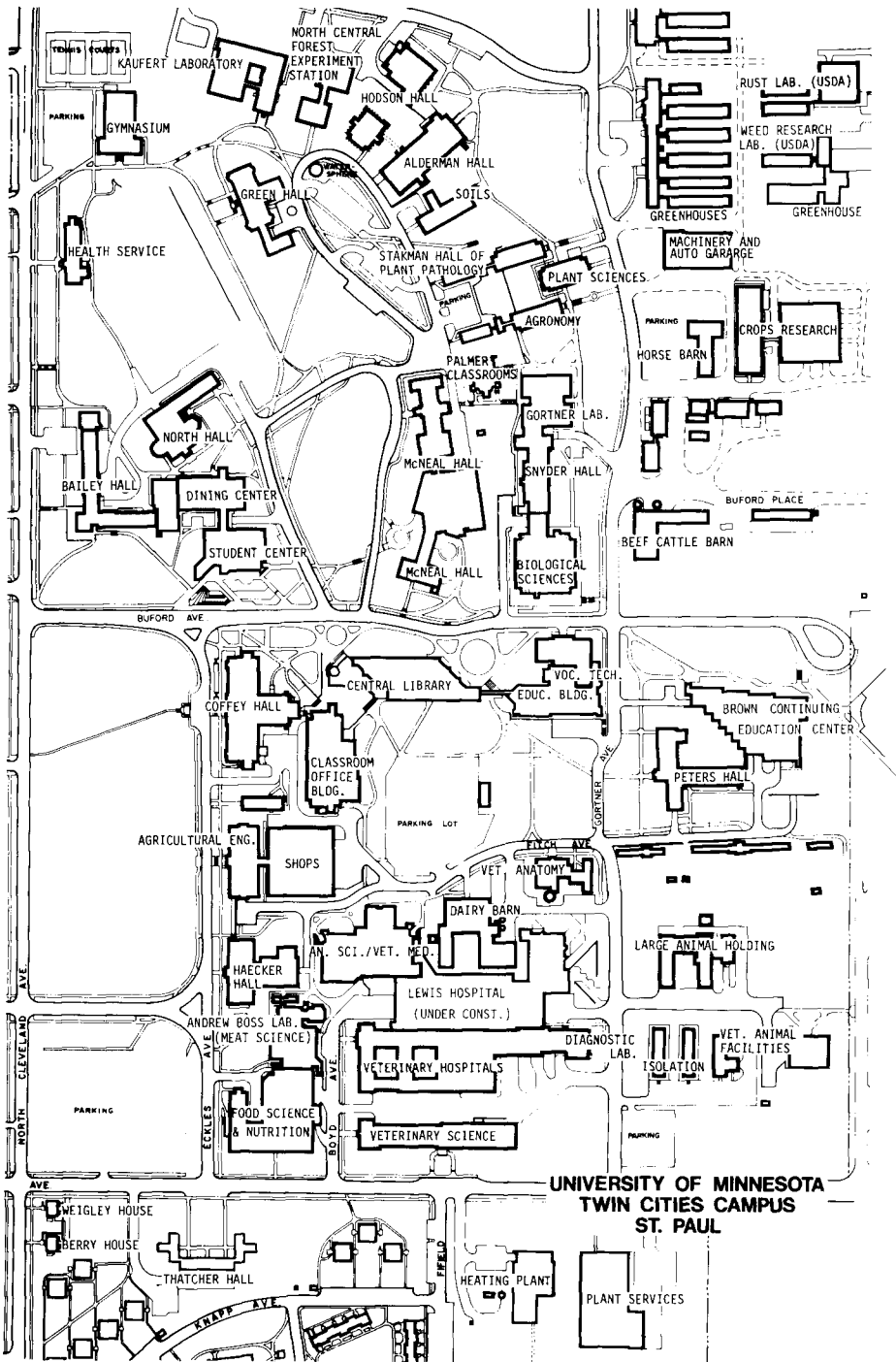
ADDITIONAL INFORMATION: OCTOBER 1978



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

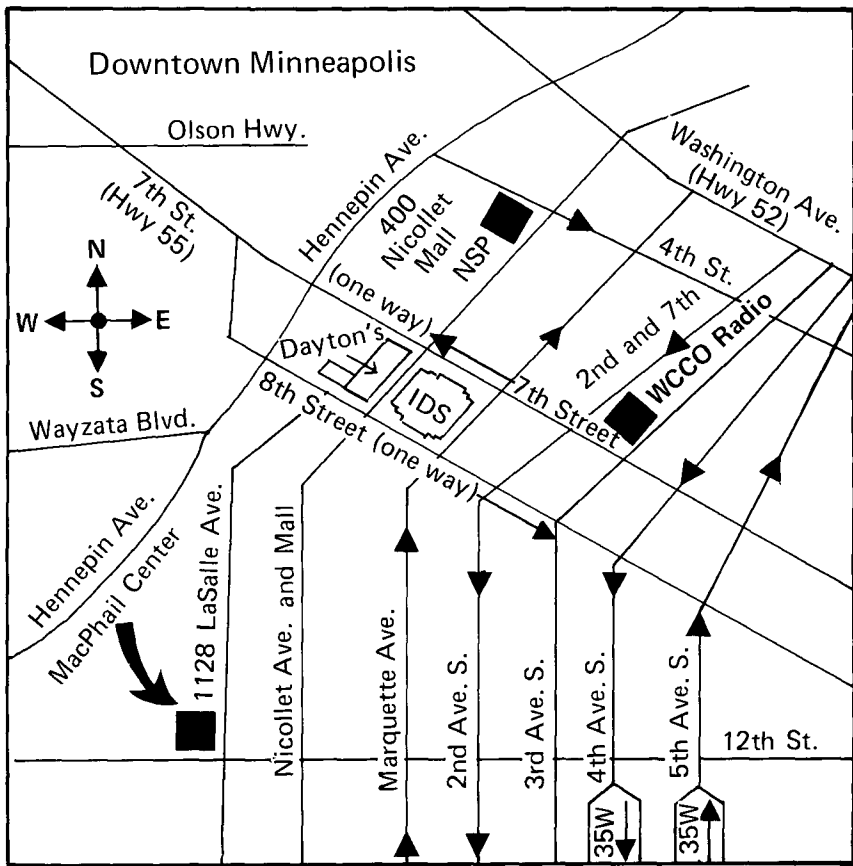


Minneapolis Campus West Bank



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

St. Paul Campus



MacPhail Center for the Arts

COMING SPRING

Credit Classes

Acct 1025 Principles of Financial Accounting
ArtS 1701 Introduction to Photo Medium
Engl 3940 Figures in English and American Literature:
American Women Writers
Engl 5100 Topics: Advanced Nonfiction Writing: Introduction to
Manuscript Editing
FScN 1012 Nutrition and Our Food Supply
GC 1445 Mathematics: Intermediate Algebra
GC 3571 Computer Approach: Problem Solving
Hum 1001 Humanities in the Modern World
Phil 3302 Moral Problems of Contemporary Society
Psy 1001 General Psychology
WoSt 3301/5301 Woman: A Sense of Identity

Noncredit Classes

Antiques: Principles of Collecting
Arithmetic and Elementary Algebra
Blended Families: Living With Someone Else's Children
Buying a Home Computer
Career Planning
Creative Writing
French for Travelers
German for Travelers
Great Cities
Introduction to Bookbinding
Japan in the 80s: Lessons for Americans
Journals and Memoirs
Math Anxiety Diagnostic Clinic
Math Anxiety Support Group
One Hundred Years of Russian Prose (Part III)
Orwell's 1984 Visions and Reality Implications for 1985
Poetry Writing
Sad Movies Make Me Cry: A Guide to Films That Touch Our Lives
What Is a Computer?

AND MUCH MORE!