

# University of Minnesota Bulletin

Spring  
1981

Continuing  
Education for  
Women

Continuing Education  
and Extension  
University of  
Minnesota



# University of Minnesota

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MTJ

# Continuing Education for Women

**Spring Quarter 1981**

March 30 – June 13

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

## **Women and Law**

A forum designed to increase understanding of the legal system, recent judgments, and implications.

Saturday, April 11  
8:30 a.m.-3:30 p.m.

YWCA Urban Center  
1130 Nicollet Avenue  
\$42 includes lunch

See noncredit section on Investments and Law

## **Mothers and Daughters**

A one-day forum on mother/daughter relationships for grandmothers, mothers, daughters, and granddaughters. Changes in society are challenging traditional values and roles.

Saturday, May 9  
9 a.m.-3:30 p.m.

YWCA Urban Center  
1130 Nicollet Avenue  
\$42 per person; \$65 — mother/daughter  
\$70 — three in generation (fee includes lunch)

See noncredit section on Social Science

## **Business Writing Workshop**

For business and professional women who want to think and write systematically about production, marketing, personnel, finance, and management.

Thursday, May 7  
8:30 a.m.-4 p.m.

YWCA Urban Center  
1130 Nicollet Avenue  
\$36 without lunch; \$40.50 includes lunch

See noncredit section on Business

## From the Director:

Successful completion of the two-year Northwest Area Foundation grant to assess and evaluate Continuing Education for Women (CEW) tells us a great deal about CEW students – your hopes, plans, achievements and frustrations.

Funding for a third year by Northwest Area Foundation and General Mills will provide additional services and support for CEW women looking for direction. We are developing alternative plans for degree-oriented students and for those interested in using their education to find employment. With a paid fee statement (the pink copy), all spring quarter registrations will receive detailed information on orientation sessions designed to:

- Explore academic possibilities – degrees, advanced degrees, certificate programs
- Discuss issues in returning to school – financial aid, scheduling multiple responsibilities, study skills
- Examine employment opportunities to see how education can improve the possibilities

A small number of internships for CEW women interested in combining their education with employment exploration may also be offered spring quarter. For specific information on this project, call Judy Lutter at 376-9385.

This bulletin is filled with many exciting classes. Have a happy spring. Enjoy!



Edith E. Mucke, Director  
Continuing Education for Women

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

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

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

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

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

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## **Admission**

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

## **Advising and Counseling**

Professional counseling and testing services are available to CEW students who want to learn more about their own abilities, interests, and personalities; and 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 \$50 is charged for students and prospective students (\$80 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 number of courses to take and the order in which they should be taken, arrange for examinations for credit or advanced standing, and handle other academic matters. During registration periods, advisers will be available without appointment during registration hours in the Counseling Office, 314 Nolte Center. At other times of the year students may telephone 373-3905 to arrange for day or evening appointments, although advisers are always available on a walk-in basis during regular daytime hours.

## **Financial Assistance**

### **Low Income Scholarships**

Tuition assistance scholarships are available through the Continuing Education and Extension Tuition Assistance Program (TAP) for low-income adults who wish to enroll in CEW courses. Call 373-3905 for further information.

### **Minnesota Part-Time Student Grant Program**

Awards are made to Minnesota residents who are formally admitted to and in good academic standing in a degree or certificate program. Recipients must demonstrate financial need (generally low-income and some middle-income students meet the guidelines) and cannot be eligible for or be receiving other education financial aids. Grants cover tuition and fees only. Because funding is limited, applications for awards will be on a first come/first served basis spring quarter.

### **Louise Roff Scholarship Fund**

Awards from the Louise Roff Scholarship Fund are made on the basis of scholastic ability, motivation, previous achievement, financial need, and realistic plans. Small awards are given serious consideration. The funds can be used only for courses offered through CEW. Closing date for spring quarter is February 26.



## Registration

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

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

## Registration of Students 62 or Older

A state law provides that students 62 or older may take courses free of charge "when space is available after all tuition-paying students have been accommodated." If credit is desired, there will be a \$2 per credit charge. This means in classes where enrollment is limited, students over 62 who have not paid tuition will not immediately be guaranteed a place, but must wait until three days before the first class session. The enrollee is responsible for material, laboratory, or any special fees.

No mail registrations will be accepted for nonpaying students 62 or older. Call 373-9743 three days before the beginning of the class to confirm that the class will be held and that you can be accommodated.

## Grades

**A-N** Letter grading/No credit

**S-N** Satisfactory/No credit

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

A student who wants to attend classes, but does not wish to do all the required work, may register as an auditor. Most credit courses may be audited. Courses marked with an (\*) may be taken for a nontranscript rate of \$55.

Requests for change from credit to audit registration should be made in person or by writing Continuing Education for Women. Changes may not be made by telephone. After the sixth week of a quarter, requests for change must be approved by the instructor. Approval is granted only if the student is doing passing work at the time of the request. No changes can be made during the last two weeks of any term.

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

Only courses with the first digit of 5 may be taken for graduate credit. If graduate credit is desired, please indicate by checking graduate credit on the registration form.

## Cancellations

Students who wish to cancel a class or classes must do so officially, either in person or by writing to Continuing Education for Women, 200 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455. By so doing, a student will receive a refund if eligible (see Refunds) and in cases when a course is taken for credit, will ensure entry of the appropriate symbol on the grade report. If a student officially cancels the first two weeks of a term, the cancelled course will not appear on a transcript. If a student officially cancels out of a class before or during the ninth week of any semester, or the sixth week of any quarter, or mid-point of any special term, a "W" will automatically appear on the grade report. If a student cancels after the above-stated period, the instructor may give a "W" providing the student is doing passing work. It is advisable that a student inform the instructor of the reason for cancelling.

No student is permitted to cancel during the last two weeks of any term (this includes final examination week). Cancellations must be made in person or by letter. Telephone cancellations will not be accepted.

No instructor is authorized to accept cancellation of any student. The effective date of cancellation will be the day on which the cancellation is received in the CEW office, regardless of the date of the student's last attendance. (Cancellations by mail become effective on the date of the postmark.) It is **important**, therefore, that an official cancellation is received by the CEW office whenever a student stops attending class.

## 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 his/her letterhead) indicating that in the opinion of the doctor the student was unable to continue for medical reasons.
2. A \$3 cancellation fee will be charged for cancellation of classes before the first class meeting in any semester, quarter, or special term. The balance of the tuition and special fees will be refunded.
3. Late fees and/or transfer fees are not refundable.
4. Refunds for cancellations of classes after the opening date of each semester, quarter, or special term (except as indicated in item 2) will be made as follows:

- |                               | Semester | Quarter |
|-------------------------------|----------|---------|
| a. refund before second class | 75%      | 75%     |
| b. refund before third class  | 75%      | 50%     |
| c. refund before fourth class | 50%      | 25%     |
| d. refund before fifth class  | 25%      | none    |
| e. refund after fifth class   | none     | none    |
5. Refund requests for one- or two-day workshops or special events must be received in writing or in person at the CEW office three (3) working days in advance of the event. Registrants who fail to attend or to cancel properly are liable for the entire fee.

Refunds are paid by check only and are mailed to the student. A minimum of four weeks is required for processing a refund.

### **Cancellation of or Change in Scheduled Classes**

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

### **Symbols**

- \* Courses marked with an asterisk may be taken for a special nontranscript rate of \$55 (plus any fees).
- BB Brown Bag School – noon hour courses
- = Indicates Liberal Arts Seminars

### **Tuition for Current or Prospective Graduate Students**

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

### **Bookstores**

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

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

### **Credit Courses Group Designations**

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

### **Group Designations:**

- A – Communication, Language, Symbolic Systems
- B – Physical and Biological Sciences
- C – The Individual and Society
- D – Literary and Artistic Expression

Topics courses, when appropriate, may be used to meet group requirements upon approval of the Scholastic Committee.

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

### **Associate in Liberal Arts Degree**

The College of Liberal Arts offers an associate in liberal arts (ALA) degree. The degree indicates the successful completion of a 90-credit program devoted largely to general education and is equivalent to two years of academic study. The degree may be applied toward the bachelor of arts degree. With careful planning, the entire degree may be obtained through Continuing Education for Women. Careful planning will necessitate early consultation with a member of the Counseling Department (373-3905).

Current ALA degree requirements, after admission to the University, are:

1. 90 credits acceptable to CLA (at least 45 on A-N grading)
2. At least 45 University of Minnesota CLA credits
3. Satisfaction of the CLA English composition requirement
4. Satisfaction of four of the following five categories:
  - a. Second language study through the college third-quarter level, or exemption based on three or more years of high school work (one language only)
  - b. 8 to 10 credits in Group A of the BA group distribution requirements
  - c. 12 to 15 credits in Group B including one course with laboratory
  - d. 16 to 20 credits in Group C
  - e. 12 to 15 credits in Group D

Students should contact Continuing Education for Women (373-9743) or the Extension Counseling Office (373-3905) for a list of courses that can be used to satisfy CLA distribution requirements for the associate in liberal arts degree.

### **Certificates**

Students not certain that they can devote the time necessary to earn a college degree are urged to consider a certificate program seriously. These programs are generally regarded by business and industry as valuable professional and technical preparation for employment and promotion in areas requiring extensive technical knowledge. With careful planning, a certificate can be a stepping-stone to a degree.

Work on a certificate may be done through Continuing Education for Women, Extension Classes, Extension Independent Study, day school, summer session, or any combination of these.

A student interested in pursuing a certificate program is urged to secure a copy of "Procedures for Obtaining a Continuing Education and Extension

Certificate" and to complete an Application for Admission to Certificate Programs at the earliest possible time after completion of 12 credits. Both forms are available at the CEW office, 200 Wesbrook Hall, or the Extension Counseling Department, 314 Nolte Center. Advice and information about the various programs, including transfer of credits, may be secured from the Extension Counseling office.

## Credit Courses and Descriptions

A 10 percent surcharge has been added to the previously announced tuition rates to offset in part a \$14.1 million mid-year budget cut imposed on the University of Minnesota as a result of the state revenue shortfall.

### Spring Quarter – March 30 through June 13

Unless otherwise noted, spring quarter credit classes begin the week of March 30. The last day to register for spring quarter credit classes without penalty of a late fee is March 19. Late registration through the first week of classes must include a \$5 late fee.

#### **\*ANEJ 3503 The Background of the Bible.** 4 degree credits, \$101.

This study of the Bible places it in the cultural, historical, and religious context of its origins. The history of the period is filled with political intrigues and tumultuous events. Through lecture and discussion, we will examine the political and social developments in Ancient Israel and the prophetic reaction to them. The leading ideas of the classical prophets will be explored in detail for their contributions to the development of Israel's religion. The course will conclude with the period of restoration under Ezra and Nehemiah and with the emergence of Judaism. May be applied toward the CLA second language requirement, Route II, for Hebrew. (No prereq) Limited. (C)

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

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

**ArtS 1701 Introduction to Photo Medium.** 4 degree credits, \$86 plus \$15 course fee and \$5 special fee. Total \$106.

Black and white photography for beginners. Camera techniques, film development. Time spent in darkroom (No prereq) Limited. (D)

T 9 a.m.-12, MacPhail Center, Husom

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

**ArtS 3710 Intermediate Photography.** 4 degree credits, \$101 plus \$15 course fee and \$5 special fee. Total \$121.

Continued work in photographic controls and processes. Introduction to related photosensitive media. Emphasis on creative process with attention to individual interests and requirements. This class may be taken three times for a total of 12 credits. (Prereq ArtS 1701) Limited. (D)

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

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

**\*Clas 1019 Magic, Witchcraft, and the Occult in Greece and Rome.** 4 degree credits, \$86.

Reading, lecture, and discussion on magic and witchcraft in classical myth, literature and society. Beliefs and practices concerning herbalism, prophecy (including necromancy, augury, astrology, and dream interpretation), spirit possession, transformation (e.g. werewolves), love magic, and so on. The relation of these beliefs and practices to historical and social conditions, especially concerning the role of women and the impact of foreign cults. Ancient and modern controversy concerning the relationship of magic and religion. Reading will include Euripides' *Bacchae* and Apuleius' *Golden Ass*, as well as an anthology of ancient texts prepared especially for this course. (No prereq) May be applied toward the CLA second language requirement, Route II for Greek and Latin. (C)

Th 12:30-3 p.m., MacPhail Center, Cafarelli

*Lesley Cafarelli is an assistant professor of classics at the University.*

**Comp 1001 Introductory Composition.** 4 degree credits, \$86.

Writing clearly and convincingly for college courses. Emphasizes writing for specific goals, pre-writing, thesis statement, principles of organization, coherence, argumentation, and paragraph development. Satisfies the freshman English requirement for most degree programs and is a prerequisite for many language courses. It is not necessary to take Comp 1002 to receive credit for this course. (No prereq) Limited.

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

*Anne Buchanan is an adjunct faculty member of the English Department.*

**\*Engl 3910 Topics: Women Science Fiction Writers and Feminist Utopias.**

4 degree credits, \$101.

This topics class is an exploratory course into the realm of fantasy and science fiction produced by women. As a genre, science fiction became popular in the 1930's and until recently has been marked by conservatism, technology and men. During the 1970's, women writers have been contributing increasingly and have introduced new themes. The class will survey the contemporary field of women science fictionists and will look into the concept of feminist utopias. Science fiction and fantasy allow us to be speculative and to image "reality" in new ways. (No prereq) (D)

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

*Anne Buchanan is an adjunct faculty member of the English Department.*

**\*GC 1111 Science in Context: Weather and Climate.** 4 degree credits, \$86.

Day-to-day and long-range weather patterns in terms of interactions among atmosphere, oceans, land surfaces and earth motions. Storms, seasonal change, climatic change, fair weather, air pollution and distribution of moisture and energy considered from theoretical as well as applied standpoints. Basic principles of science applied to analyzing and forecasting weather, interpreting climates and climatic change, and realizing the great extent to which individuals interact with the atmospheric environment. (No prereq)

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

*Allen Johnson is an associate professor in General College.*

**GC 1161 Physical Science: Astronomy – Solar System.** 3 degree credits, \$64.50.

Introductory study of solar system including earth, sun, planets, satellites, asteroids, comets, and meteorites. Proof of earth's rotation and revolution, celestial sphere, time intervals, motion and physical attributes of various members of solar system, and instruments used by astronomers. (No prereq)

M 1-3:30 p.m., MacPhail Center, Policoff

*Ivan Policoff is an associate professor in General College.*

**=Hum 5023 New Worlds of Knowledge.** 3 degree credits, \$79.50.

An introductory inquiry into forms, methods, and meanings, basic concerns, values, and ethical challenges in the humanities and sciences. Discussion will focus on knowing/doing/evaluating in these varied human inquiries with continuing attention to both integrative and discontinuity interpretations. Qualified students may register for graduate credit. (No prereq) Limited. (C or D)

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

*Robert Tapp is professor of humanities and professor of religious studies.*

**PE 1042 Modern Dance.** 1 degree credit, \$21.50.

Introduction to fundamental techniques of modern dance. Emphasis will be on basic movement skills. Limited.

M & W 9-10 a.m., MacPhail Center, Bonsignore

*Judith Bonsignore is a lecturer in the School of Physical Education, Recreation and School Health Education.*

**PE 1050 Golf.** 1 degree credit, \$21.50.

Emphasizes fundamentals of grip, stance, and swing in addition to etiquette and rules. Offered in cooperation with Extension Classes (No prereq) Limited.

W 6:10-7:40 p.m., Stadium 267, Minneapolis Campus, Anderson

W 7:40-9:10 p.m., Stadium 267, Minneapolis Campus, Anderson

*Bruce Anderson is an associate professor of Physical Education at the University.*

**\*Psy 3101 Introduction to Personality.** 4 degree credits, \$101.

An overview of the field of personality, with discussions of personality theory (e.g., the theories of Freud, Jung and Adler), of selected topics of empirical research in the field of personality, and of personality assessment. (Prereq Psy 1001) (C)

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

*John Kamp has been appointed by the Department of Psychology to teach this course.*

**\*RelS 3103 Religions of the American People: The Twentieth Century.**

4 degree credits, \$101.

Americans consider religion a private matter, but this idea is incorrect. Religion, religious beliefs, religious practices and religious institutions are a vital, central part of the American experience. Immigration; urbanization; Americanization of European and Asian populations; industrialization; two major wars; the New Religions; Fundamentalism and Modernism, Ecumenism and the "Moral Majority"; Christian responses to anti-Semitism, racism and the Holocaust; all of these topics and more constitute the subject matter for the course. Reading sources and opportunities to explore areas of personal interest will be provided to class participants. (No prereq) (C)

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

*Robert W. Ross is an associate professor in the Religious Studies Program.*

**\*Rhet 3551 Professional Writing.** 4 degree credits, \$101.

Projects and reports in professional communication: the resume, application letter, interview, study of professional journals, the review of literature, specialized bibliographic tools, the feature article. (Prereq junior standing or consent of instructor) Limited.

W 9-11:30 a.m., MacPhail Center, Winkler

*Victoria Winkler is an assistant professor in the Department of Rhetoric.*

**\*Soc 3201 Principles of Social Psychology.** 5 degree credits, \$126.25.

Ideas and findings related to social psychology; experience in developing empirically-based knowledge in social science. (Prereq Soc 1001 or equivalent) (C)

M 1-3:30 p.m., MacPhail Center, Geer

*Lois Geer is a doctoral candidate in sociology with a specialization in social psychology.*



**\*Soc 3503 Sex, Romance and Relationships.** 4 degree credits, \$101.

Sociological perspectives on sexual socialization; ideas of masculinity and femininity; history and functions of love and romance; characteristics of romantic relationships, intimacy, emotionality, sexuality, exclusivity; investigation of sexual deviance in relation to sexual norms. (Prereq Soc 1001) (C)

W 9-11:30 a.m., MacPhail Center, Albert

*Alexa Albert is an assistant professor in the Department of Sociology and the Family Studies Center.*

**\*Spch 3431 The Role of Persuasion in the Modern World.** 4 degree credits, \$101.

Persuasion in interpersonal, organizational, intracultural, and intercultural relationships. Contemporary persuasion, with occasional historical segments. (Sophomore standing recommended) (C)

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

*Becky Kroll is a teaching associate in the Department of Speech-Communication.*

**WoSt 3301/5301 Woman: A Sense of Identity.** 4 degree credits, \$101 for 3301/\$106 for 5301.

Laboratory learning experience through active individual participation. Awareness through exercises to clarify old socialization rules, coping behaviors, and belief systems. Major emphasis will be on skill acquisition in several areas including situation analysis, assertion, decision making, and goal setting. The class deals with the concept of power using exercises and role playing to help participants realize the availability of choice within every situation. An important focus is on the development of support systems for women through small group interactions. No audits. Qualified students may register for graduate credit. Offered in cooperation with Extension Classes. (No prereq) Limited. (C)

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

Th 1:15-4:15 p.m., Minneapolis Campus, Loeffler, Coordinator

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

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

# Noncredit Courses and Descriptions

Tuition rates include any surcharge on noncredit programs added to offset in part a \$14.1 million mid-year budget cut imposed on the University of Minnesota as a result of the state revenue shortfall.

## Arts and Humanities

### Architecture. \$48.

A slide/lecture exploration into the roots and development of the many architectural styles found in Minnesota from the Civil War through World War I. Styles include the Greek and Gothic Revivals, the Italian Villa, Richardsonian Romanesque, Queen Anne, Eastlake, Colonial and Modern. To place the architecture in context, we will look at contemporary historic events, lifestyles and interiors. Limited.

M 6:30-9 p.m., April 6-May 4 (5 sessions), Alexander Ramsey House, Carriage House, Nelson

*Charles Nelson is historical architect at the State Historic Preservation Office, Minnesota Historical Society.*

### The Emerging Professional: A Workshop for Developing Artists. \$55.

If you are a visual artist with a desire to become more professional, this workshop will answer many of your questions and provide you with practical information that will increase your chances of success. Topic areas include goal setting and planning, financial management, professional problems, marketing tools and strategies, networks, exposure, publicity, and promotion. Limited.

T 7-9:30 p.m., April 7-May 5 (5 sessions), Minneapolis Campus, Schwarzbauer

*Janice Schwarzbauer has worked as a visual artist for over ten years.*

### An Evening With the Professor. \$70 (includes dinner).

Distinguished University professors discuss books and ideas, not necessarily in their regular disciplines, which have influenced their lives. Lecture, supper and discussion. The guest speaker talks for an hour, after which supper is served at small tables. More talk and group discussion follow.

T 5:30-8:30 p.m., April 7, April 21, May 5, May 19 (4 sessions), St. Paul Student Center, Cherrywood Room, McNally, Root, Najarian, Turner

*Sheila McNally is a professor in the Department of Art History. John Najarian, M.D., is a professor in and chairman of the Department of Surgery of the Medical School. Michael Root is an associate professor in the Department of Philosophy. John Turner is a professor in the Department of Political Science and a University Regents professor.*

### **Minoan Crete: Discovering an Ancient Culture. \$28.**

Some claim Minoan Crete was the basis of legendary Atlantis. But Minoan civilization, with its unique art, its unwallied cities, its Priest-Kings and Mother Goddess is fascinating in its own right. The interpretation of the art and artifacts, decipherment of ancient texts, analysis of Minoan religion and city structure are all part of the fascinating archaeological detective story which has led to our understanding of Minoan culture. Extensive use of slides will accompany the four lecture/discussions given in the course. Offered in cooperation with Extension Classes.

W 7-9 p.m., April 8-April 29 (4 sessions), 130 Ford Hall, Minneapolis Campus, Harper and Rindflesch

*Nicki D.C. Harper is a graduate student in ancient history and Tom Rindflesch is a graduate student in linguistics.*

## *Business*

### **Business Writing Workshop.**

For business and professional women who want to think and write systematically about production, marketing, personnel, finance, and management. The course will help you analyze audiences, organize reports, memos and procedures, and clarify and tighten your writing style. Emphasis is on the practical application of analytic techniques to business and professional problems. Handouts will be distributed for easy reference after the course is over. Offered as a four-session or a one-day workshop. Limited.

T 6:10-8:10 p.m., April 28-May 19 (4 sessions), Minneapolis Campus, \$36, Dashe and Moore

Th 8:30 a.m.-4 p.m., May 7 (1 session), YWCA Urban Center, \$36 without lunch; \$40.50 includes lunch, Dashe and Moore

*Marilyn Dashe and Patrick Moore have taught business and technical writing at the University of Minnesota.*

### **Career Planning for Women in Business. \$65 (includes testing and lunch).**

A one-day workshop for women who are entering, re-entering or changing careers in the field of business. Designed to help each woman recognize her marketable talents, develop a realistic career goal, learn planning and decision making skills and identify current job alternatives. Includes self assessment techniques, personal goal setting, action plan for career development, interviews, resumes, employment outlook, EEO legislation and information sources. Limited.

Sat 8:30 a.m.-4:30 p.m., April 25 (1 session), Nolte Center, Minneapolis Campus, Crowe-Innes

*Jennifer Crowe-Innes is the personnel manager for Levi Strauss & Co.*

**Communication and Presentation Techniques for Women in Real Estate.**  
\$78.50.

A comprehensive approach to individual communication techniques including solutions to communication barriers, vocal style, public presentations, understanding body language, dealing with tension, listening skills, relaxation in interpersonal communication. Discussion of specific communication problems encountered in real estate transactions, including client needs assessment, attitudinal change, perceptions of agreements/contracts, listing and showing property. Audiovisual equipment and other means to expand awareness of one's physical self, gestures and habits. Offered in cooperation with Continuing Real Estate Education and Extension Classes. Limited.

Th 6:30-8:30 p.m., April 2-June 11 (11 sessions), 350 Anderson Hall, Minneapolis Campus, Feld and Johnson

*Patricia Feld coaches lawyers, judges, clergy, professors, actors and opera singers in presentation skills. She has been director of theatre training and choreographer for the Minnesota Opera Company. Brian Johnson is an actor and a member of the Minnesota Opera Company.*

**BB-Grammar for Business Use.** \$36.50.

Understanding punctuation, structure and how they are related to improve grammar in business communication. How to avoid split infinitives and dangling modifiers. Course will cover tone, style, and effective wording in letter writing and how to eliminate unnecessary verbiage. Limited.

W 12-1 p.m., April 8-May 27 (8 sessions), American Institute of Banking, DeNoble

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

**Intimacy Skills for Achieving Women – See Personal Growth**

**Introduction to Grantsmanship.** \$50.

Designed for the beginning grantsperson or individuals interested in exploring the field. Covers the basics of planning and developing project proposals in nonprofit agencies and organizations. The student will learn general principles and methods to adapt to his or her particular interests. Topics will include program planning, researching information on funding sources, and proposal writing. Methods of applying to government agencies and private and corporate foundations will be considered. Some out-of-class work will be required. Offered in cooperation with Extension Classes. Limited.

Th 6:10-8:10 p.m., April 2-April 23 (4 sessions), 155 Earle Brown Center, St. Paul Campus, Olson

*Claire Olson is the development officer for Continuing Education and Extension at the University of Minnesota.*

**Management Assessment for Women. \$63 (includes lunch).**

For those who are interested in moving into managerial positions. Assessing managerial skills and competencies, receiving feedback. Discussion of what managers really do. Planning for a managerial career. Limited.

Th & F 8 a.m.-4:30 p.m., May 7 and May 8 (2 sessions), Nolte Center, Minneapolis Campus, McGahey

*Gloria McHahey is the director of the Human Resources Planning and Development Department at the Toro Company.*

**Management Skills. \$42.**

Basic skills of supervision and management. Class will cover problem solving, decision making, time management, and effective communication skills. Special concerns of women moving into management will be discussed. Limited.

T 7-8:30 p.m., April 7-May 19 (7 sessions), Minneapolis Campus, Burke  
BB-W 11:30 a.m.-1 p.m., April 8-May 20 (7 sessions), American Institute of Banking, Burke

*Nancy Burke is a management consultant, formerly assistant vice-president of compensation for First Bank of Minneapolis.*

**Marketing Workshop for Small Business. \$60.**

This course will discuss market research, goal setting and planning. Students will choose an individual project, develop a strategic plan of action, and explore advertising and promotional possibilities. Appropriate for those already in business.

T 6:30-8:30 p.m., April 7-May 19 (7 sessions), Minneapolis Campus, Tarshish

*Vicki Tarshish has a degree in business administration and journalism; she owns her own company, Market Strategy Planners.*

**BB-On the Job Writing. \$38.**

Make your reports readable, your memos memorable, your proposals profound. Appropriate for any business or professional person or office worker whose writing skills need upgrading. Emphasis on how to organize, say what you mean, inform and persuade your reader, reduce verbiage, and edit your own writing. Includes critical evaluation of writing samples you bring in, if desired, as well as individual critiques of class assignments. Limited.

M 11:30 a.m.-1 p.m., April 6-May 18 (7 sessions), Landmark Center, Room 408, James

*Nancy Ann James, a freelance writer with a journalism degree from the University of Minnesota, has published articles in local and national newspapers and magazines.*

**On the Road to Success. . . Planning for Results.** \$40 (includes continental breakfast).

Planning skills are among the most critical skills needed for professional success. This breakfast seminar will help participants develop skills to aid them in any work setting. It includes information on how to set realistic but challenging goals, how to develop and implement an action plan, and how to manage a plan rather than letting it manage you. Limited.

Th 7:30-8:30 a.m., April 2-April 30 (5 sessions), Marquette Inn, Burke  
*Nancy Burke is a management consultant, formerly assistant vice-president of compensation for First Bank of Minneapolis.*

**Personnel Management for Long-Term Health Care.** \$60 (includes lunch).

Call for brochure

W 9 a.m.-4 p.m., March 11 (1 session), Earle Brown Center, St. Paul  
Campus, Interdisciplinary Faculty

**Professionally Speaking: Oral Presentation in Business** — See Speech-Communication.

**Taking Charge: Leadership Skills for Professional Women.** \$47.

This seminar is designed to help participants better understand their leadership strengths, the impact of those strengths on others, dynamics of group effectiveness, dealing with conflict, and team concepts. Limited.

W 6:30-8:30 p.m., April 1-May 6 (6 sessions), Minneapolis Campus, McGahey  
*Gloria McGahey is the director of the Human Resources Planning and Development Department at the Toro Company.*

**Techniques of Presentation for the Professional Woman** — See Speech/Communication.

**What If I Call a Meeting and Everyone Comes?** \$51 (includes continental breakfast).

This breakfast seminar for women in managerial or supervisory positions will focus on becoming more effective in a variety of meeting situations. Purposes and dynamics of meetings will be explored. Techniques for increasing comfort level will be presented. Participants may suggest areas of special concern. Seminar will include lecture and small group interaction.

M 7:30-8:30 a.m., April 13-June 1 (6 sessions — no class April 27 or May 25 — class will meet Tuesday, May 26) Radisson Plaza, St. Paul, Nelson  
*Noreen Nelson is the manager of affirmative action for Sperry-Univac Defense Systems.*

**Women in Sales: Skills for Professional Selling.** \$42 (both classes in Women in Sales may be taken for \$72.50).

This course focuses on a problem solving approach to sales. We will identify techniques to meet clients' needs, refine probing, listening and communication skills. Through identifying behavioral skills and increasing sensitivity to vocal and body language clues, presentations will be refined for maximum effectiveness. Closing techniques and follow-through will complete the course. Limited.

W 7:30-9 p.m., April 1-May 6 (6 sessions), Nolte Center, Minneapolis Campus, Alexander

Sat 10:30-12, April 4-May 16 (6 sessions – no class April 18), Minneapolis Campus, McGahey

*Cheryl Alexander is president of Alexander Recruiters. Gloria McGahey is director, Human Resources Planning and Development at the Toro Company.*

**Women in Sales: Survival Skills.** \$42 (both classes in Women in Sales may be taken for \$72.50).

This support group will examine specific problems facing people in sales such as traveling, dealing with loneliness, managing time, handling rejection, and building support systems. Limited.

W 6-7:30 p.m., April 1-May 6 (6 sessions), Nolte Center, Minneapolis Campus, Alexander

Sat 9-10:30 a.m., April 4-May 16 (6 sessions – no class April 18), Minneapolis Campus, McGahey

*Cheryl Alexander is president of Alexander Recruiters. Gloria McGahey is director, Human Resources Planning and Development at the Toro Company.*

## Career Planning

**Career Planning.** \$65 (includes testing).

A combination of lecture presentations, testing and self-evaluation techniques, exploration, and class discussions to examine individual career planning for people who are entering the employment market or changing careers. Designed to teach participants the process for identifying existing and potential skills, examining values and decision-making strategies and developing satisfaction. Tests to be administered are Strong-Campbell Interest Inventory and Minnesota Importance Questionnaire. Limited.

T 5:30-7:30 p.m., March 31-May 5 (6 sessions), Minneapolis Campus, Emerson

W 1-3 p.m., April 1-May 6 (6 sessions), MacPhail Center, Follett

W 9 a.m.-11, April 15-May 20 (6 sessions), Southdale Library, Nelson

W 5:30-7:30 p.m., April 15-May 20 (5 sessions), Minneapolis Campus, Bohnenstingel

*Nadine Emerson is a counselor in the St. Paul Student Counseling Bureau. Charlene Follett, Ph.D., a counseling psychologist, is in private practice,*

*specializing in counseling women in transition. Karen Nelson is a counselor with the Continuing Education and Extension Counseling Department at the University of Minnesota. Susanne Bohnenstingel is a counselor with the Continuing Education and Extension Counseling Department at the University of Minnesota.*

**Career Planning for Women in Business** — See Business.

**The Emerging Professional: A Workshop for Developing Artists** — See Arts and Humanities.

**How To Go Into Consulting.** \$32.

How to get started in consulting either part time or full time. How much experience is necessary, how to develop contacts, what start-up expenses will be incurred, what methods of publicity should be used. Whether or not to incorporate and how to use professional resources such as attorneys, accountants, insurance agents. Pros and cons of consulting on your own will be discussed.

W 6:30-8:30 p.m., April 8-April 22 (3 sessions), Minneapolis Campus, Deming

*Janet Deming is a partner in d.o.r. and associates, inc., a consulting firm.*

## *Health and Physical Fitness*

**Camping Skills For Women.** \$36.

An opportunity for the inexperienced or non-experienced woman to learn basic camping skills. The course will provide instructional and learning activities in the classroom and out-of-doors. Skills covered will be fire-building, outdoor cooking, use of knife and axe, pitching tents, and packing a duffel or bedroll. An optional overnight camping trip is planned for Saturday, May 23.

W 6-8 p.m., April 29-May 20 (4 sessions plus optional overnight camping trip), Minneapolis Campus, Stefanics

*Elizabeth Stefanics is an instructor in the College of Education, Division of Recreation, Park and Leisure Studies.*



# Investments and Law

## **Financial Markets and Investments. \$28.**

An introduction to the finance sector with concentration on interest rates, short-term money market instruments and fixed income securities (excluding stocks). This course is for individuals who do not have a background in economics, accounting or finance but have a desire to learn about the workings of the financial world. The course will include exercises on how to read a financial statement and how to use the *Wall Street Journal*. Questions regarding topics of special interest are encouraged.

T 7-9 p.m., May 5-May 26 (4 sessions), Southdale Library, Korda

*Carol Korda is assistant vice-president in charge of investments for the First Bank System.*

## **Money – Making It Work For You. \$55.**

Money isn't a dirty word. Dispel the myths about money, learn to manage it. Emphasis on creating a financial plan. How to avoid taxes (no law against it) and cope with inflation through the use of credit, real estate, investments, insurance and estate planning.

F 9:30 a.m.-12, April 3-May 15 (6 sessions – no class April 17), MacPhail Center, Wallin and Johnson

*Mary Ann Wallin is a representative of Contemporary Financial Designs.*

*Donna Rae Johnson is an attorney at law.*

## **BB-Planning For Your Retirement. \$27.**

Basic considerations in personal financial planning in relationship to your retirement. What options do you have with your pension plan? When you elect joint and survivor benefits for your spouse's protection, what effect does this have on your total retirement income? How does your pension relate to Social Security benefits? What does it mean to take an early retirement? Consideration will also be given to the erosinary effects of taxation and inflation and their relationship to retirement planning. Limited.

T 12-1 p.m., April 7-May 5 (5 sessions), American Institute of Banking, Carlton

*Donna Carlton is a member of the firm of Financial Services.*

## **Women and the Law. \$42 (includes lunch).**

A forum designed to increase understanding of the legal system, recent judgments, and implications. Topics include family law (divorce and separation, spousal maintenance and support, custody, domestic abuse), discrimination, financial issues, estate planning, and women in politics.

Sat 8:30 a.m.-3:30 p.m., April 11 (1 session), YWCA Urban Center, Interdisciplinary Faculty.

# Language

## **Conversational French. \$48.**

Emphasis will be on vocabulary most helpful for travelers. Learning about French culture and customs will make travel more adventurous and more economical. The course is designed for those who have had some French or "have forgotten almost everything." It will include some grammar, but will concentrate on acquiring the tools necessary to express oneself as well as possible with as little as possible. Limited.

T 1-3 p.m., April 7-May 26 (8 sessions), MacPhail Center, Kheim  
*Johanna Kheim has taught French and humanities at the University of Minnesota.*

## **Conversational Spanish – Beginning III. \$85.**

Thirty-three hours of concentrated small group work for the beginning Spanish student. Emphasis will be on the spoken language in order to provide the basic knowledge necessary for survival and travel in a Spanish-speaking environment. Areas of concentration will be situations involving such things as greetings, asking for directions, understanding telephone conversations, and so on. Some written exercises involving essential grammar. This is a continuation of fall and winter quarters beginning course. Some knowledge of Spanish required. Limited.

Th 12:30-3:30 p.m., April 2-June 11 (11 sessions), MacPhail Center, Sunderland

*David Sunderland is a doctoral candidate in the Department of Spanish and Portuguese.*

## **French For Travelers. \$28.**

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 situations: changing money, obtaining train tickets and information, renting hotel rooms, shopping, ordering meals, asking directions, understanding telephones, post offices and public transportation systems. Increased knowledge of French and of French culture will help you travel more adventurously and more economically. Offered in cooperation with Extension Classes.

W 7-8:40 p.m., April 1-May 6 (6 sessions), 209 Folwell Hall, Minneapolis Campus

### **Spanish For Travelers. \$28.**

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

M 7-8:40 p.m., April 6-May 11 (6 sessions), 104 Folwell Hall, Minneapolis Campus

## Literature

### **Contemporary Women Novelists. \$60.**

We will read novels by some of the significant women writers of our time, in translation as well as in English. Each choice is based on the author's importance as stylist or thinker or both. All choices are made from a feminist consciousness, and discussions will raise questions with a feminist flavor. Among novels we will read are *Ordinary People*, *The Woman Warrior* and *Rubyfruit Jungle*.

Th 1-3 p.m., April 9-May 28 (8 sessions), MacPhail Center, McNaron  
*Toni McNaron is an associate professor in the Department of English.*

#### **To Review a Book. \$32.**

to analyze and discuss a book with others, either for oral review or printed critique. What to look for, how to take notes while reading, the use of quotations, how to evaluate the author's background, making valid comparisons. Course will analyze author's style and content, and emphasize techniques of concise and compelling presentation to an audience. Focus is on current fiction and non-fiction. Limited.

W 12-1:30 p.m., April 1-May 6 (6 sessions), MacPhail Center, Waldemar  
*Carla Waldemar, arts editor of The Reader and co-editor of Twin Cities Gourmand, reviews books for both local and national publications.*

### **A Hundred Years of the French Novel: Gide and Proust. \$62.**

Subtle, psychological analysis characterizes the novels of Proust and Gide. In *Swann's Way* and *The Past Recaptured*, Proust examines the nature of time and memory and the value of art. Gide's *Counterfeiters* is a fascinating experiment on the technological level, dealing with the authenticity of values in a world of pretense and hypocrisy.

W 10 a.m.-12, April 1-June 3 (10 sessions), MacPhail Center, Kheim  
Th 7-9 p.m., April 2-June 4 (10 sessions), Minneapolis Campus, Kheim  
*Johanna Kheim has taught French and humanities at the University of Minnesota.*

# Mathematics

## **Introduction to Computers. \$20.**

This short course will provide an introduction to computers for lay people. An overview of how computers work and what computers can and cannot do will be given. The capabilities and limitations of computers will be examined and the impact of computers on society discussed. The course will give participants an introduction to computer jargon and terminology, coding data and punching cards. Limited.

M 7:30-9:30 p.m., April 6-April 13 (2 sessions), Minneapolis Campus, Ressler

*Tom Ressler is an instructor in the School of Mathematics.*

## **Taking the Sting Out of Stat: Statistics for Nonstatisticians. \$57.**

A preparatory course for OA 1050 and graduate level statistics in sociology and psychology, designed especially for people who are afraid of taking statistics or who want a basic understanding of statistical concepts. The class will familiarize students with statistical vocabulary and notation, basic descriptive statistics such as mean, mode, standard deviation, basic probability, probability distributions, hypothesis testing and regression analysis. Some knowledge of algebra desirable.

M 6:10-8:10 p.m., April 6-June 15 (10 sessions – no class May 25), Minneapolis Campus, Broch

*Elana Broch is a graduate student in psychometrics.*

# Music

## **Music: How To Listen To It. \$36.**

An introduction to basic musical elements and trends through listening to the music of great composers, such as Bach, Mozart, and Stravinsky. Various musical concepts, including notational symbols, structure, form, and style will be discussed. The development of music from a simple to a complex art form will be demonstrated by classroom performance and recordings. Offered in cooperation with Extension Classes.

T 7-9 p.m., April 7-May 19 (7 sessions), 19 Scott Hall, Minneapolis Campus, Lauritzen

*Adrian Lauritzen is professor emeritus of music at the University of Minnesota.*

**Opera Day 1981.** \$16 morning only; \$20 includes lunch.

Preview of the 1981 Metropolitan Spring Festival. Offered in cooperation with the Twin Cities Opera Association. Call for brochure. Limited.

F 9:45 a.m.-2:30 p.m., May 1 (1 session), St. Paul College Club

**Opera Supper 1981.** \$25 (includes dinner).

Preview of the 1981 Metropolitan Spring Festival. Offered in cooperation with the Twin Cities Opera Association. Call for brochure. Limited.

T 5-8 p.m., May 5 (1 session), St. Paul College Club

Th 5-8 p.m., May 7 (1 session), Minnetonka Arts Center

## Personal Growth

**Assertiveness Training.** \$43.

Learn to express beliefs, feelings and opinions in an honest, direct and appropriate way. Discussion of what distinguishes assertive behavior from nonassertive and aggressive behavior. Self-assertion as a means of increasing effectiveness in interpersonal relationships. Class will emphasize participation, role playing and group support. Limited.

T 1-3 p.m., March 31-April 28 (5 sessions), MacPhail Center, Emerson

M 6:10-8:10 p.m., April 6-May 4 (5 sessions), Minneapolis Campus, Atlee

W 7-9 p.m., April 8-May 6 (5 sessions), Highland Park Library, Schneider

W 7-9 p.m., April 29-May 27 (5 sessions), Southdale Library, Bloomfield

*Nadine Emerson is a counselor with the St. Paul Counseling Bureau. Judy Atlee, licensed consulting psychologist, is a counselor in the Student Personnel Office. Peggy Schneider, a social worker, has taught assertiveness training for four years. Cathy Bloomfield is a licensed psychologist.*

**Banishing Burnout.** \$40 (includes lunch).

Explore what burnout is, how it affects job performance and satisfaction, and how to cope with it. Relationship between burnout and stress. How to build deeper satisfaction into your present situation. Discussion, mini-lectures, experiential exercises. Limited.

Sat 9 a.m.-4 p.m., April 4 (1 session), Nolte Center, Minneapolis Campus, Dorset

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

**Intimacy Skills For Achieving Women.** \$47.

As women become more successful and independent they sometimes find it increasingly difficult to establish and maintain intimate relationships. The skills needed to ensure success often seem to interfere with achieving closeness. This course will help participants expand their intimacy skills. It will examine such dynamics of intimate relationships as setting boundaries, sharing expectations, developing closeness, dealing with power issues. How these skills transfer into one's personal and professional life will be explored. Limited.

T 7-9 p.m., April 7-May 12 (6 sessions), Minneapolis Campus, Bremner

*Trudye Bremner is a counselor in private practice.*

### **Stress Management. \$42.**

Identifying and defining causes of stress including frustration, conflict and pressure. Exploring factors which influence the severity of stress both internally and externally. Examining means of minimizing stress through change of attitude and relaxation techniques. Limited.

T 6:30-8:30 p.m., April 7-May 5 (5 sessions), Nolte Center, Minneapolis Campus, Weiszhaar

*Orville Weiszhaar is an adjunct assistant professor in the Psychology Department.*

### **Women Alone: Alive and Thriving. \$40.**

This program is for people who are on their own — separated, divorced, never married, widowed, or living apart from their spouses because of dual-career work commitments. Topics will be of interest to single people who are on their own either through personal choice or life circumstances. The aim is to emphasize the positive aspects of being single — the many joys and opportunities available in today's society for single people. Knowledge, skills, and feelings will be shared. The course will provide opportunities for intellectual, social, and emotional growth within a structured setting. Use of an informal mini-lecture format and guest panelists will allow participants to learn from one another, with encouragement and support. Limited.

Sat 9:30 a.m.-12, April 25-May 16 (4 sessions), Nolte Center, Minneapolis Campus, Thoen

*Gail Thoen, Ph.D. in family social science, is an assistant professor in General College.*

## *Skills*

### **The Best Laid Plans. . .Managing Time. \$42.**

Effective use and control of personal and professional time. The class will cover setting appropriate priorities, reducing time wasters, scheduling and budgeting time. Tools and techniques for improving use of time will be presented. Special concerns of participants will be addressed. Limited.

Th 6:10-7:40 p.m., April 9-May 14 (6 sessions), Minneapolis Campus, Popp  
*Joyce Popp has a master's degree in international management.*

### **Conversational Sign Language I. \$88.**

The class will provide an introduction to American Sign Language. Development of facial expression and mime skills will be emphasized as well as using signs in conversation. Students will also be introduced to ideas relating to the sociology, psychology and education of deaf people. At the completion of the course, students will be able to carry on simple conversations with deaf people. Limited.

M 9:30 a.m.-12, March 30-June 1 (9 sessions — no class May 25), MacPhail Center, Oberg

*Linda Oberg, M.A., teaches sign language and is a program coordinator for the Minnesota Foundation for Better Hearing and Speech and teaches sign language at Courage Center.*

### **File. . .Don't Pile. \$18.**

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

M 9:30 a.m.-12:00, March 30-April 6 (2 sessions), House of Hope Church, Dorff

W 9:30 a.m.-12:00, April 1-April 8 (2 sessions), Southdale Library, Dorff  
T 6:30-9:00 p.m., April 7-April 14 (2 sessions), Edina West Lower Division, Dorff

M 12:00-2:30 p.m., April 27-May 4 (2 sessions), MacPhail Center, Dorff  
T 6:30-9:00 p.m., April 28-May 5 (2 sessions), Jewish Community Center, Dorff

Th 6-8:30 p.m., May 21-May 28 (2 sessions), St. Anthony Park Library, Dorff  
*Patricia Dorff, M.A. in library science, has been teaching this workshop for six years.*

### **How To Write a Term Paper – See Writing**

#### **Managing Time: How Not To Get Thumbtacked to a Schedule.**

Rich? Poor? Unknown? We all have 168 hours a week. Time can't be expanded, accumulated, mortgaged, hastened, or retarded. Do you wish you could better manage your time without being a fanatic? The class will focus on how to determine your priorities and how to get things accomplished without being structured. It includes fun ideas on time-saving tips and tools. Limited.

F 7:30-8:30 a.m., April 3-May 15 (6 sessions – no class April 17), \$48 (includes continental breakfast), Marquette Inn, Dorff

W 7-9 p.m., April 15-April 22 (2 sessions), \$18, Southdale Library, Dorff  
T 10 a.m.-12, May 12-May 19 (2 sessions), \$18, House of Hope Church, Dorff

*Patricia Dorff is a specialist in organizational systems.*

#### **Study Skills. \$45.**

This course offers practical assistance in developing efficient study skills for those returning or contemplating a return to school. Topics include time-use and concentration techniques, listening and notetaking strategies, reading, organizing and retaining textbook material, preparing for and taking examinations, coping with text anxiety, and basic paper writing and library use skills.

M 1-3:30 p.m., May 4-June 1 (4 sessions – no class May 25), MacPhail Center, Kagan

*Corin Kagan has been with the Student Counseling Bureau at the University and teaches professional development courses at Normandale College.*

### **Vocabulary Enrichment. \$29.**

Increase your vocabulary, build word power, learn to decipher unfamiliar words. Vocabulary Enrichment will focus both on the "families of words" and on the definitions of words found in a literary context. Greek and Latin roots, word functions, word games, excerpts from literature. Designed for everyone who loves words and wants to improve vocabulary skills. Limited.

T 2-3:30 p.m., April 7-May 12 (6 sessions), Edina Senior Community Center, DeNoble

*Jan DeNoble is a teaching specialist with the College Reading and Writing Skills Center of General College.*

### **BB-Words: Making Them Work For You. \$29.**

A review of dictionary skills, word beginnings and endings, word functions, Latin and Greek roots, and frequently confused words. How to use language effectively and build word power with a minimum of effort. Use of everyday words. Limited.

T 12:05-12:55, April 7-May 26 (8 sessions), MacPhail Center, DeNoble

*Jan DeNoble is a teaching specialist with the College Reading and Writing Skills Center of General College.*

## *Social Science*

### **Mothers and Daughters. \$42 per person; \$65—mother and daughter; \$70—three in generation (includes lunch).**

A one day forum on mother/daughter relationships for grandmothers, mothers, daughters, and granddaughters. Changes in 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 9 (1 session), YWCA Urban Center, Interdisciplinary Faculty

### **Women in World Cultures. \$7 (includes lunch with wine).**

A Minnesota success story: two high school social studies teachers developed information packets on women in five major cultural areas — curriculum materials now being marketed nationally. How they did it, who helped them, and what the materials contain will be the subject of a noon lecture. Offered in cooperation with World Affairs Center. Reservations must be made by April 10. Limited.

T 12-1:45 p.m., April 14 (1 session), Dale Shephard Room, Coffman Memorial Union, Minneapolis Campus, Marjorie Bingham and Susan Gross



# Speech / Communication

**Communication and Presentation Techniques for Women in Real Estate –**  
See Business.

**Communication: Speech Improvement, Speaking Skills. \$31.50.**

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., April 2-May 21 (8 sessions), MacPhail Center, Toy  
*Selma Toy, a former actress, has taught speech and drama throughout the United States.*

**Professionally Speaking: Oral Presentation in Business. \$55** (includes continental breakfast).

This course is designed to be a seven-week seminar addressing issues in public speaking and verbal presentations within the business setting. We will focus on the organization and effective presentation of information and ideas formally and informally, with opportunities for individuals to discuss problems they have encountered. Limited.

T 7:30-8:30 a.m., April 7-May 19 (7 sessions) Marquette Inn, Palmerton  
*Patricia Palmerton is a teaching associate in the Department of Speech-Communication.*

**Techniques of Presentation For the Professional Woman.**

Vocal techniques and physical awareness for administrators, educators, lawyers, ministers, social workers, salespeople and others who give public presentations. Using audiovisual equipment and other means to expand awareness of one's physical self, gestures and habits. Emphasis will be on vocal variety, communication and converting tension into energy. Individual work will be geared to the interests of each participant. Limited.

T 6:30-8:30 p.m., April 7-May 12 (6 sessions, \$47, Minneapolis Campus,  
Feld and Johnson

W 6:30-8:30 p.m., April 8-May 13 (6 sessions), \$47, Minneapolis Campus,  
Feld and Johnson

Sat 8:30 a.m.-4 p.m., April 25 (1 session), \$42, Minneapolis Campus, Feld  
and Johnson

*Patricia Feld coaches lawyers, judges, clergy, professors, actors and opera singers in presentation skills. She has been director of theater training and choreographer for the Minnesota Opera Company. Brian Johnson is an actor and member of the Minnesota Opera Company.*

# Writing

## **Autobiography: A Roadmap For Your Future? \$47.**

Putting your past and your self on paper can be public or private — a satisfying accomplishment, a treasured gift for your family, or a guide to choosing the direction you want your life to take. Sessions on writing techniques, research resources, how to find and focus on meaningful detail, humor and pathos, how history has shaped our own lives. Selected readings in autobiographies. Limited.

Th 9:30-11:30 a.m., April 9-May 28 (8 sessions), MacPhail Center, Lewin Rhoda Lewin, Ph.D. in the American Studies Department, is an oral historian and writer.

## **Business Writing Workshop — See Business.**

## **Creative Writing. \$47.**

Basic elements of creative writing, for pleasure or publication. Emphasis on organization, expression, personal style, and building confidence. Individualized instruction through written comments and conferences, writing and revising, and sharing responses. Free choice of subject: fiction, nonfiction essays, newspaper and magazine writing, family or personal history, journal entries, correspondence, beginning playwriting. No grades. Limited.

T 1-3 p.m., April 7-May 26 (8 sessions), MacPhail Center, Lewin Rhoda Lewin, Ph.D. in the American Studies Department, is an oral historian and writer.

## **Diaries and Letters. \$40.**

How to write to and for yourself and others. Ideas to help you get started and keep going. Readings from published diaries and letters written by the famous and the obscure of all ages and cultures. Bring a blank book to the first session. Limited.

F 9:30-11:30 a.m., April 3-May 8 (6 sessions), MacPhail Center, Hanson Phebe Hanson, poet and diarist, teaches writing at the Minneapolis College of Art and Design.

## **Freelance Magazine Writing. \$75.**

Magazines today offer rich and varied opportunities for the freelance writer. This class will cover basic magazine writing techniques that will help you get published, including: how to get ideas for articles, types of articles, styles of writing, interviewing techniques, how to prepare and submit manuscripts, how to write a query letter, relations with editors. Class format consists of informal lectures, discussions, and in-class critiques. Limited.

T 9 a.m.-12, April 7-May 26 (8 sessions), MacPhail Center, Roberts Nancy Roberts, instructor in the School of Journalism and Mass Communication, specializes in magazine writing.

**How To Write a Term Paper.** \$14 (\$4 for students registered in a CEW spring quarter class).

A skill basic to the achievement of a college degree is knowing how to write a term paper. First session will be "open sesame" — how to unlock the library's storehouse of information and carry home what you need. The second session will help you get it together — how to organize your information and write an effective paper. Interested students have the option of taking a tour of Wilson Library to be arranged with the instructor.

F 10 a.m.-12, May 1-May 8 (2 sessions), MacPhail Center, Salo

*Alice Salo has been an instructor in the Department of English.*

**BB-On The Job Writing** — See Business.

**Poetry With Phebe.** \$40.

If you write poems on the backs of envelopes and then shove them into drawers, it's time to begin writing in the open. In this course we'll do writing exercises in class to generate poems, read them aloud to each other, encourage and criticize our work. We'll also read poems and essays by contemporary poets. Limited.

F 1-3 p.m., April 3-May 8 (6 sessions), MacPhail Center, Hanson

*Phebe Hanson is a published poet. She teaches English for the Minneapolis College of Art and Design.*

**Reclaiming a Personal Past: Writing the History of Your Family.** \$32.

Details about the lives of family members and circumstances in which they lived can provide a fuller, more rewarding acquaintance with ancestors who would otherwise remain strangers. This course provides direction for individuals who want to prepare a personal history of their families. Topics covered will include locating and using sources inside and outside the home, conducting and interpreting interviews, organizing and writing the history, relating personal experiences to outside historical events and trends, and physical preservation of family photographs and documents (taught using a hands-on workshop). Many persons who want to understand more about their heritage have charted names, births, deaths, and marriages to fill in the family tree, sometimes going back many generations. But understanding requires more than such skeletal facts. This class will not teach students how to prepare a genealogical chart, nor is it necessary to have worked on one prior to taking this course. Offered in cooperation with Extension Classes.

Th 7-9 p.m., April 2-May 7 (6 sessions), 211 Nicholson Hall, Minneapolis Campus, Klaassen

*Dave Klaassen is the acting curator, Social Welfare History Archives.*

**Writing Fiction: Juvenile and Adult. \$60.**

There are certain facets of "talent" involved in writing fiction, but more elements of craft which 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 time for students to read aloud and receive response to their manuscripts. The instructor will be available before and after class for individual conferences and will provide written critiques of manuscripts upon request. Information will be provided on manuscript preparation and marketing. Limited.

Th 6:30-9 p.m., April 2-May 21 (8 sessions), Jewish Community Center, Bauer

*Marion Dane Bauer, professional writing teacher, is an award-winning novelist.*

## **WOMEN'S DAY ON CAMPUS**

June 10th  
Earle Brown Center  
Save the date!!

## Locations and Addresses of Courses

Alexander Ramsey House, 265 South Exchange, St. Paul

### **Architecture**

American Institute of Banking, WCCO Radio Building, 5th floor, 625 - 2nd Avenue South, Minneapolis

### **Grammar for Business Use**

### **Management Skills**

### **Planning for Retirement**

Edina Senior Community Center, York Continental Apartments, 7151 York Avenue South, Edina

### **Vocabulary Enrichment**

Edina West Lower Division, 6750 Valley View Road, Edina

### **File. . .Don't Pile**

Highland Park Library, 1974 Ford Parkway, St. Paul

### **Assertiveness Training**

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

### **File. . .Don't Pile**

### **Managing Time: How Not to Get Thumbtacked to a Schedule**

Jewish Community Center, 4330 Cedar Lake Road, Minneapolis

### **File. . .Don't Pile**

### **Writing Fiction: Juvenile and Adult**

Landmark Center, 75 West Fifth Street, St. Paul

### **On the Job Writing**

MacPhail Center, 1128 LaSalle Avenue, Minneapolis

### **ANEJ 3503 The Background of the Bible**

### **ArtS 1701 Introduction to Photo Medium**

### **ArtS 3710 Intermediate Photography**

### **Clas 1019 Magic, Witchcraft, and the Occult in Greece and Rome**

### **Comp 1001 Introductory Composition**

### **Engl 3910 Topics: Women Science Fiction Writers and Feminist Utopias**

### **GC 1111 Science in Context: Weather and Climate**

### **GC 1161 Physical Science: Astronomy – Solar System**

### **Hum 5022 New Worlds of Knowledge**

### **PE 1042 Modern Dance**

### **Psy 3101 Introduction to Personality**

### **ReIS 3103 Religions of the American People: The Twentieth Century**

### **Rhet 3551 Professional Writing**

### **Soc 3201 Principles of Social Psychology**

### **Soc 3503 Sex, Romance and Relationships**

### **Spch 3431 The Role of Persuasion in the Modern World**

### **WoSt 3301/5301 Woman: A Sense of Identity**

### **Assertiveness Training**

### **Autobiography: A Roadmap for Your Future?**

### **Career Planning**

### **Communication: Speech Improvement, Speaking Skills**

Contemporary Women Novelists  
Conversational French  
Conversational Sign Language I  
Conversational Spanish-Beginning III  
Creative Writing  
Diaries and Letters  
File. . .Don't Pile  
Freelance Magazine Writing  
How to Review a Book  
How to Write a Term Paper  
A Hundred Years of the French Novel: Proust and Gide  
Money – Making It Work for You  
Poetry With Phebe  
Study Skills  
Words: Making Them Work for You

Marquette Inn, 710 Marquette Avenue, IDS Center, Minneapolis  
Managing Time: How Not to Get Thumbtacked to a Schedule  
On the Road to Success. . .Planning for Results  
Professionally Speaking: Oral Presentation in Business

Minneapolis Campus  
PE 1050 Golf  
WoSt 3301/5301 Woman: A Sense of Identity  
Assertiveness Training  
Banishing Burnout  
The Best Laid Plans. . .Managing Time  
Business Writing Workshop  
Camping Skills for Women  
Career Planning  
Career Planning for Women in Business  
Communication and Presentation Techniques for Women in Real Estate  
The Emerging Professional: A Workshop for Developing Artists  
French for Travelers  
How to Go into Consulting  
A Hundred Years of the French Novel: Proust and Gide  
Intimacy Skills for Achieving Women  
Introduction to Computers  
Management Assessment for Women  
Management Skills  
Marketing Workshop for Small Business  
Minoan Crete: Discovering an Ancient Culture  
Music: How to Listen to it  
Reclaiming a Personal Past: Writing the History of Your Family  
Spanish for Travelers  
Stress Management  
Taking Charge: Leadership Skills for Professional Women  
Taking the Sting Out of Stat: Statistics for Nonstatisticians  
Techniques of Presentation for the Professional Woman  
Women Alone: Alive and Thriving

**Women in Sales: Skills for Professional Selling**

**Women in Sales: Survival Skills**

**Women in World Cultures**

Minnetonka Arts Center, 2240 North Shore Drive, Crystal Bay

**Opera Supper 1981**

Radisson Plaza, 411 Minnesota Street, St. Paul

**What If I Call a Meeting and Everyone Comes?**

St. Anthony Park Library, 2245 Como, St. Paul

**File. . .Don't Pile**

St. Paul Campus

**An Evening With the Professor**

**Introduction to Grantsmanship**

**Personnel Management for Long-Term Health Care**

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

**Opera Day 1981**

**Opera Supper 1981**

Southdale Library, 7001 York Avenue South, Edina

**Assertiveness Training**

**Career Planning**

**File. . .Don't Pile**

**Financial Markets and Investments**

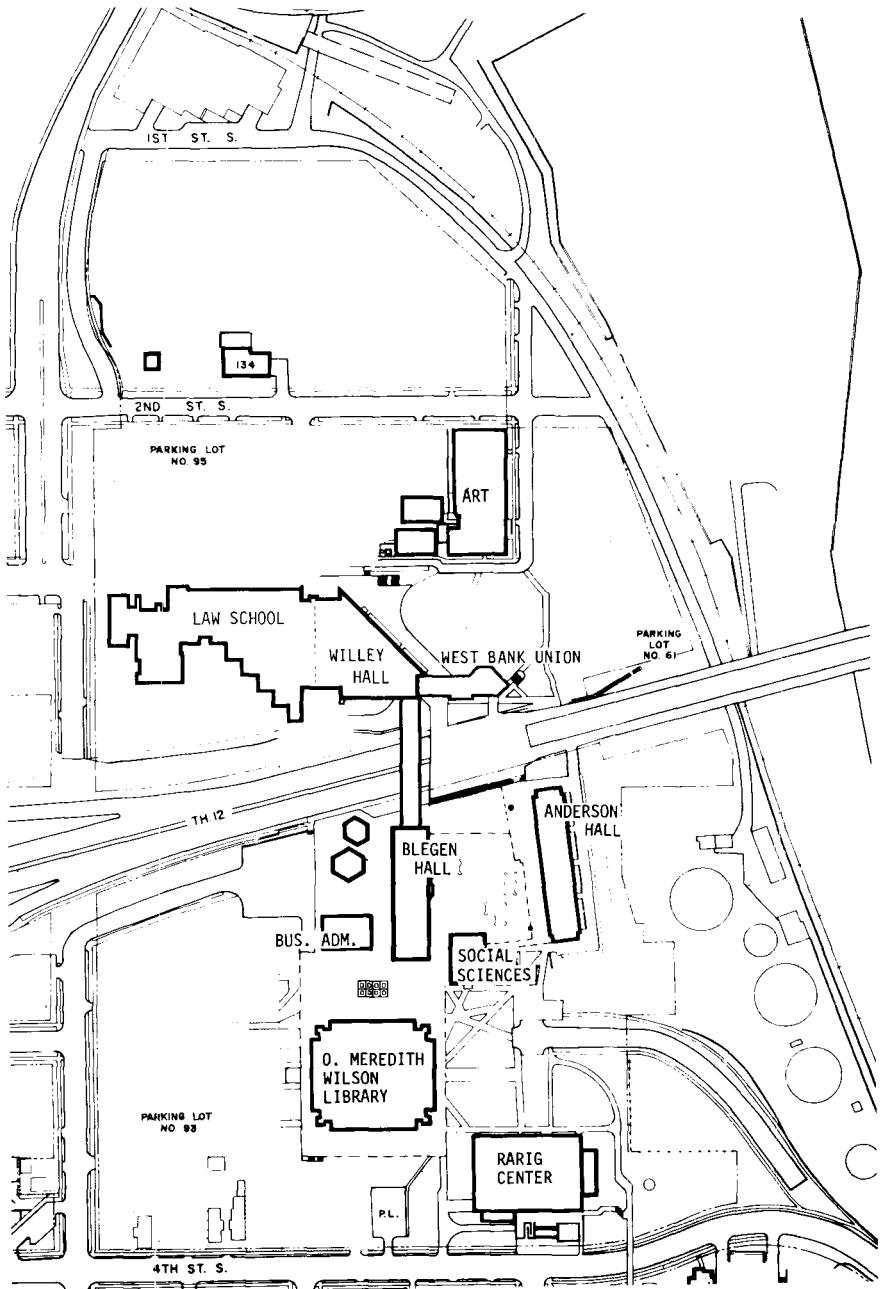
**Managing Time: How Not to Get Thumbtacked to a Schedule**

YWCA Urban Center, 1130 Nicollet Avenue, Minneapolis

**Business Writing Workshop**

**Mothers and Daughters**

**Women and the Law**

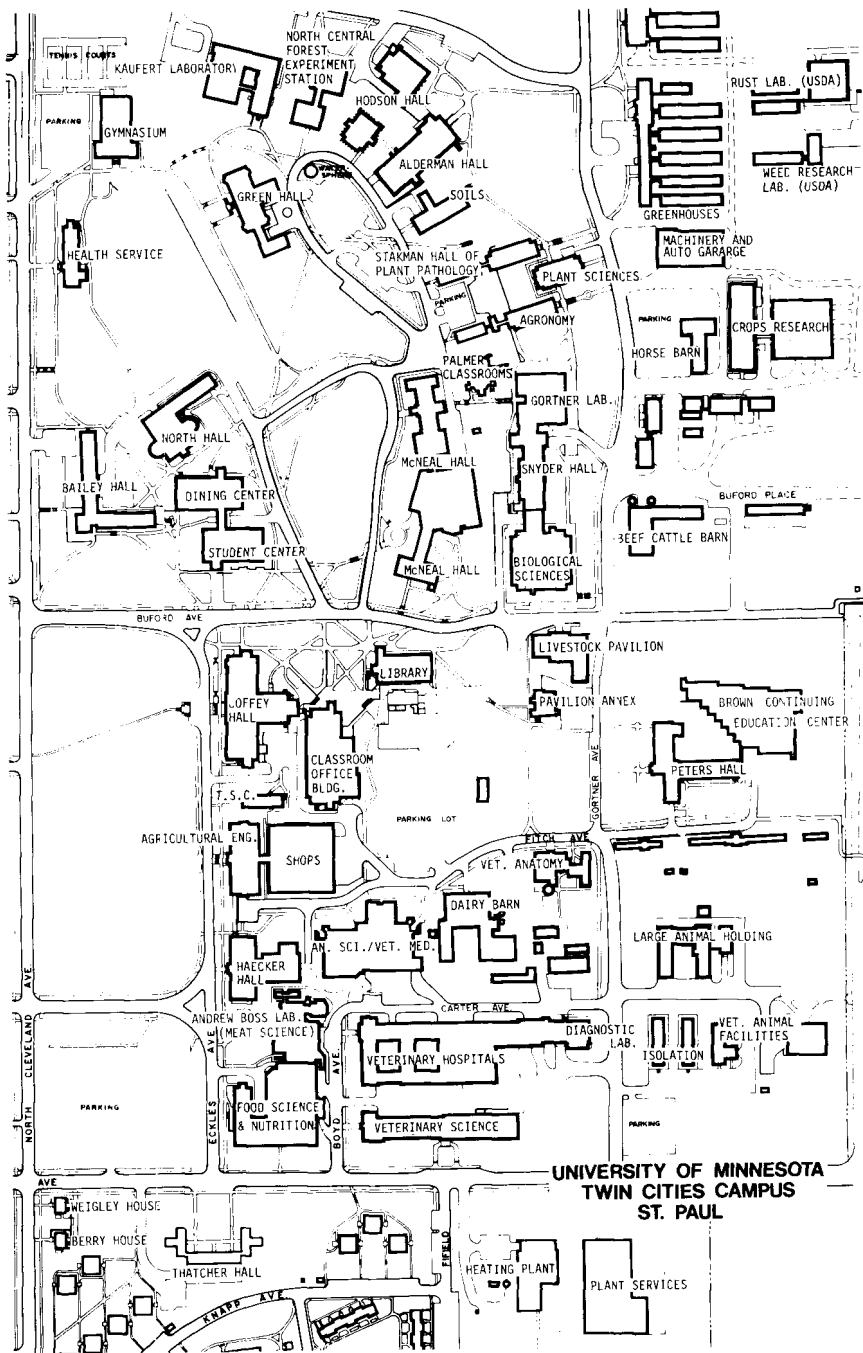


## Minneapolis Campus West Bank





# Minneapolis Campus East Bank



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

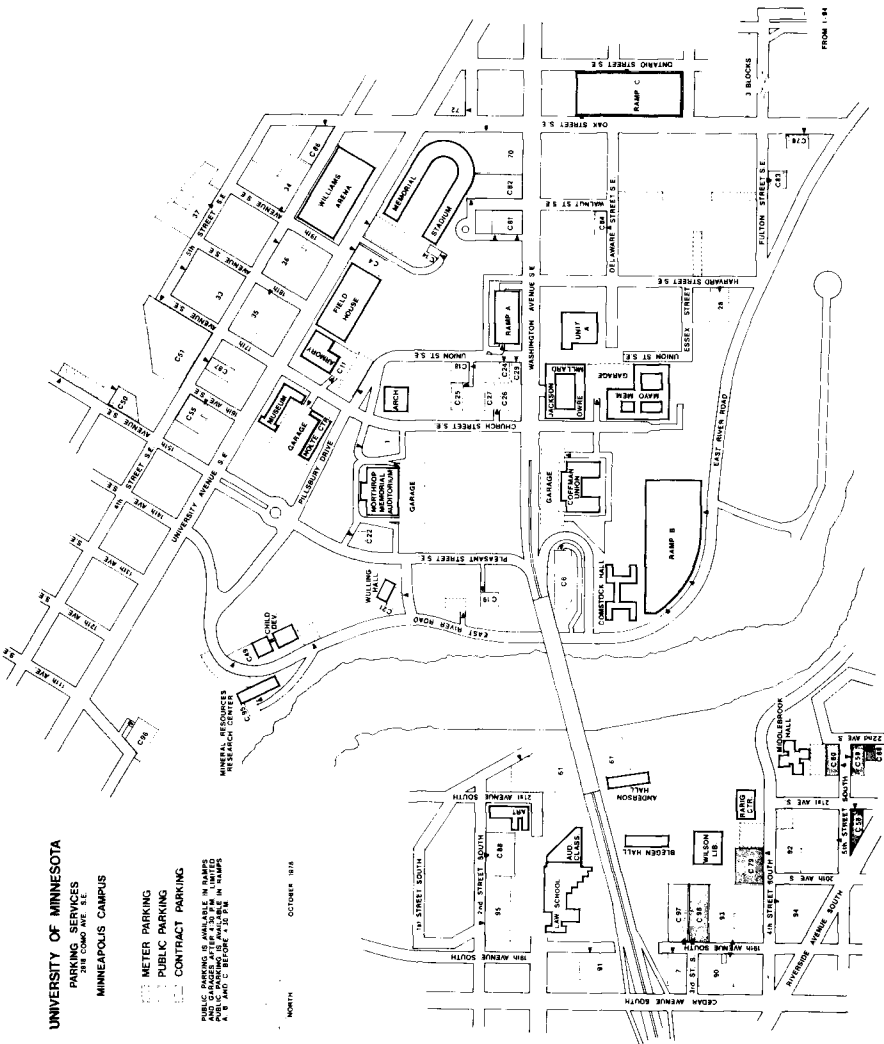
## St. Paul Campus

UNIVERSITY OF MINNESOTA  
 PARKING SERVICES  
 318 COMD AVE. S.E.  
 MINNEAPOLIS CAMPUS

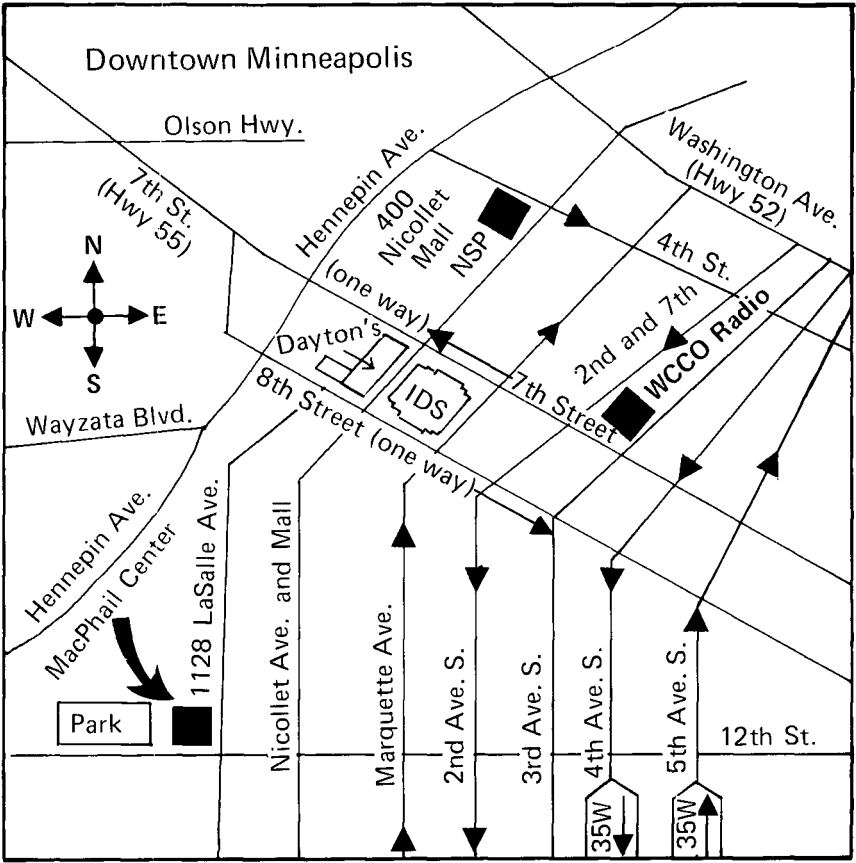
- METER PARKING
- PUBLIC PARKING
- CONTRACT PARKING

PUBLIC PARKING IS AVAILABLE IN RAMP A AND GARAGES A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z, AA, AB, AC, AD, AE, AF, AG, AH, AI, AJ, AK, AL, AM, AN, AO, AP, AQ, AR, AS, AT, AU, AV, AW, AX, AY, AZ, BA, BB, BC, BD, BE, BF, BG, BH, BI, BJ, BK, BL, BM, BN, BO, BP, BQ, BR, BS, BT, BU, BV, BW, BX, BY, BZ, CA, CB, CC, CD, CE, CF, CG, CH, CI, CJ, CK, CL, CM, CN, CO, CP, CQ, CR, CS, CT, CU, CV, CW, CX, CY, CZ, DA, DB, DC, DD, DE, DF, DG, DH, DI, DJ, DK, DL, DM, DN, DO, DP, DQ, DR, DS, DT, DU, DV, DW, DX, DY, DZ, EA, EB, EC, ED, EE, EF, EG, EH, EI, EJ, EK, EL, EM, EN, EO, EP, EQ, ER, ES, ET, EU, EV, EW, EX, EY, EZ, FA, FB, FC, FD, FE, FF, FG, FH, FI, FJ, FK, FL, FM, FN, FO, FP, FQ, FR, FS, FT, FU, FV, FW, FX, FY, FZ, GA, GB, GC, GD, GE, GF, GG, GH, GI, GJ, GK, GL, GM, GN, GO, GP, GQ, GR, GS, GT, GU, GV, GW, GX, GY, GZ, HA, HB, HC, HD, HE, HF, HG, HH, HI, HJ, HK, HL, HM, HN, HO, HP, HQ, HR, HS, HT, HU, HV, HW, HX, HY, HZ, IA, IB, IC, ID, IE, IF, IG, IH, II, IJ, IK, IL, IM, IN, IO, IP, IQ, IR, IS, IT, IU, IV, IW, IX, IY, IZ, JA, JB, JC, JD, JE, JF, JG, JH, JI, JJ, JK, JL, JM, JN, JO, JP, JQ, JR, JS, JT, JU, JV, JW, JX, JY, JZ, KA, KB, KC, KD, KE, KF, KG, KH, KI, KJ, KK, KL, KM, KN, KO, KP, KQ, KR, KS, KT, KU, KV, KW, KX, KY, KZ, LA, LB, LC, LD, LE, LF, LG, LH, LI, LJ, LK, LL, LM, LN, LO, LP, LQ, LR, LS, LT, LU, LV, LW, LX, LY, LZ, MA, MB, MC, MD, ME, MF, MG, MH, MI, MJ, MK, ML, MM, MN, MO, MP, MQ, MR, MS, MT, MU, MV, MW, MX, MY, MZ, NA, NB, NC, ND, NE, NF, NG, NH, NI, NJ, NK, NL, NM, NN, NO, NP, NQ, NR, NS, NT, NU, NV, NW, NX, NY, NZ, OA, OB, OC, OD, OE, OF, OG, OH, OI, OJ, OK, OL, OM, ON, OO, OP, OQ, OR, OS, OT, OU, OV, OW, OX, OY, OZ, PA, PB, PC, PD, PE, PF, PG, PH, PI, PJ, PK, PL, PM, PN, PO, PP, PQ, PR, PS, PT, PU, PV, PW, PX, PY, PZ, QA, QB, QC, QD, QE, QF, QG, QH, QI, QJ, QK, QL, QM, QN, QO, QP, QQ, QR, QS, QT, QU, QV, QW, QX, QY, QZ, RA, RB, RC, RD, RE, RF, RG, RH, RI, RJ, RK, RL, RM, RN, RO, RP, RQ, RR, RS, RT, RU, RV, RW, RX, RY, RZ, SA, SB, SC, SD, SE, SF, SG, SH, SI, SJ, SK, SL, SM, SN, SO, SP, SQ, SR, SS, ST, SU, SV, SW, SX, SY, SZ, TA, TB, TC, TD, TE, TF, TG, TH, TI, TJ, TK, TL, TM, TN, TO, TP, TQ, TR, TS, TT, TU, TV, TW, TX, TY, TZ, UA, UB, UC, UD, UE, UF, UG, UH, UI, UJ, UK, UL, UM, UN, UO, UP, UQ, UR, US, UT, UY, UZ, VA, VB, VC, VD, VE, VF, VG, VH, VI, VJ, VK, VL, VM, VN, VO, VP, VQ, VR, VS, VT, VU, VV, VW, VX, VY, VZ, WA, WB, WC, WD, WE, WF, WG, WH, WI, WJ, WK, WL, WM, WN, WO, WP, WQ, WR, WS, WT, WU, WV, WW, WX, WY, WZ, XA, XB, XC, XD, XE, XF, XG, XH, XI, XJ, XK, XL, XM, XN, XO, XP, XQ, XR, XS, XT, XU, XV, XW, XX, XY, XZ, YA, YB, YC, YD, YE, YF, YG, YH, YI, YJ, YK, YL, YM, YN, YO, YP, YQ, YR, YS, YT, YU, YV, YW, YX, YZ, ZA, ZB, ZC, ZD, ZE, ZF, ZG, ZH, ZI, ZJ, ZK, ZL, ZM, ZN, ZO, ZP, ZQ, ZR, ZS, ZT, ZU, ZV, ZW, ZX, ZY, ZZ

NORTH  
 OCTOBER 1974



## Parking Facilities (East and West Bank)



**MacPhail Center for the Arts**

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## Registration Information

Prompt registration is suggested. Please check bulletin descriptions for starting dates of all noncredit classes. Unless otherwise noted spring quarter credit classes begin the week of March 30. 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 the type of grading preferred.

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

373-9743

Late fee for spring quarter *credit* classes after March 19 – \$5.00  
Courses marked with an asterisk are now \$55 (nontranscript rate).

**Please register me for the following classes:**

---

---

Location(s) \_\_\_\_\_

Starting Date(s) \_\_\_\_\_ Day \_\_\_\_\_

Time(s) \_\_\_\_\_

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

A/N  S/N  Audit  Graduate Credit  Nontranscript

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

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Phone (Home) \_\_\_\_\_ Phone (Work) \_\_\_\_\_

Birthdate \_\_\_\_\_ Social Security # \_\_\_\_\_

I am working toward a degree.

This is my first registration in a CEW class.

# University of Minnesota Bulletin



Summer  
1981

Continuing  
Education for  
Women

Continuing Education  
and Extension  
University of  
Minnesota





# University of Minnesota

## Board of Regents

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Volume LXXXIV, Number 8  
UNIVERSITY OF MINNESOTA BULLETIN  
(USPS 651-720)

May 1, 1981

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

# **Continuing Education for Women**

**Summer Session 1981**

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

# **The Institute for Professional Women's Development**

May 11-13, 1981  
Spring Hill Center

The Institute for Professional Women's Development is a two and a half day residential program to help high ability women prepare for executive positions in their organizations.

The Institute will focus on issues of management style and success. Workshops will be offered on strategy development, conflict resolution, risk management, delegation, and decision making.

Fee for the Institute is \$250 (includes room and board). Enrollment is limited.

For further information and application call 373-9743.

## **Woman's Day on Campus**

Wednesday  
June 10, 1981

8:30 - 2:30

Earle Brown Center  
St. Paul Campus

\$18 (includes lunch)

Barbara Armajani	President of Powers
Lauren Dillard	Economist with the Minneapolis Federal Reserve Bank
Diane Magrath	Partner of the President of the University of Minnesota
Phebe Hanson	Minneapolis poet

Reservations must be made by June 5, 1981.

## From the Director

The wind in my face in the morning. It's good to be alive! That's how I feel about this summer bulletin. Within these pages you will find all kinds of ways to feel more alive.

Fresh ideas as well as familiar standbys are here: how to read and how to write, how to think and how to learn. Among the new courses are *Dreams and Fantasies*, *Children and Chaos*, and *The Single Parent*.

Summer's a wonderful time to read and it's even more fun when guided by competent instructors and shared with others. Note the new literature courses.

This program is rooted in the belief that women constitute one of the significant underprivileged resources of the nation. Everything we have read and learned underlines the needs for the continuation of special programs for women. For you who are in a transition period, we have three career-planning courses. For you who are thinking of coming back to school in the fall, now is the time to get started. *Study Skills*, *Efficient Reading*, and *Word Play* can help you. Counselors at 373-3905 can advise and help you.

One-day events for summer include *Shared But Separate: Facets of "Living Together" Relationships*; *Women Alone: Alive and Thriving*; *Women: Health in the Middle Years*; and *Woman's Day on Campus*.

And don't miss the Math Anxiety Program!



Edith E. Mucke, Director  
Continuing Education for Women

Continuing Education for Women  
200 Westbrook 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, Minnesota 55455, (612) 373-7969, or to the Director of the Office of Civil Rights, Department of Education, Washington, D.C. 20202, or to the Director of the Office of Federal Contract Compliance Programs, Department of Labor, Washington, D.C. 20210.*

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## **Admission**

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

## **Advising and Counseling**

Professional counseling and testing services are available to CEW students who want to learn more about their own abilities, interests, and personalities; and 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 \$50 is charged for students and prospective students (\$80 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 number of courses to take and the order in which they should be taken, arrange for examinations for credit or advanced standing, and handle other academic matters. During registration periods, advisers will be available without appointment during registration hours in the Counseling Office, 314 Nolte Center. At other times of the year students may telephone 373-3905 to arrange for day or evening appointments, although advisers are always available on a walk-in basis during regular daytime hours.

## **Financial Assistance**

### **Low Income Scholarships**

Tuition assistance scholarships are available through the Continuing Education and Extension Tuition Assistance Program (TAP) for low-income adults who wish to enroll in CEW courses. Call 373-3905 for further information.

### **Minnesota Part-Time Student Grant Program**

Awards are made to Minnesota residents who are formally admitted to and in good academic standing in a degree or certificate program. Recipients must demonstrate financial need (generally low-income and some middle-income students meet the guidelines) and cannot be eligible for or be receiving other education financial aids. Grants cover tuition and fees only. Because funding is limited, applications for awards will be on a first come/first served basis for winter quarter and spring semester. Application for fall quarter and fall semester will not be accepted before July 3.

### **Louise Roff Scholarship Fund**

Awards from the Louise Roff Scholarship Fund are made on the basis of scholastic ability, motivation, previous achievement, financial need, and realistic plans. Small awards are given serious consideration. The funds can be used only for courses offered through CEW. Closing date for fall quarter and fall semester applications is mid-August.

## Registration

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

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

## Registration of Students 62 or Older

A state law provides that students 62 or older may take courses free of charge "when space is available after all tuition-paying students have been accommodated." If credit is desired, there will be a \$2 per credit charge. This means in classes where enrollment is limited, students over 62 who have not paid tuition will not immediately be guaranteed a place, but must wait until three days before the first class session. The enrollee is responsible for material, laboratory, or any special fees.

No mail registrations will be accepted for nonpaying students 62 or older. Call 373-9743 three days before the beginning of the class to confirm that the class will be held and that you can be accommodated.

## 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). Cancellations must be made in person or by letter. Telephone cancellations will not be accepted.

## 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 his/her letterhead) indicating that in the opinion of the doctor the student was unable to continue for medical reasons.



2. A \$3 cancellation fee will be charged for cancellation of classes before the first class meeting in any semester, quarter, or special term. The balance of the tuition and special fees will be refunded.
3. Late fees and/or transfer fees are not refundable.
4. Refunds for cancellations of classes after the opening date of each semester, quarter, or special term (except as indicated in item 2) will be made as follows:

	<b>Summer Session</b>
a. refund before second class	75%
b. refund before third class	50%
c. refund before fourth class	25%
d. refund before fifth class	none
e. refund after fifth class	none

5. Refund requests for one- or two-day workshops or special events must be received in writing or in person at the CEW office three (3) working days in advance of the event. Registrants who fail to attend or to cancel properly are liable for the entire fee.

Refunds are paid by check only and are mailed to the student. A minimum of four weeks is required for processing a refund.

### **Cancellation of or Change in Scheduled Classes**

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

### **Symbols**

BB Brown Bag School — noon hour courses

### **Bookstores**

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

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

# Noncredit Courses and Descriptions

## Arts and Humanities

### **CULTURAL AWARENESS IN TRAVEL AND WORK. \$60.**

Whether you travel for business or pleasure, learn how to understand the people in the countries that you visit. There are many skills that can be learned by those who need or want to interact successfully with people from foreign countries. This one-day seminar will provide you with a framework for appreciating other value systems and social customs.

Sat 9 a.m.-4 p.m., June 6 (1 session), Nolte Center, Minneapolis Campus, McNulty

*Helen McNulty is an administrative assistant in Latin American Studies and a consultant in private practice.*

### **GREAT CITIES: ATHENS, LONDON, PARIS, AND ROME. \$35 (\$15 for a single session).**

Explore the history, art, architecture, and ambiance of four great cities — Athens, London, Paris, and Rome. Learn about museums, quaint neighborhoods, walking tours, modern shops, and restaurants — all without leaving St. Paul. Whether you are an armchair traveler or one bound for Europe, experience the rich past and colorful present of these great cities. In cooperation with the World Affairs Center.

T 9:30 a.m.-12, June 9, 23, 30, July 14 (4 sessions), House of Hope Church, Kirby Lounge, Cafarelli, Shewan, Stoughton, Sullivan

*Lesley Cafarelli (Athens) is an assistant professor in the Department of Classics at the University of Minnesota; Rodney Shewan (London) is a visiting professor in the Department of English at the University of Minnesota; Michael Stoughton (Rome) is an assistant professor in the Department of Art History at the University of Minnesota and specializes in Italian art of the seventeenth century; Theresa Sullivan (Paris) is a frequent traveler to Paris and is an ardent Francophile.*

### **INTRODUCTION TO DRAWING AND WATER COLOR. \$42.**

Find your creative potential through drawing and water color, both studio experience and working outside from nature. Open to anyone; no previous experience necessary. (Students will furnish their own materials.) Limited.

T 9-11 a.m., June 23-July 28 (6 sessions), Minneapolis Campus West Bank, Baumel

*Rosemary Baumel is an assistant to the director of graduate studies in the Department of Studio Arts.*

### **LETTS ENJOY MUSIC. \$40.**

A course intended to assist in the development of an understanding of music and a deepening of participants' responses to it. It will include an overview of the materials of music: pitch, rhythm, timbre, harmony, and structure. Experiencing our different responses to music: thinking about it and analyzing it, feeling the emotions it conveys, sensing it in the body. Listening to music in different styles, with an emphasis on classical music, but also including some jazz, folk, and non-Western music. Music history and the idea of progress in Western classical music will be touched on.

T 10 a.m.-12, June 16-July 7 (4 sessions), MacPhail Center, Letts

*Richard Letts is director of MacPhail Center for the Arts.*

### **QUILTING: DESIGN, COLOR, AND TECHNIQUE. \$42.**

Students will work on design modules for their quilts. Color selection will be discussed and determined for the best and particular effect of their module. The program will conclude with the execution of a wall or bed quilt. The construction techniques will be presented to accomplish this goal.

W 9 a.m.-12, July 8, 15, Aug 12, 19 (4 sessions), St. Paul Campus, Burningham

*Charlene Burningham is an assistant professor in the Department of Design.*

### **TWENTIETH CENTURY AMERICAN ART: ALFRED STIEGLITZ, GEORGIA O'KEEFFE, AND THEIR CIRCLE. \$35.**

Alfred Stieglitz's efforts as art patron, critic, gallery owner, and photographer were instrumental in the flowering of America's first avant garde. It was through Stieglitz's gallery, 291, in New York, that the American public was introduced to progressive European art and to the work of such American artists as John Marin, Arthur Dove, Marsden Hartley, and Georgia O'Keeffe. In addition to exhibiting their works, Stieglitz offered his circle of artists moral and financial support, thus enabling them to experiment with new forms and ideas. Following the closing of 291 in 1917, Stieglitz devoted himself to the career of Georgia O'Keeffe. As their relationship deepened, Stieglitz's own creative energies were rekindled and O'Keeffe served as an inspiration and model for some of Stieglitz's most penetrating photographs. By reviewing the lives and works of Stieglitz, O'Keeffe and their circle, students will gain a more complete understanding of the modernist aesthetic. Offered in cooperation with Walker Art Center.

W 10 a.m.-12, July 1-July 15 (3 sessions), Walker Art Center, Conference Room, Ultan

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

**TWENTIETH CENTURY AMERICAN ART: FROM THE "ASH CAN" TRADITION TO THE ARMORY SHOW. \$35.**

Rapid economic advance, social reform movements, fermenting intellectual curiosity, and mass migration to America are some of the events that stirred a radical native artistic consciousness. With the battle cry "to life," the artist/teacher Robert Henri, along with Luke, Shinn, Sloan, and Glackens, laid the foundation for the controversial "Ash Can School" in the first decade of the twentieth century. One of the major consequences of this movement was the renowned Armory Show Exhibition of 1913, establishing the touchstone with the European vanguard. The extensive implications of these two events and the personalities who shaped the artistic polarities and attitudes in the following decade will be explored. Offered in cooperation with Walker Art Center.

W 10 a.m.-12, July 29-Aug 12 (3 sessions), Walker Art Center, Conference Room, Ullan

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

## *Business*

**BUSINESS WRITING WORKSHOP** — See Speech-Communication.

**COMMUNICATION AND CREDIBILITY: SPEAKING MORE EFFECTIVELY ON THE JOB** — See Speech-Communication.

**CULTURAL AWARENESS IN TRAVEL AND WORK** — See Arts and Humanities.

**EFFICIENT READING FOR WOMEN IN BUSINESS** — See Skills.

**FOOD AND FITNESS IN THE OFFICE. \$18.**

You do not need a large space to get the benefits of an exercise program. And you do not have to avoid restaurants and vending machines if you are concerned about the nutritional quality of your life. Come and learn about exercise and nutrition while you participate in exercises you can do at your office.

Th 12-1 p.m., June 18-July 9 (4 sessions), American Institute of Banking, Christy and Chesla

*Ann Christy and Ann Chesla are health educators at the Metropolitan Medical Center.*

**RISK TAKING: WHAT EVERY WOMAN MANAGER SHOULD KNOW.**

\$34 (includes continental breakfast).

This course will provide an overview of the elements and components of risk taking. Characteristics commonly associated with risk takers will be identified. The broad range of risks that people take, and the benefits and penalties associated with risk taking will be explored. Participants will have the opportunity to discuss strategies for positive-outcome risk taking.

T 7:30-8:30 a.m., July 21-Aug 11 (4 sessions), Marquette Inn, Hansen.

*Jo Ida Hansen is an associate professor in the Department of Psychology and director of the Center for Interest Measurement Research.*

**BB—SECRETARY: PROFESSIONAL IMAGE FROM 9 TO 5. \$16.**

Secretaries play a vital role in any business or organization, and this course will provide you with a framework for examining that role. What is expected of you? What are your own expectations? What is your self-image? What is the image that you project? Suggestions for working as a team with your boss will be given.

T 12-1 p.m., June 16-July 7 (4 sessions), American Institute of Banking, Burke

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

**USES OF PERSUASION IN THE BUSINESS SETTING** — See Speech-Communication.

**BB—WORDS: MAKING THEM WORK FOR YOU** — See Writing.

## Career Planning

**CAREER AND LIFE PLANNING. \$40** (includes testing).

Exploration of each individual's interests, skills, values, and goals and implications for career and lifestyle alternatives. Objective is to expand participants' awareness of themselves and of the many different ways they can lead satisfactory lives. Designed for those entering the working world or making career changes. The 1981 expanded Strong Campbell Interest Inventory will be administered. Limited.

Th 6:30-8:30 p.m., June 18-July 9 (4 sessions), Washburn Library, Grabow  
*Karen Grabow is a doctoral candidate in the Student Counseling Bureau.*

**THE EFFECTIVE JOB SEARCH. \$35.**

A practical course designed to teach concrete methods of conducting a job search with emphasis on what resources to use in developing a job prospect list, strategies for acquiring a personal referral network, using printed materials and information interviews to research job openings, and practice in interviewing assertively. Limited.

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

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

**ORIENTATION DAY. No Charge.**

David Wark on "Test Anxiety." Anne Dickason on "Commuting — And Other Ways to Travel" and more.

T 9:30 a.m., Sept 15 (1 session), MacPhail Center

**TEACHERS IN TRANSITION: EXPLORING CAREER OPTIONS. \$87 plus \$5 materials fee. Total \$92.**

Designed to help teachers discover the hidden job market, identify teaching skills that transfer to other careers, and develop a personal career plan. Emphasis on all the ways to find a job, making your interviews count, and creating an effective contact network. Includes presentations by a panel of former teachers in new careers. Offered in cooperation with Extension Classes. Limited.

M 6:10-9:10 p.m., June 15-July 13 (5 sessions), Earle Brown Center, St. Paul Campus, Loeffler and Cooper

*Dorothy Loeffler is an associate professor in Educational Psychology and is a University counselor in the Student Counseling Bureau. Robin King Cooper is a doctoral candidate in counseling psychology. She has done extensive career counseling with individuals and groups, and has worked as a job placement counselor.*

## Health and Physical Fitness

**ASTHMA AND ALLERGIES: WHAT PATIENTS AND THEIR FAMILIES NEED TO KNOW. \$20.**

This course will provide an up-to-date review of our knowledge of allergy, focusing on the allergic mechanisms involved. Specific allergic conditions to be discussed include asthma, hay fever, anaphylactic shock, drug reactions, and food allergies. The course will emphasize the symptoms, diagnosis, and management of allergies, and is designed for both patients and their families.

W 9:30 a.m.-12, June 3-June 10 (2 sessions), MacPhail Center, Blumenthal  
*Dr. Malcolm Blumenthal is a clinical associate professor of allergy, Department of Medicine, at the University of Minnesota.*

**FEELING GOOD: PHYSICAL AND MENTAL WELL BEING. \$25.**

The first session will focus on the historical aspects of women and health, including our roles as mothers, nurses, and caretakers. How does our responsibility for others relate to our idea of self? Session two tries to answer the questions: What implications has eating had for our society and others? Why do women think they need to diet? What needs does food supply? Other topics include body image, diets, and changing your lifestyle. International differences will be explored. The final session suggests ways in which exercise can enhance your life.

T 9:30 a.m.-12, June 23-July 7 (3 sessions), Landmark Center, Lutter and Lutter

*Judy Mahle Lutter, M.A. American studies and educational psychology, lectures on women, nutrition, and physical fitness. Lowell Lutter is an orthopedic surgeon who lectures on physical fitness. Both are marathon runners.*

**THE OBSESSION: WOMEN, WEIGHT, FOOD, AND CULTURE. \$40.**

The American culture promotes a preoccupation with female body size, shape, and appearance. This preoccupation engenders and influences our notions of the feminine and concepts of self, sexuality, and relationships. In this course we will explore psychological and social phenomena such as contemporary fashion, advertising, diet/exercise programs, anorexia nervosa and bulimia, and what they reveal about our attitudes towards our bodies; the fantasies and conflicts. Through lecture, discussion, and personal exploration, we will look at the developmental relationship between food and emotional needs, as well as growing-up experiences around food and physical appearance.

Th 9:30 a.m.-12, June 18-July 9 (4 sessions), MacPhail Center, Hoistad  
*Janice Hoistad is an assistant professor of psychology at St. Olaf College and a consulting psychologist in private practice.*

**WOMEN: HEALTH IN THE MIDDLE YEARS. \$45 (includes material fee, lunch and refreshment charge).**

One-day seminar to identify and explore new directions and definitions of health concerns for women in the middle years. Changes — psychological and physical. Special interest discussion groups will include the middle years and medication, cancer, sexuality, depression, nutrition, alcoholism, cosmetic surgery. Other topics are men's reactions to changing roles of women, what corporations are doing to enhance well-being and who can benefit from psychotherapy. Offered in cooperation with Continuing Nursing Education.

Sat 8:30 a.m.-4 p.m., Sept 19 (1 session) Earle Brown Center, St. Paul Campus, Interdisciplinary Faculty



*Investments and Law*

**PERSONAL INVESTING AND FINANCIAL PLANNING. \$55.**

This course is designed to help you attain your personal financial goals. You will learn how to assess your financial resources and spending patterns in order to budget and invest wisely. The course will focus on steps to basic financial security and the application of various investment possibilities to your financial goals.

W 9 a.m.-12, June 17-July 8 (4 sessions), MacPhail Center, Whittlinger  
*Erica Whittlinger is a corporate financial consultant and small business owner.*

**RETIREMENT: PLANNING FOR MAJOR CHANGE OR HOW TO MAKE  
A SILK PURSE OUT OF A POSSIBLE SOW'S EAR. \$350/couple;  
\$200/person.**

Some of us give more thought to a short vacation than we do to retirement, even though we may spend up to 20 percent of our lives in retirement. Early, systematic planning for retirement is essential, especially with the current double-digit inflation. Since retirement is a family matter, spouses are key people in retirement planning. This two and a half day seminar will focus on such retirement issues as financial and investment planning, lifestyle, stress, and health. Limited.

T & W 8:30 a.m.-4 p.m. & Th 8:30 a.m.-12, June 16-June 18 (3 days), Earle Brown Center, St. Paul Campus, Cavalier, Cavalier, et al.

*Dan Cavalier, now in early retirement, is former president of sales and marketing, Litton Microwave Cooking Products. Naomi Cavalier has a master's degree in social work from the University of Minnesota and recently produced a series of radio programs on midlife.*

**SHARED BUT SEPARATE: FACETS OF "LIVING TOGETHER"  
RELATIONSHIPS. \$25/couple; \$15/person.**

This workshop will examine the personal dynamics and legal implications for people who live together without being married. Topics will include taxes, property ownership and transfer, employment, insurance, criminal and civil liability, welfare and unemployment benefits, and children.

Sat 9 a.m.-12, June 20 (1 session), Nolte Center, Minneapolis Campus, Wolf

*Judith Wolf holds a doctor of philosophy degree in educational psychology, as well as a doctor of laws degree from the University of Minnesota Law School, and is an attorney with the Minneapolis firm of O'Connor & Hannan.*

**UNCOUPLING: MYTHS AND REALITIES OF DIVORCE. \$40.**

A practical look at separation and divorce including the social myths, psychological impact, and legal implications involved. This program is for people who are recently divorced, family members of someone who is divorced, and people who may at some time be divorced.

Th 6-9 p.m., June 18-July 2 (3 sessions), Nolte Center, Minneapolis Campus, Wolf

*Judith Wolf holds a doctor of philosophy degree in educational psychology, as well as a doctor of laws degree from the University of Minnesota Law School, and is an attorney with the Minneapolis firm of O'Connor & Hannan.*



## Language

### **BEGINNING SPANISH. \$58.**

A course designed for persons with little or no previous knowledge of the language. Emphasis will be on the basics — essential grammar and vocabulary necessary for survival and travel in a Spanish-speaking environment. Concentration will be on asking directions, understanding telephone conversations, ordering meals. Limited.

M & Th 1:30-3:30 p.m., June 15-July 9 (8 sessions), MacPhail Center, Sunderland

*David Sunderland is a doctoral candidate in the Department of Spanish and Portuguese.*

## Literature

### **AMERICAN WOMEN IN LOVE: LITERATURE OF CATHER, CHOPIN, WHARTON. \$30.**

An exploration of insights that three American authors — Edith Wharton, Kate Chopin, Willa Cather — offer into women's experience of love as both an emotional and moral state of being. Women of all ages and characters will be discussed in relation to the objects of their love — other women, men, nature, and their own selves. The instructor suggest that students keep an informal written record of their responses to each work as it is read, but emphasis will be on the spoken sharing of those responses. (Please read Wharton's *Summer* for the first session.)

W 10 a.m.-12, June 24-July 15 (4 sessions), MacPhail Center, Fuller  
*Cynthia Fuller is a visiting professor in the Department of English.*

### **GERTRUDE STEIN. \$30.**

Introduction to the life and work of one of the "makers of the twentieth century." As Picasso shattered images, she shattered old forms of the English language. Not so much a writer who produced literature, but a scientist who experimented with words, Stein created a peculiar literary idiom not easily understood, but one intriguing to contemplate. This is a brief overview of the writer, her methods, and her work.

Th 9:30-11:30 a.m., Aug 6-Aug 27 (4 sessions), MacPhail Center, Marsh  
*Elaine Marsh is associate minister of Plymouth Congregational Church.*

### **SUMMER WITH COLETTE. \$30.**

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* as well as *Cheri* and others.

W 9:30-11:30 a.m., July 22-Aug 12 (4 sessions), MacPhail Center, Kheim  
*Johanna Kheim has taught French and humanities at the University of Minnesota.*

### **MADNESS IN WOMEN'S LITERATURE: A GROWING TRADITION. \$45.**

In the past one hundred years, women writers have become more aware of the dichotomy between the demands of a family-oriented society and those of the creative process. Juxtaposed with the image of the "Angel in the House," there has emerged her "half-sister" — the Mad Woman. This course will study poetry and prose from the nineteenth century to the present, as women writers explore with increasing intensity and seriousness the role of psychic alienation as the ultimate means to creative wholeness and reintegration of the self. Discussion will center on students' selections from Brontë, Gilman, Dickinson, Woolf, Ward, Lessing, Plath, Sexton, Rich, Atwood, and Morgan.

M 6-8 p.m., June 15-July 20 (6 sessions), Minneapolis Campus West Bank, Watkins

*Helen Watkins, Ph.D., abd Yale, is an adjunct faculty member of the Women's Studies Program.*

## *Mathematics*

### **ARITHMETIC AND ELEMENTARY ALGEBRA. \$82.**

Individualized instruction and group lecture in basic arithmetic processes. Fractions, decimals, exponents, percentages, setting up word problems into algebraic form, and elementary algebraic principles. Students proceed at their own rate. Open to high school students and adults; no math background necessary. Limited.

M 9-11:30 a.m., June 15-Aug 31 (12 sessions), MacPhail Center, McMorrow  
T 6:30-9 p.m., June 16-Sept 1 (12 sessions), Minneapolis Campus, Robertson

*Vivian McMorrow has been an instructor in the CEW Math Anxiety Program since its beginning in 1975. Doug Robertson is an assistant professor in General College.*

### **MATH ANXIETY DIAGNOSTIC CLINIC. \$15.**

The Diagnostic Clinic is the introductory step in the Math Anxiety Program. The clinic will explore 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.

Th 6-9:30 p.m., June 4 (1 session), Minneapolis Campus, Robertson and Claesgens

Th 9 a.m.-12, June 11 (1 session), St. Paul Campus, Robertson and Claesgens

*Doug Robertson is an assistant professor in General College. Joan Claesgens, coordinator in Continuing Education for Women, works with the Math Anxiety Program.*

## **PRINCIPLES OF DATA PROCESSING. \$75.**

The class provides a working introduction to data processing and computers. Participants will learn about information needs in business and the role of information systems in their organizations, as well as how to communicate better with other members of their company. The class will cover computer characteristics, equipment, and methods used to process data, with examples of applications and the relationship between these applications and business, medicine, and science. The class also will cover elementary programming techniques, with an opportunity for students to write, debug, and run programs using the BASIC language. The future of data processing and career opportunities in this field will be discussed. Instructor will work with students in computer center (Minneapolis Campus) before each class beginning with the second class session. (No prereq) Limited.

W 6:30-8:30 p.m., July 8-Aug 26 (8 sessions), Minneapolis Campus, Folz  
*Bernice Folz is an associate professor of quantitative methods and computer science, College of St. Thomas, St. Paul. She has worked as a systems engineer for IBM and as a supervisor in computer software design and maintenance at Sperry-Univac.*

## **TAKING THE STING OUT OF STAT: STATISTICS FOR NONSTATISTI- CIANS. \$57.**

A preparatory course for QA 1050 and graduate level statistics in sociology and psychology, designed especially for people who are afraid of taking statistics or who want a basic understanding of statistical concepts. The class will familiarize students with statistical vocabulary and notation, basic ability, probability distributions, hypothesis testing, and regression analysis. Some knowledge of algebra desirable.

W 6-8 p.m., June 17-Sept 2 (12 sessions), Minneapolis Campus, Osterberg  
*Kathy Osterberg is a graduate teaching associate in General College.*

## COMMUNITY MATH PROGRAM

The following classes will be held at St. Louis Park Community Education Center in cooperation with Continuing Education for Women. Call Lori Trach at 925-4300 for registration information; CEW *will not* be handling registration for these two courses.

### **MATH ANXIETY DIAGNOSTIC CLINIC. \$15.**

Explore math anxiety, how it develops, and how it affects math performance. Tests and questionnaires are given to help students identify level of math skills and math anxiety. This is a prerequisite to the arithmetic class. This program is open to men, women, and high school students. Offered in cooperation with St. Louis Park Community Education. Limited.

T 6:30-9:30 p.m., May 26 (1 session), St. Louis Park Senior High School, Robertson and Claesgens

*Doug Robertson is an assistant professor in General College. Joan Claesgens, coordinator in Continuing Education for Women, works with the Math Anxiety Program.*

### **MATH ANXIETY ARITHMETIC CLASS. \$50.**

Overcome math anxiety and be able to meet everyday math blocks. This class offers group lecture and individualized instruction in basic arithmetic processes, fractions, decimals, exponents, percentages, word problems, and simple algebra. Students go at their own pace. Men, women, and high school students welcome. Offered in cooperation with St. Louis Park Community Education. Limited.

T 6:30-9 p.m., June 9-July 28 (8 sessions), St. Louis Park Senior High School, McMorrow

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

## Personal Growth

### **ASSERTIVENESS TRAINING. \$43.**

Learning to express one's beliefs, feelings, and opinions in an honest, direct, and appropriate way. Discussion of what distinguishes assertive behavior from nonassertive and aggressive behavior. Self-assertion as a means of increasing effectiveness in interpersonal relationships. Class will emphasize participation, role playing, and group support. Limited.

T 9-11 a.m., June 16-July 14 (5 sessions), MacPhail Center, Schneider

*Peggy Schneider is a social worker and has taught assertiveness training classes for three years.*

### **ASSERTIVENESS TRAINING AND SELF-ESTEEM. \$43.**

Learning to express one's beliefs, feelings, and opinions in an honest, direct, and appropriate way. Discussion of what distinguishes assertive behavior from nonassertive and aggressive behavior. Self-assertion as a means of increasing effectiveness in interpersonal relationships. Class will emphasize participation, role playing, and group support. How self-esteem and assertion relate to identity. Limited.

T 6:30-8:30 p.m., June 16-July 14 (5 sessions), Minneapolis Campus, Hoistad

*Janice Hoistad is an assistant professor of psychology at St. Olaf College and a consulting psychologist in private practice.*

## *Science*

### **A DAY AT THE ZOO. \$27 (includes transportation and admission charge).**

A unique opportunity, rarely available, to view the inner workings of the Minnesota Zoological Garden. Practical application of science. In the morning, staff will present the philosophy of the new zoo and why it is different from other zoos. Small groups will then be formed for a series of guided tours with instructors. Topics include research, breeding, and housing of endangered species and a tour of the research and holding facilities; feeding of the animals and tour of the animal commissary; veterinary medicine at the zoo and tour of the animal health building; the horticultural program and tour of the greenhouse; and discussion/tour of the art/design area of the zoo. After lunch (bring or buy your own) you will have time for special tours and/or independent viewing of the zoo. Leave MacPhail (on bus) at 9 a.m.; leave zoo (on bus) at 4 p.m. Limited.

T 9 a.m.-4:45 p.m., June 23 (1 session), Minnesota Zoological Garden, Interdisciplinary Faculty

## *Skills*

### **EFFICIENT READING FOR WOMEN IN BUSINESS. \$73.**

This course will explore the adult reading process, with emphasis on comprehension, speed, and vocabulary development. The program is designed for women of average or above average reading ability who wish to develop and refine their business reading skills.

W 6-10 p.m., June 17-July 8 (4 sessions), St. Paul Campus, Bennett

*J. Michael Bennett is an assistant professor in the Department of Rhetoric.*

## FILE. . .DON'T PILE. \$18.

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

M 9:30 a.m.-12, June 8-June 15 (2 sessions), House of Hope Church, Dorff

T 6:30-9 p.m., June 9-June 16 (2 sessions), Jewish Community Center, Dorff

W 6:30-9 p.m., June 10-June 17 (2 sessions), Southdale Library, Dorff  
*Patricia Dorff, M.A. in library science, has been teaching this workshop for six years.*

## STUDY SKILLS WORKSHOP. \$50 for morning *or* afternoon workshop and final all day session; \$60 for both workshops and final all day session (includes materials).

A short program of orientation and practice in college-level reading and study techniques. **I. Reading Workshop**, Sept 8, 9, 10 (9:30 a.m.-12). Visual training, paragraph interpretation, retention, critical reading, scanning, and rate improvement. **II. Study Skills Workshop**, Sept 8, 9, 10 (1-3 p.m.). Listening and notetaking practice, study methods, SQ3R and underlining, time scheduling, memorizing, goal setting, library techniques, and preparing for and taking exams. **III. Joint Session for Both Groups**, Sept 11 (9:30 a.m.-3 p.m.). Skimming, improving concentration, and self-reinforcing techniques. Limited.

T,W,Th,F 9:30 a.m.-12 and 1-3 p.m., Sept 8, 9, 10, 11 (4 sessions), MacPhail Center, Wark

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

## *Social Science*

## CHILDREN AND CHAOS. \$35.

This course is designed to explore the relationship between children and their parents from early childhood through adolescence. Special emphasis will be given to discussing the ever changing difficulties in this relationship caused by the pressures which lead to "chaos" as both parents and children grow. "How do we establish boundaries?" "When is it okay to say 'no'?" We will look at issues of dependence and independence, punishment and effective discipline techniques, as well as ways to build a sense of cooperation. Class format will include lectures, films, self-study, and class sharing in exploring personal parent-child interactions. Limited.

W 9:30 a.m.-12, June 17-July 8 (4 sessions), MacPhail Center, Hoistad

*Janice Hoistad is an assistant professor of psychology at St. Olaf College and is a licensed consulting psychologist in private practice.*

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

The course will begin with a brief review of the guidelines for interpretation of dreams and fantasies: personal associations and archetypal amplifications, the conscious situation of the dreamer, objective and subjective characterization of images, the compensatory function of dreams and fantasies, and verifying the interpretation. After this brief review, the class will attempt to interpret actual dreams volunteered by class members. The course also will include discussion of work with dreams and fantasies in psychotherapy and outside therapy, either alone or in small groups. It is essential for the participants, before the course begins, to read *Applied Dreams Analysis: A Jungian Approach* by Dr. Mary Ann Mattoon. Limited.

M & Th 9-11:30 a.m., June 8-June 18 (4 sessions), MacPhail Center, Mattoon

*Mary Ann Mattoon, Ph.D., Jungian Analyst, is a licensed consulting psychologist and a clinical assistant professor of psychiatry and psychology with the University of Minnesota.*

## **KIN-KEEPING: THE ROLE OF WOMEN IN CARING FOR AGING PARENTS. \$30.**

This class explores the role that women play in caring for parents, in-laws, and other elderly relatives. Topics to be discussed include the physical demands made on women care-givers, the emotional conflicts that can occur, and the joys such care-giving can bring. One session will focus on the practical alternatives available when additional help is needed, how to choose a nursing home, and eligibility requirements for various public and private programs.

T 12:30-3 p.m., June 2-June 16 (3 sessions), MacPhail Center, Johnson and Turner

*Carol Johnson has had extensive experience working with older people in both nursing homes and community settings, and is head of the Older Adult Program at the University. Dorothy Turner is a social worker with the St. Mary's Hospital Program in Home Health Care.*

## **RETIREMENT: PLANNING FOR MAJOR CHANGE OR HOW TO MAKE A SILK PURSE OUT OF A POSSIBLE SOW'S EAR – See Investment and Law.**

## **SHARED BUT SEPARATE: FACETS OF "LIVING TOGETHER" RELATIONSHIPS – See Investment and Law.**

## **THE SINGLE PARENT. \$35.**

Who takes care of the caretakers? This class will focus on the responsibilities and problems faced by the single parent: taking care of the children, taking care of yourself, and building self-esteem. We will also explore the emotional side of family life, including spending time together, and the handling of discipline.

T 7:30-9:30 p.m., June 16-June 30 (3 sessions), Southdale Library, Kilkelly

*Bonnie Kilkelly is an adjunct faculty member in the Department of Social Work, University of Minnesota-Duluth, and is a practicing therapist.*

**UNCOUPLING: MYTHS AND REALITIES OF DIVORCE** – See Investment and Law.

**WOMEN ALONE: ALIVE AND THRIVING.** \$40 (includes lunch).

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. Guest panel to be included in program. Sat 9 a.m.-3 p.m., July 11 (1 session), Nolte Center, Minneapolis Campus, Thoen and Weiner

*Dr. Gail Ann Thoen is an assistant professor of family life, University of Minnesota and a marriage and family therapist in private practice. Janice Weiner, M.S.W., ACSW, is a marriage, family and individual counselor in private practice.*

## Speech / Communication

**BUSINESS WRITING WORKSHOP.** \$35.

For business and professional women who want to think and write systematically about production, marketing, personnel, finance, and management. The course will help you analyze audiences; organize reports, memos, and procedures; and clarify and tighten your writing style. Emphasis is on the practical application of analytic techniques to business and professional problems; handouts will be distributed for easy reference after the course is over. Limited.

W 6-8 p.m., June 17-July 8 (4 sessions), Southdale Library, Dashe and Moore

*Marilyn Dashe and Patrick Moore have taught business and technical writing at the University of Minnesota.*

**BB-COMMUNICATION AND CREDIBILITY: SPEAKING MORE EFFECTIVELY ON THE JOB.** \$16.

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

W 12-1 p.m., June 17-July 8 (4 session), American Institute of Banking, Palmerton

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



## **USES OF PERSUASION IN THE BUSINESS SETTING. \$25.**

This course will provide you with a brief overview of the process of persuasion, especially its uses and effects in the business setting. Strategies and techniques to make your messages more effective will be explored. You will be given the opportunity to design and present your own persuasive message.

T 7-8:30 p.m., June 16-July 7 (4 sessions), Minneapolis Campus, Kroll  
*Becky Kroll is a teaching associate in the Department of Speech-Communication.*

## **Writing**

### **FREELANCE MAGAZINE WRITING. \$40.**

As a booming branch of journalism, magazines offer rich and varied opportunities to freelance writers. This practical course covers both the craft and the business of article writing: how to get article ideas, how to query, research, interviewing, types of articles (personality sketches, how-to-do-its, reviews, etc.), slanting writing for different readers. Instructor will advise how to edit and prepare the manuscript for submission and suggest marketing strategies. Class format consists of lectures, discussion, writing critiques, and guest lectures by local editors.

T 9 a.m.-12, July 14-Aug 4 (4 sessions), MacPhail Center, Roberts  
*Nancy Roberts, instructor in the School of Journalism and Mass Communication, specializes in magazine writing.*

### **JOURNALS AND LETTERS. \$25.**

Journal writing is free from conventions and rules. Everything and anything goes. You cannot "do it wrong." In this class students will learn ways to write about their lives and what they are thinking. They will talk, write, and read from literary and nonliterary journals written by those who love the journal and letter form. By writing good letters, you allow your friends to know you better. By writing in a journal, you can learn to know yourself better. Limited.

Th 9-11 a.m., June 11-June 25 (3 sessions), Southdale Library, Mucke  
*Edith Mucke is an assistant professor and director of Continuing Education for Women.*

### **MESSAGE AND THE MEDIUM. \$65 for both days; \$42.50 for Thursday only.**

Two-day workshop in journalistic writing and print communication. Editing, writing, keyline, graphics and layout, direct mail promotion, news release, and photo journalism. Theory, practice, and small workshop discussion. For persons without advanced training who work on newsletters, program announcements, and publicity. Send sample of your work for individual critique. (Must register for both days if critique appointment is requested.) Limited.

Th & F 8:15 a.m.-2:30 p.m., Sept 17-18 (2 days), Minneapolis Campus, Interdisciplinary Faculty

### **NEWSLETTER WORKSHOP. \$45.**

So you've been stuck with doing the club or company newsletter? In a series of four workshops, you can pick up some hints about putting a newsletter together: (1) What do you want to say and how should you say it? (2) How will the newsletter be produced and printed? (3) Making it look good: layout and illustrations. (4) Getting it ready for the printer: proofreading and keylining. If possible, bring to the first meeting a copy of the newsletter with which you are involved.

T & Th 9:30 a.m.-12, Aug 4-Aug 13 (4 sessions), MacPhail Center, MacInnes

*Margaret MacInnes is a professor in General College.*

### **WORD PLAY. \$50.**

Creative writing for those with little writing experience. Although the course will involve lectures, class discussions, in-class writing exercises (the major part of the course), and optional writing assignments, this will not be a high-pressure situation for any student. Rather, Word Play is designed to bring out the pleasures and satisfactions of writing while developing students' talents, powers of observation, and general writing skills. The accent will be on the enjoyment and self-discovery students may derive from writing, rather than simply on development of style and technique (though these will be covered). Students will be encouraged to explore feelings, ideas, and intuitions in their writing. Especially recommended for students who are uncertain how to begin writing. Individual conferences available at student's option. Limited.

T 9:30-11:30 a.m., June 16-Aug 4 (8 sessions), MacPhail Center, Edelstein

T 6:45-8:45 p.m., June 16-Aug 4 (8 sessions), Washburn Library, Edelstein

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

### **BB—WORDS: MAKING THEM WORK FOR YOU. \$17.50.**

A review of dictionary skills, word beginnings and endings, word functions, Latin and Greek roots, and frequently confused words. How to use language effectively and build word power with a minimum of effort. Use of everyday words. Limited.

T 12:05-12:55, June 16-July 14 (5 sessions), MacPhail Center, DeNoble

*Jan DeNoble is a teaching specialist with College Reading and Writing Skills of General College.*

## **Locations and Addresses of Courses**

### **American Institute of Banking, WCCO Radio Building, 5th floor, 625 - Second Avenue South, Minneapolis**

Communication and Credibility: Speaking More Effectively on the Job  
Food and Fitness in the Office  
Secretary: Professional Image from 9 to 5

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

File. . .Don't Pile  
Great Cities: Athens, London, Paris, and Rome

### **Jewish Community Center, 4330 Cedar Lake Road, Minneapolis**

File. . .Don't Pile

### **Landmark Center, 75 West Fifth Street, St. Paul**

Feeling Good: Physical and Mental Well Being

### **MacPhail Center, 1128 LaSalle Avenue, Minneapolis**

American Women in Love: Literature of Cather, Chopin, Wharton  
Arithmetic and Elementary Algebra  
Assertiveness Training  
Asthma and Allergies: What Patients and Their Families Need to Know  
Beginning Spanish  
Children and Chaos  
Dreams and Fantasies: What Do They Mean?  
The Effective Job Search  
Freelance Magazine Writing  
Gertrude Stein  
Kin-Keeping: The Role of Women in Caring for Aging Parents  
Let's Enjoy Music  
Newsletter Workshop  
The Obsession: Women, Weight, Food, and Culture  
Orientation Day  
Personal Investing and Financial Planning  
Study Skills Workshop  
Summer With Colette  
Word Play  
Words: Making Them Work for You

### **Marquette Inn, 710 Marquette Avenue, IDS Center, Minneapolis**

Risk Taking: What Every Woman Manager Should Know

### **Minneapolis Campus**

Arithmetic and Elementary Algebra  
Assertiveness Training and Self-Esteem  
Cultural Awareness in Travel and Work  
Introduction to Drawing and Water Color  
Madness in Women's Literature: A Growing Tradition  
Math Anxiety Diagnostic Clinic

Message and Medium Workshop  
Principles of Data Processing  
Shared But Separate: Facets of "Living Together" Relationships  
Taking the Sting Out of Stat: Statistics for Nonstatisticians  
Uncoupling: Myths and Realities of Divorce  
Uses of Persuasion in the Business Setting  
Women Alone: Alive and Thriving

**Minnesota Zoo (class will leave by bus from the MacPhail Center)**

A Day at the Zoo

**St. Louis Park Senior High School, 6425 West 33rd Street, St. Louis Park**

Math Anxiety Arithmetic Class  
Math Anxiety Diagnostic Clinic

**St. Paul Campus**

Efficient Reading for Women in Business  
Math Anxiety Diagnostic Clinic  
Quilting: Design, Color, and Technique  
Retirement: Planning for Major Change or How to Make a Silk Purse Out  
of a Possible Sow's Ear  
Teachers in Transition: Exploring Career Options  
Woman's Day on Campus  
Women: Health in the Middle Years

**Southdale Library, 7001 York Avenue South, Edina**

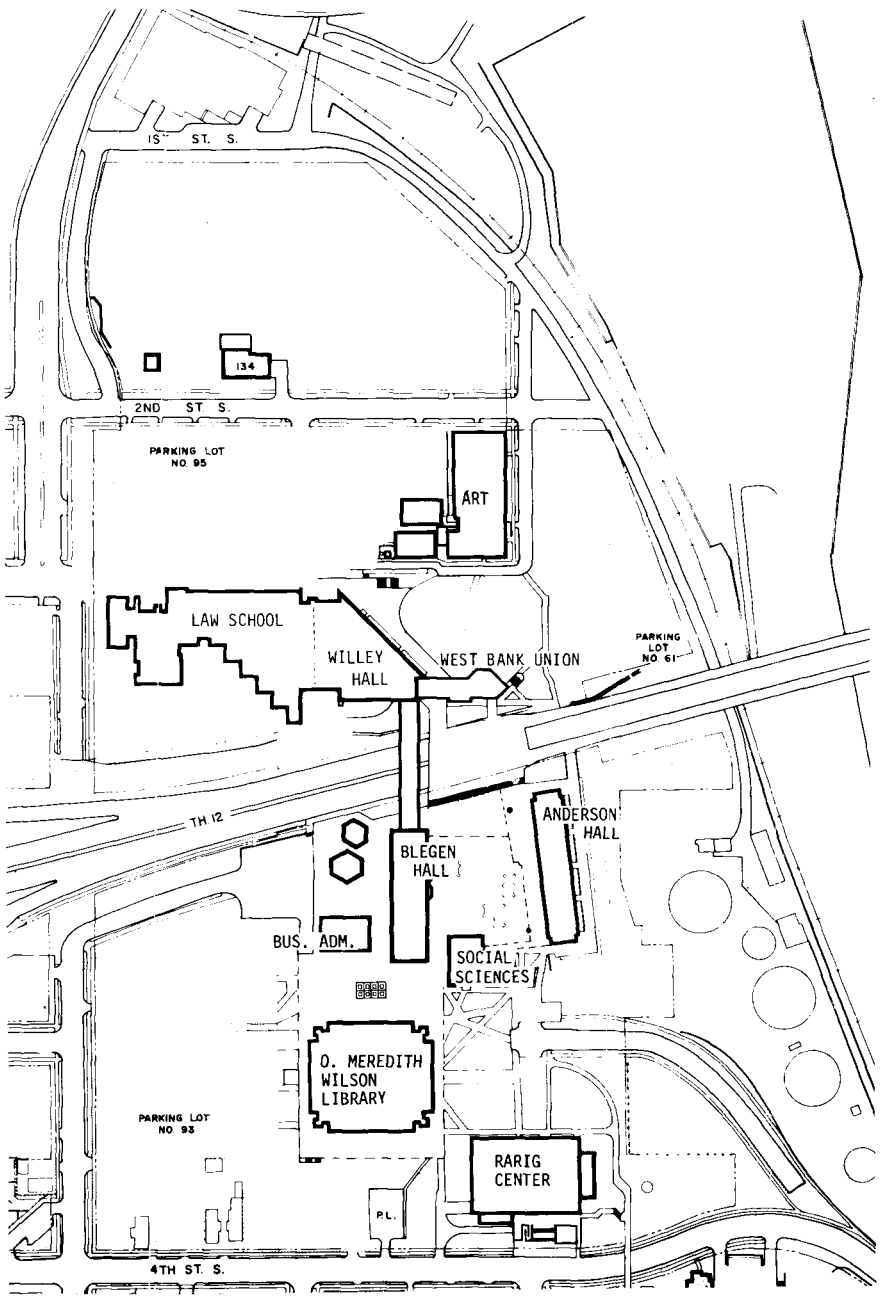
Business Writing Workshop  
File. . .Don't Pile  
Journals and Letters  
The Single Parent

**Walker Art Center, Vineland Place, Minneapolis**

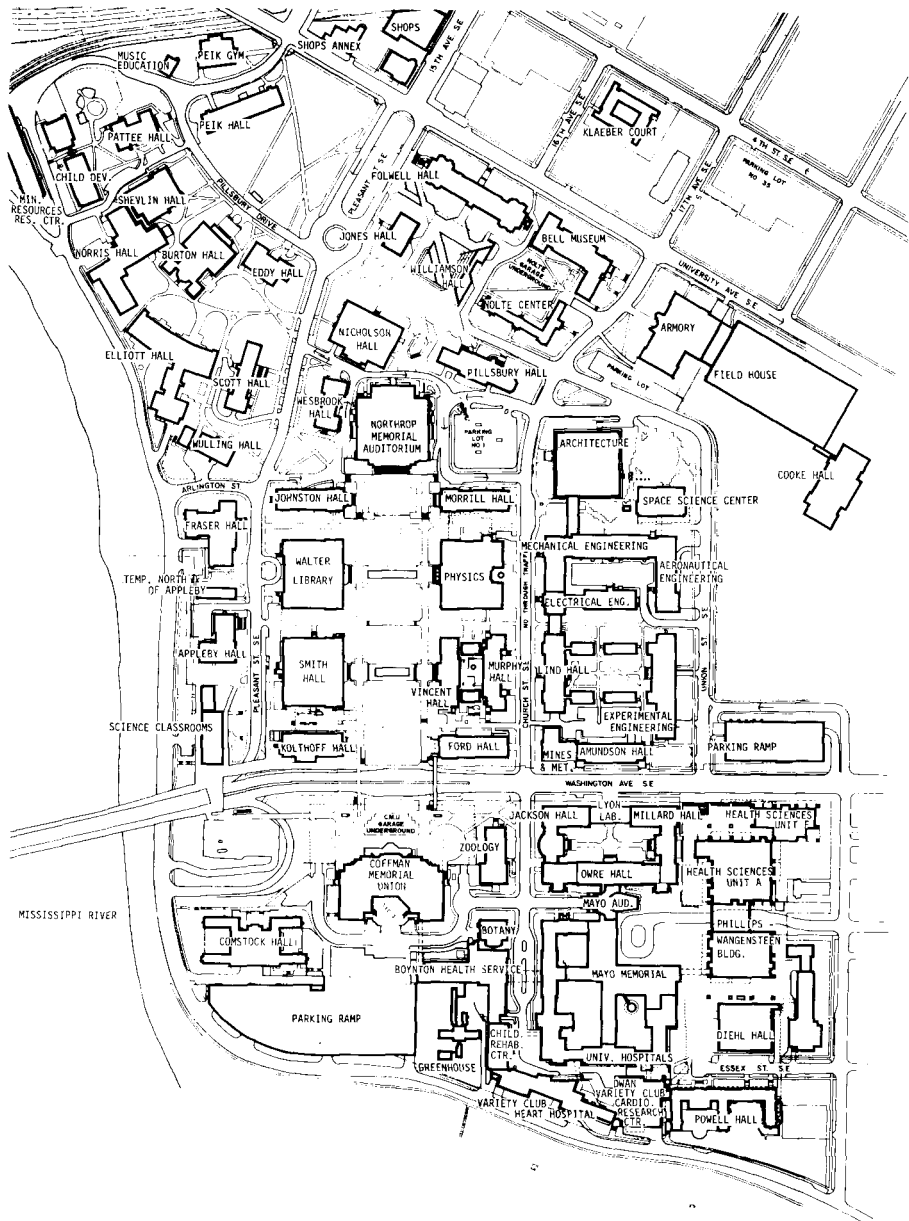
Twentieth Century American Art: Alfred Stieglitz, Georgia O'Keeffe, and  
Their Circle  
Twentieth Century American Art: From the "Ash Can" Tradition to the  
Armory Show

**Washburn Library, 5244 Lyndale Avenue South, Minneapolis**

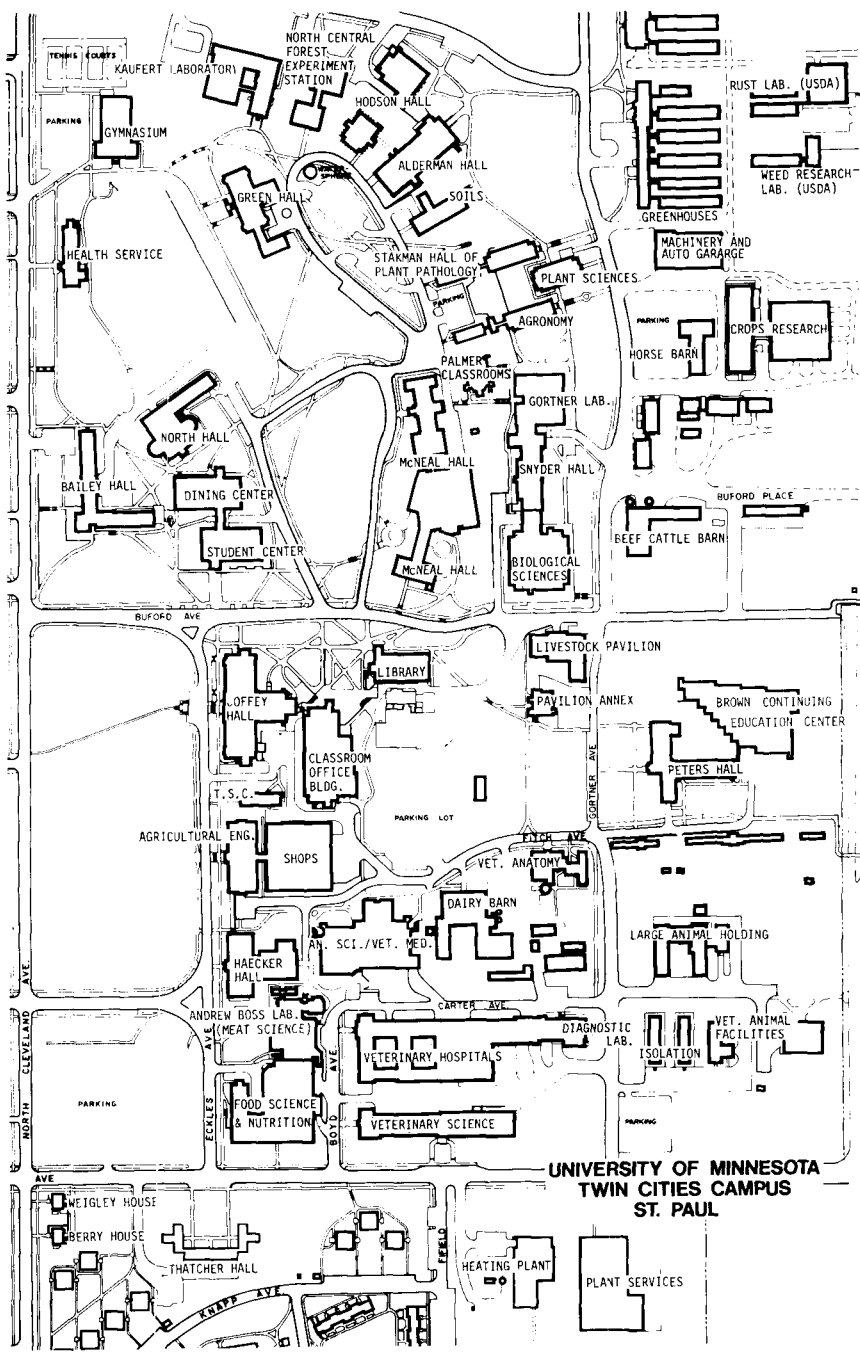
Career and Life Planning  
Word Play



**Minneapolis Campus West Bank**



## Minneapolis Campus East Bank

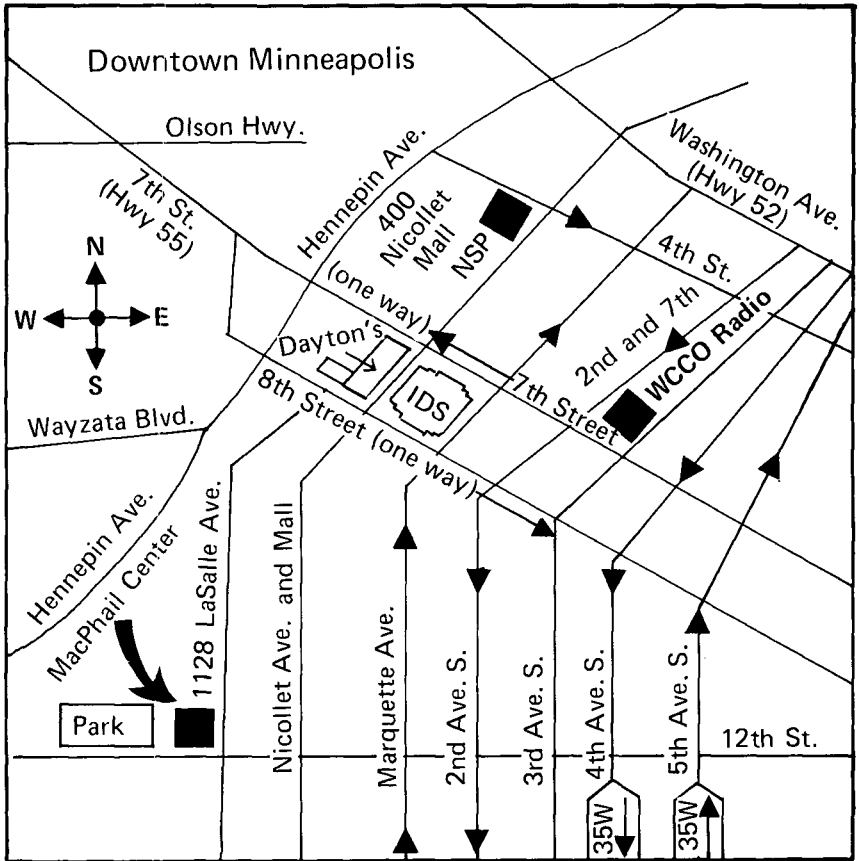


UNIVERSITY OF MINNESOTA  
TWIN CITIES CAMPUS  
ST. PAUL

# St. Paul Campus







## MacPhail Center for the Arts

## Alphabetical Listing of Noncredit Courses

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Assertiveness Training . . . . .	p. 19
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Asthma and Allergies: What Patients and Their Families Need to Know . . . . .	p. 13
Beginning Spanish . . . . .	p. 16
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Children and Chaos . . . . .	p. 21
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The Obsession: Women, Weight, Food, and Culture . . . . .	p. 14
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Teachers in Transition: Exploring Career Options . . . . .	p. 13
Twentieth Century American Art: Alfred Stieglitz, Georgia O'Keeffe, and Their Circle . . . . .	p. 10
Twentieth Century American Art: From the "Ash Can" Tradition to the Armory Show . . . . .	p. 11
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## Registration Information

Prompt registration is suggested. Please check bulletin descriptions for starting dates of all noncredit classes. Make checks payable to the University of Minnesota. No arrangements for partial payment will be made. Students are not registered until their tuition and fees are paid. To avoid confusion, please state the location(s), starting date(s), and times of class(es) for which you are registering.

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

373-9743

**Please register me for the following classes:**

\_\_\_\_\_  
\_\_\_\_\_

Location(s) \_\_\_\_\_

Starting Date(s) \_\_\_\_\_ Day \_\_\_\_\_

Time(s) \_\_\_\_\_

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

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Phone (Home) \_\_\_\_\_ Phone (Work) \_\_\_\_\_

Birthdate \_\_\_\_\_ Social Security # \_\_\_\_\_

I am working toward a degree.

This is my first registration in a CEW class.

# University of Minnesota Bulletin



Continuing Education for Women

Fall 1981

Continuing Education and Extension  
University of Minnesota



# University of Minnesota

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

# **Continuing Education for Women**

## **Fall Quarter 1981**

September 28 – December 17

## **Fall Semester 1981**

September 28 – January 30

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

# ORIENTATION DAY:

MACPHAIL CENTER, TUESDAY, SEPTEMBER 15, 9:30-2:00

## At Your Request: Something New in Orientations

A General Session followed by a choice of interest areas offering specific suggestions. This format was tried on an experimental basis this spring and the most frequent comment was "Repeat it and make it longer!"

### PROGRAM

- 9:30-11:00 General Session Featuring:  
David Wark – Test Anxiety  
Anne Dickason – Commuting, And Other Ways to Travel
- 11:00-11:15 Coffee
- 11:15-12:30 Choose one of these three sessions.
- I. *Exploring Academic Possibilities* – for the woman who doesn't know if she wants a degree, a certificate, or an advanced degree.  
Overview: Academic possibilities at the University.  
Panel of women who have "done it" speaking on the decision, prerequisites, requirements, and value.  
Support services: Counseling.
  - II. *Issues in Returning to School* – for the woman who basically has made the decision to take classes or earn a degree, but would like some help:  
Scheduling Multiple Responsibilities  
Choosing a Major  
Deciding on Goals
  - III. *Employment Opportunities* – for the woman who wants to know how education can increase the range of choices.  
The advantages of a degree or advanced degree.  
Examples of specific CEW courses which would identify or improve skills and competencies.  
Internships.  
Networking: Women in Business.
- 12:30-1:00 Lunch: Bring a bag – we'll supply coffee/tea
- 1:00-1:15 Optional Session: Financial Aid Possibilities
- 1:15-2:00 Small group discussions on morning topics. A time for questions, answers, suggestions.



## From the Director

For many of us September, more than January, is the beginning of a new year — a time for new beginnings and resolutions, a time for taking action. This bulletin listing the Continuing Education for Women fall offerings may help you with new beginnings, resolutions, and actions.

You are invited to a free Orientation Day September 15. Psychologist David Wark will talk about the new research on test anxiety. Your needs will determine which of the following sessions you will choose to join: Exploring Academic Possibilities, Issues in Returning to School, Employment Opportunities, Financial Aid Possibilities. See page 2.

For those of you who are in school because you're looking forward to joining the world of work, note the specifically defined business and career planning courses. Comp 5100 Introduction to Manuscript Editing is new for us and scheduled especially for English majors interested in using their writing and editing skills.

Scared by the size of the University? Unsure of how you would go about reentering this institution? Check out the new booklet written by Maria Murad and me, *It's Not Just for Kids*. As women who came back to school ourselves, we are committed to helping other women find the same fulfillment, and have put together this booklet of facts and tips for the new or returning student. Available at nominal cost through Continuing Education for Women.

And always — the Math Anxiety Program and the twenty-one-year-old liberal arts seminar, still going strong, New Worlds of Knowledge.



Edith E. Mucke, Director  
Continuing Education for Women

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

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

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

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

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

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## **Admission**

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

## **Advising and Counseling**

Professional counseling and testing services are available to CEW students who want to learn more about their own abilities, interests, and personalities; who wish help in educational and vocational planning or choosing a major field of study; and who seek help with problems affecting their academic performance. A fee of \$60 is charged for students and prospective students (\$90 for nonstudents) wishing to take a battery of tests. Appointments must be made in advance. Call 373-3905 for further information.

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

## **Financial Assistance**

### **Low Income Scholarships**

Tuition assistance scholarships are available through the Continuing Education and Extension Tuition Assistance Program (TAP) for low-income adults who are not eligible for other financial aid and wish to enroll in CEW courses. Call 373-3905 for further information.

### **Minnesota Part-Time Student Grant Program**

Awards are made to Minnesota residents who are formally admitted to and in good academic standing in a degree or certificate program. Recipients must demonstrate financial need (generally low-income and some middle-income students meet the guidelines) and cannot be eligible for or be receiving other education financial aids. Grants cover tuition and fees only for part-time students in credit courses. Because funding is limited, applications for awards will be on a first come/first served basis fall quarter and fall semester.

### **Louise Roff Scholarship Fund**

Awards from the Louise Roff Scholarship Fund are made on the basis of scholastic ability, motivation, previous achievement, financial need, and realistic plans. Small awards are given serious consideration. The funds can be used only for courses offered through CEW. Closing date for fall quarter and fall semester applications is mid-August.

## Registration

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

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

## Registration of Students 62 or Older

Amendments by the 1981 Minnesota Legislature to the Senior Citizens Higher Education Act of 1975 have modified the provisions for space-available, tuition-free admissions for persons aged 62 and older. The tuition for credit courses is \$6 per credit plus the cost of books, other materials, and any special fees. Reduced tuition registrations may not be accepted until immediately in advance of the starting date of a course, nor is it possible to guarantee a place in a course without payment of full tuition; no late fees will be assessed for those who use this credit registration option. Full tuition (or some portion thereof) will be required for admission to noncredit programs. Continuing Education for Women programs which have a reduced rate for students aged 62 and over are indicated in the course description.

## Regents' Scholarships

University Civil Service staff members working at least 75% time are eligible to apply for Regents' Scholarships through the Human Resources Development Division. Regents' Scholarships cover only tuition for approved classes. All course fees, special fees, and materials fees must be paid by the student. Further information about eligibility and application procedures can be obtained from Human Resources Development, 1919 University Avenue, St. Paul; telephone 373-4366. It is the policy of Continuing Education for Women to accept Regents' Scholarship registrations in *limited* classes three (3) working days prior to the first class session.

## Grades

**A-N** Letter grading/No credit

**S-N** Satisfactory/No credit

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

A student who wants to attend classes, but does not wish to do all the required work, may register as an auditor. Most credit courses may be audited. Courses marked with an (\*) may be taken for a nontranscript rate of \$60.

Requests for change from credit to audit registration should be made in person or by writing Continuing Education for Women. Changes may not be made by telephone. After the sixth week of a quarter, requests for changes must be approved by the instructor. Approval is granted only if the student is doing passing work at the time of the request. No changes can be made during the last two weeks of any term.

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

Only courses with the first digit of 5 may be taken for graduate credit. If graduate credit is desired, please indicate by checking graduate credit on the registration form.

## **Grade Reports and Transcripts**

Continuing Education for Women students can secure transcripts showing all credits earned in CEW and Extension classes by visiting or writing the Transcript Service, 155 Williamson Hall, 231 Pillsbury Drive S.E., Minneapolis, MN 55455. No requests will be accepted by telephone. In-person requests will be processed immediately. Hours are from 8:30 a.m. to 4 p.m., Monday through Friday. Students must supply the following information when requesting transcripts: complete name, 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. CEW and Extension grades are not automatically recorded on regular college (day school) transcripts. Students must request that the grades be transferred by writing Student Relations, 150 Williamson Hall, or by calling 376-1680. Credits are not automatically transferable for all students. Check with the college office or call 376-1680 for information.

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

## **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. If a student officially cancels the first two weeks of a term, the cancelled course will not appear on a transcript. If a student officially cancels out of a class before or during the ninth week of any semester, or the sixth week of any quarter, or mid-point of any special term, a "W" will automatically appear on the grade report. If a student cancels after the above-stated period, the instructor may give a "W" providing the student is doing passing work. It is advisable that a student inform the instructor of the reason for cancelling.

No student is permitted to cancel during the last two weeks of any term (this includes final examination week). Cancellations must be made in person or by letter. Telephone cancellations will not be accepted.

No instructor is authorized to accept cancellation of any student. The effective date of cancellation will be the day on which the cancellation is received in the CEW office, regardless of the date of the student's last attendance. (Cancellations by mail become effective on the date of the postmark.) It is **important**, therefore, that an official cancellation is received by the CEW office whenever a student stops attending class.

## Refunds

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

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

	Semester	Quarter
a. refund before second class	75%	75%
b. refund before third class	75%	50%
c. refund before fourth class	50%	25%
d. refund before fifth class	25%	none
e. refund after fifth class	none	none
5. Refund requests for one- or two-day workshops or special events must be received in writing or in person at the CEW office three (3) working days in advance of the event. Registrants who fail to attend or to cancel properly are liable for the entire fee.

Refunds are paid by check only and are mailed to the student. A minimum of four weeks is required for processing a refund.

## **Cancellation of or Change in Scheduled Classes**

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

## **Symbols**

- \* Courses marked with an asterisk may be taken for special nontranscript rate of \$60 (plus any fees).
- BB Brown Bag School – noon hour courses
- = Indicates Liberal Arts Seminars

## **Tuition for Current or Prospective Graduate Students**

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

## **Bookstores**

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

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

## **Parking**

For programs on the Minneapolis campus, parking is normally available for a nominal fee after 5 p.m. in the Nolte Center Garage, located underground at the Church Street entrance to Nolte Center. Additional parking is available at nearby lots. For programs on the St. Paul campus, parking is normally available for a nominal fee at the Earle Brown Center lot, located off Randall. See maps on pages 58-62.

## **Credit Courses Group Designations**

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

### **Group Designations:**

- A – Communication, Language, Symbolic Systems
- B – Physical and Biological Sciences
- C – The Individual and Society
- D – Literary and Artistic Expression



Topics courses, when appropriate, may be used to meet group requirements upon approval of the Scholastic Committee.

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

## **Associate in Liberal Arts Degree**

The College of Liberal Arts offers an associate in liberal arts (ALA) degree. The degree indicates the successful completion of a 90-credit program devoted largely to general education and is equivalent to two years of academic study. The degree may be applied toward the bachelor of arts degree. With careful planning, the entire degree may be obtained through Continuing Education for Women. Careful planning will necessitate early consultation with a member of the Counseling Department (373-3905).

Current ALA degree requirements, after admission to the University, are:

1. 90 credits acceptable to CLA (at least 45 on A-N grading)
2. At least 45 University of Minnesota CLA credits
3. Satisfaction of the CLA English composition requirement
4. Satisfaction of four of the following five categories:
  - a. Second language study through the college third-quarter level, or exemption based on three or more years of high school work (one language only)
  - b. 8 to 10 credits in Group A of the BA group distribution requirements
  - c. 12 to 15 credits in Group B including one course with laboratory
  - d. 16 to 20 credits in Group C
  - e. 12 to 15 credits in Group D

Students should contact Continuing Education for Women (373-9743) or the Extension Counseling Office (373-3905) for a list of courses that can be used to satisfy CLA distribution requirements for the associate in liberal arts degree.

## **Certificates**

Students not certain they can devote the time necessary to earn a college degree are urged to consider a certificate program. These programs are generally regarded by business and industry as valuable professional and technical preparation for employment and promotion in areas requiring extensive technical knowledge. With careful planning, a certificate can be, if the student wishes, a stepping stone to a degree.

Thirty-three certificate programs are conducted by Continuing Education and Extension (CEE). The curricula for three are described in detail in the following pages. Certificate programs are organized at the collegiate level; students entering them should have adequate educational preparation or other experience to work effectively with college materials. Certificate programs consist of degree credit courses or a combination of degree and certificate credit courses. Certificate credit courses are college level in quality, and represent an accelerated and specialized approach to the subject matter. Certificate credit classes are not, however, usually transferable to a degree program.

Work on a certificate may be done in Continuing Education for Women, Extension Classes, Extension Independent Study, day school, summer session, or any combination of these. (Certificate programs marked with **(IS)** are available entirely through Extension Independent Study.) A student may transfer credit from other accredited institutions of higher education, although a minimum of 25 percent of credits required for any certificate must be earned at the University of Minnesota. In those certificates requiring 12 or fewer credits, all work must be done at the University of Minnesota. Courses need not be taken in order, except as prerequisites make it necessary.

Certificate requirements may be modified from time to time. Although there is no time limit on the use of credits, no certificate will be granted that represents a certificate program more than seven years out of date. No student may apply for more than three certificates.

A student interested in pursuing a certificate program is urged to secure a copy of "Procedures for Obtaining a Continuing Education and Extension Certificate" and to complete an Application for Admission to Certificate Programs at the earliest possible time after completion of 12 credits. Both forms are available at the Extension Classes Office, 101 Westbrook Hall, or the Extension Counseling Department, 314 Nolte Center. Advice and information about the various programs, including transfer of credits, may be secured from the Extension Counseling Office.

Students interested in taking courses toward certificate programs on the S-N grading system should first consult an Extension counselor at 314 Nolte Center, 373-3905.

A student nearing completion of the required work and expecting to receive a certificate must file a Certificate Completion form at the beginning of the term in which the certificate is to be awarded. A \$10 certificate fee will also be required at the time the Certificate Completion Form is filed. A student not interested in obtaining a certificate document will receive notice of completion of his/her program on the final transcript.

### **Business Administration Certificate**

This certificate program has been approved by the School of Management and arranged under the supervision of members of the faculties concerned. It is designed to present an integrated, high quality, university-level course of study of shorter length and scope than the full four-year degree program. It is designed especially for students who wish to obtain a general grounding in the basic principles and theories of business administration and for those who want training or an opportunity for advancement in some specific field of business.

It is possible for a student to move from a course of study for a certificate into a planned program leading to a bachelor of science in business degree. Anyone who contemplates such a long-range objective should consult an Extension adviser before proceeding further so as to avoid any loss of credits or possible future rejection from the degree program.

## **Junior Business Administration Certificate**

(46-48 credits)

This certificate, requiring the satisfactory completion of 46 to 48 credits of course work, is the equivalent of one academic year of full-time study. It offers a firm grounding in most of the basic fields of business administration. All of the credits received in completing the Junior Certificate are automatically credited toward a Senior Certificate and represent half of its required work load. Students transferring credits to this program from other accredited institutions must take a minimum of 12 credits of business courses at the University of Minnesota.

Upon completion of a specified program with at least a C (2.0) average, the student is awarded a certificate. Certificates are awarded by CEE (not by individual University of Minnesota colleges). All certificates are dated and awarded as of each quarter of the academic year. Students receiving senior certificates may participate in the June commencement exercises.

Each quarter during the academic year, CEE offers credit classes which can be applied toward a variety of certificates. The following certificate programs may be of particular interest to CEW students.

## **General Studies Certificate (IS)**

(45 credits)

The General Studies Certificate program is designed to recognize students' achievement after the completion of the equivalent of one year of college course work. There are no required courses in the program but students are encouraged to take advantage of courses in most of the general education curriculum areas of the General College — natural sciences, social sciences, business studies, humanities, and communications. Of the 45 credits required for the certificate, a minimum of 30 credits must be taken in General College courses.

Students wishing to continue their education toward the Associate in Arts degree from the General College will find that all credits from this program will be accepted.

This quarter, Continuing Education for Women offers the following General College class which applies toward this certificate:

GC 1445 Intermediate Algebra

In addition, 15 credits from other college courses offered in this bulletin can also apply toward this certificate.

This quarter, Continuing Education for Women offers the following classes which apply toward the Prebusiness Requirement for this certificate:

Acct 1024 Principles of Accounting

Comp 1001 Introductory Composition

Math 1111 College Algebra and Analytic Geometry

## **Liberal Arts Certificate (IS)**

(45 credits)

The program of the Liberal Arts Certificate is offered to students who wish an introduction to a liberal arts education. It is the equivalent of one full-time year of university-level study. With careful planning, the certificate may constitute the freshman year of a degree program in arts or business fields. Students transferring credits to this program from other accredited institutions must take a minimum of 12 credits at the University of Minnesota.

It is possible to earn an entire Liberal Arts Certificate through courses offered by Continuing Education for Women. Students interested in the Liberal Arts Certificate should be sure to call Extension Counseling at 373-3905 for a copy of the College of Liberal Arts courses meeting the group distribution requirements *before taking any courses*.

This quarter, Continuing Education for Women offers the following class which applies toward the English requirement for this certificate:

Comp 1001 Introductory Composition

Many other CEW classes will apply toward this certificate; students should plan their schedule according to the distribution requirements they need.

# MacPhail Center for The Arts

MacPhail Center for the Arts offers a variety of learning opportunities in music, early childhood arts exploration, instrument repair, dance, photography, and speech arts. Below you will find a sampling of our many offerings:

*Early Childhood Arts Exploration* — This program offers many classes that expose children to arts concepts at a very early age and is of lasting value throughout the child's life.

*Instrumental Instruction* — Instrumental instruction at MacPhail encompasses both private and classroom instruction in keyboard, guitar and strings, woodwinds, brass, and percussion. The Center also offers instruction to children in strings and piano through its nationally recognized Suzuki Talent Education Program.

*Vocal Instruction* — A variety of vocal instruction is offered at MacPhail through both private lessons and classroom instruction to students at all levels of accomplishment.

*Ensembles* — The Center offers brass, percussion, vocal, and mixed ensembles to both young people and adults.

*Theory, Improvisation, and Composition* — Instruction is offered in theory, harmony, analysis, improvisation, and composition to assist students in developing their musical skills.

*Music Education and Pedagogy* — These classes can assist the educator in the areas of Suzuki Pedagogy, Vocal Pedagogy, Piano Pedagogy, and Early Childhood Music Education.

\**Early Music* — A new program at MacPhail that explores the music of the Medieval, Renaissance, and Baroque periods through use of instruments of the time and voice.

\**Religious Music* — Classes in this area are open to anyone with interest in religious music and are especially intended to serve those who are responsible for organizing and conducting musical programs in religious institutions.

(continued on next page)

# MacPhail Center for The Arts

\**New Music* – Another new offering at MacPhail serves the student through private lessons, new music workshops, and new music ensembles.

\**Conducting* – Conducting classes at MacPhail will be taught by several of the most prominent conductors in the Twin Cities: Dr. William Jones, William McGlaughlin, Henry Charles Smith, and Dr. Leon Thurman.

*Master Classes* – Each year MacPhail's Master Class Series presents great virtuosi from Europe and America. Please call MacPhail for details about the 1981-82 series.

*Performances* – A variety of performance opportunities at different levels of formality are available to MacPhail students.

*Jazz, Folk, and Popular Music* – This program is open to students from beginning to advanced levels. Both private lessons and class instruction are offered.

*Musical Instruments and Audio Equipment* – Classes are available in string maintenance, guitar repair, piano tuning and repair, choosing sound systems; workshops are offered in harp repair.

*Dance* – Contemporary and traditional dance disciplines are offered to young people and adults at beginning, intermediate, and advanced levels of dance technique.

*Photography* – The photography program provides a range of classes to meet the needs of beginning and advanced students.

*Speech Arts* – Private instruction in speech arts, including drama instruction, is available both quarterly and on a consulting basis.

**For further information on these programs, please call or visit MacPhail Center for the Arts, 1128 LaSalle Avenue, Minneapolis, MN; 373-1925.**

\*denotes new program areas

# 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 1981 – September 28 through December 17

Fall Semester 1981 – September 28 through January 30

Unless otherwise noted, fall quarter and fall semester credit classes begin the week of September 28. The last day to register for fall quarter and fall semester credit classes without penalty of a late fee is September 16. Late registration through the first week of classes must include a \$5 late fee.

## **Acct 1024 PRINCIPLES OF ACCOUNTING.** 3 degree credits, \$67.50.

Introduction to basic financial accounting concepts and application of these concepts to the recording, reporting, and interpretation of business transactions. (Sequence for Accounting 1981-82 Acct 1024, 1025, both of which will be offered through CEW.) Two additional 1½ hour sessions will be arranged on Saturday mornings October 31 and December 5 on campus. Must be taken A-N. † (No prereq) Limited.

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

*Susan Kafka is a teaching associate in the Department of Accounting.*

† May be applied toward the Junior Business Administration Certificate.

## **\*ANEJ 3501 ANCIENT ISRAEL: THE BACKGROUND OF THE BIBLE.**

4 degree credits, \$102.

This study of the Bible places it in the cultural, historical, and religious context of its origins. Through lecture and discussion, we will trace the formation of the Hebrew people, the biblical conceptions of God and Man, Law, and Covenant. Nontraditional approaches and methods will be used in the study of Genesis and Exodus. The impact of pagan literature (especially Mesopotamian and Egyptian) on biblical myth, law, and ritual will be explored. The results of archaeological finds will be incorporated whenever possible. May be applied toward the CLA second language requirement, Route II, for Hebrew. (No prereq) Limited. (C)

M 1-3:30 p.m., MacPhail Center, Paradise

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

**\*Anth 1102 INTRODUCTION TO SOCIAL AND CULTURAL ANTHROPOLOGY.** 5 degree credits, \$112.50.

Varieties and range of human behavior as revealed through comparative study of cultures in all parts of the world. The course uses a variety of approaches to convey a sense of what anthropology is and what it means to our lives. Autobiographical writing will be read: Margaret Mead's *Blackberry Winter* and Paul Radin's *Autobiography of a Winnebago Indian*; Chinua Achebe's outstanding novel of a traditional Nigerian culture, *Arrow of God*, and narratives like Paul Rabinow's *Reflections on Fieldwork in Morocco*. More traditional anthropologists also will be read including: Carol Stack's *All Our Kin*, a study of black ghetto families, and E.E. Evans-Pritchard's *The Nuer*, a classic work on the herding people of Sudan. Limited. (C)

M 1-3:30 p.m., MacPhail Center, Winthrop

*Robert Winthrop is an instructor in the Anthropology Department.*

**ArtS 1701 INTRODUCTION TO PHOTO MEDIUM.** 4 degree credits, \$90 + \$15 course fee + \$5 special fee. Total \$110.

Black and white photography for beginners. Camera techniques, film development. Time spent in darkroom. (No prereq) Limited. (D)

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

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

**ArtS 3710 INTERMEDIATE PHOTOGRAPHY.** 4 degree credits, \$102 + \$15 course fee + \$5 special fee. Total \$122.

Continued work in photographic controls and processes. Introduction to related photosensitive media. Emphasis on creative process with attention to individual interests and requirements. This class may be taken three times for a total of 12 credits. (Prereq ArtS 1701) Limited. (D)

T 9 a.m.-12, MacPhail Center, Husom

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

**\*Clas 5004 EROTICISM AND FAMILY LIFE IN THE GRECO-ROMAN WORLD.** 4 degree credits, \$106.

Analysis of Greek and Roman family life in the shaping of personality; diachronic change in modes of erotic expression; narcissism and homosexuality; the status and roles of women; evolving views of sexual morality in the ancient world compared to present trends. Fear of women and its consequences; the rise of asceticism and the development of Christian concepts of sexual morality from Hebrew, Greek, and Roman cultures will be covered with illustrations taken from Papyri and Grafitti. May be applied toward the CLA second language requirement, Route II, for Greek and Latin. Qualified students may register for graduate credit. (No prereq) (C)

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

*Gerald Erickson is an associate professor in the Department of Classics.*



**Comp 1001 INTRODUCTORY COMPOSITION.** 4 degree credits, \$90.

Writing clearly and convincingly for college courses. Emphasizes writing for specific goals, pre-writing, thesis statement, principles of organization, coherence, argumentation, and paragraph development. Satisfies the freshman English requirement for most degree programs and is a prerequisite for many language courses. It is not necessary to take Comp 1002 to receive credit for this course. May be applied toward the Junior Business Administration Certificate and the Liberal Arts Certificate. (No prereq) Limited.

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

*Anne Buchanan is an adjunct faculty member of the Department of English.*

**\*Comp 5100 TOPICS: ADVANCED NONFICTION WRITING: INTRODUCTION TO MANUSCRIPT EDITING.** 4 degree credits, \$106.

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 includes marking a manuscript for the printer, marking proofs, and discussion of the copy editor's work in the context of publishing procedures. The need for literate people to edit copy of all kinds is increasing, and in the class we will consider jobs available in this region. Qualified students may register for graduate credit. (No prereq) Limited.

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

*Ann Waters is an instructor in the Department of English.*

**\*Comp 5100 TOPICS: ADVANCED NONFICTION WRITING: AUTOBIOGRAPHICAL WRITING.** 4 degree credits, \$106.

Autobiographical writing offers an opportunity to discover a context for thought and feeling that can give new shape and order to personal experience. Students will use their own writing as a source for the exploration of the uses of autobiographical writing and will write about a variety of subjects, including children, childhood, and their relationships with other people, with places and with nature. The class will read and discuss examples of autobiographical writing by very different authors, including Isak Dinesen, Edith Sitwell, Joan Didion, Edmund Gosse, and Mary McCarthy. Qualified students may register for graduate credit. (No prereq)

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

*Cynthia Fuller is an instructor in the Department of English.*

**\*Engl 1009 INTRODUCTION TO LITERATURE.** 4 degree credits, \$90.

Major literary forms (such as comedy, tragedy, romance, lyric, and the novel), terms, and methods of analysis examined through selected works from different genres and historical periods. Emphasis on close reading, discussion, writing papers. (This class is required for all English majors.) Basic texts will include *Robinson Crusoe*, *Jane Eyre*, and *The Turn of the Screw* plus some poetry and plays. (No prereq) (D)

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

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

**FScN 1012 NUTRITION AND OUR FOOD SUPPLY.** 4 degree credits, \$90 + \$5 course fee. Total \$95.

(Formerly "Food for Thought—For Food") Nutritional requirements of man; basis of a balanced diet; diet and physical fitness in heart disease, obesity, cancer; food and diet fads; effect of processing and storage; additives, food safety, and FDA; future world food production problems and solutions. Individual one-week dietary survey required. Offered in cooperation with Extension Classes. (No prereq)

Th 6:15-9 p.m., 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, \$79.50.

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 9:15-11:15 a.m., West Bank Campus, Maison and Larsen

*Sally Maison, Ph.D. Family Social Science, has been in private practice for six years. Noel Larsen, Ph.D. Social Work, is a therapist with the Judson Family Center.*

**GC 1445 INTERMEDIATE ALGEBRA.** 5 degree credits, \$112.50.

Concepts and manipulative skills of algebra necessary for students to compete in a college algebra course. Topics include discussion of real number system, special products and factoring, exponents and radicals, linear equations in one and two variables, quadratic equations in one variable, progressions, inequalities, variation, and logarithms. Prospective students may have to give evidence of adequate preparation. May be applied toward the General Studies Certificate. (Prereq one year high school algebra) Limited.

FALL QUARTER, Sept 28-Dec 14

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

(Offered in cooperation with Extension Classes.)

\*FALL SEMESTER, Sept 29-Jan 26

T 9-11:30 a.m., MacPhail Center, Robertson

*Sarabeth Barnes is an associate professor in the Department of Science, Business, and Math in General College. Doug Robertson is an assistant professor in the Science, Business, and Math Division of General College.*

**\*Hist 1301 AMERICAN HISTORY.** 4 degree credits, \$90.

A survey of the major developments in United States history from the Colonial Period through Reconstruction. The course considers the sources of European expansion to the Americas and the impact of that expansion on aboriginal Americans, European colonists, and African slaves; the revolutionary origins of the United States and the business of nation building; regional differences in the pace of economic development and social change; the creation of a national political arena, the origins of the Civil War, and the efforts to reconstruct the Union in the aftermath of that war. Throughout, the focus is on interactions between the daily lives of ordinary inhabitants and the major events and processes in our national history. (No prereq) (C)

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

*Russell R. Menard is professor and chair of the History Department.*

**=Hum 5021 NEW WORLDS OF KNOWLEDGE.** 3 degree credits, \$79.50 + \$10 materials fee. Total \$89.50.

An introductory inquiry into forms, methods, and meanings, basic concerns, values, and ethical challenges in the arts, the sciences, and the social sciences. Discussion of the sciences, music, literature and art with emphasis on common problems and unifying concepts. (Hum 5022 winter; 5023 spring) Qualified students may register for graduate credit. (No prereq) Limited. (C) or (D)

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

*Robert Tapp is professor of humanities and professor of religious studies.*

**\*Math 1111 COLLEGE ALGEBRA AND ANALYTIC GEOMETRY.** 5 degree credits, \$112.50.

Functions, graphs, quadratic equations, progressions, inequalities, complex numbers, theory of equations, permutations and combinations, probability, systems of equations, determinants, graphing of linear and quadratic equations, conics and standard position, logarithms. (For students in social sciences, behavioral sciences, prebusiness administration, and others who require only some analytic geometry and college algebra without trigonometry.) Students who plan to take several quarters of mathematics should not take this course. † (Prereq plane geometry, two years high school algebra, or plane geometry, grade of C or better in 0009) (A)

FALL SEMESTER, Oct 1-Jan 28

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

*Tom Ressler is an instructor in the School of Mathematics.*

† May be applied toward the Junior Business Administration Certificate.

**\*Phil 1003 ETHICS.** 5 degree credits, \$112.50.

Problems that arise when human beings attempt to think systematically about conduct and value. Straight thinking. (No prereq) (C)

M 1-3:30 p.m., MacPhail Center, Bennett

*Marilyn Bennett is an instructor in the Department of Philosophy.*

**\*Psy 1001 GENERAL PSYCHOLOGY.** 5 degree credits, \$112.50.

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

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

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

**\*Psy 5141 PSYCHOLOGY OF WOMEN.** 4 degree credits, \$106.

Psychological and physical sex differences, stressing developmental and environmental influences on dependency, aggression, achievement motivation, achievement. Sex roles and sexuality during various life phases. Qualified students may register for graduate credit. (Prereq Psy 1001) (C)

F 9-11:30 a.m., MacPhail Center, Schletzer

*Vera M. Schletzer is a professor in the Department of Psychology and director of CEE Department of Counseling.*

**\*Soc 1002 AMERICAN COMMUNITY.** 4 degree credits, \$90.

Sociological analysis of modern American society. Topics include distribution of population, urban-rural differences, social factors in business systems, occupational groups, determination of social status, and minority group adjustment. (No prereq) (C)

M 1-3:30 p.m., MacPhail Center

**Spch 1101 FUNDAMENTALS OF SPEECH COMMUNICATION: ORAL COMMUNICATION.** 4 degree credits, \$90.

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

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

*Helga Kessler is a teaching assistant in the Department of Speech-Communication.*

**WoSt 3301/5301 WOMAN: A SENSE OF IDENTITY.** 4 degree credits, \$102 for 3301; \$106 for 5301.

Laboratory learning experience through active individual participation. Awareness through exercises to clarify old socialization rules, coping behaviors, and belief systems. Major emphasis will be on skill acquisition in several areas. Situation analysis, assertion, decision making, goal setting. The class deals with the concept of power, using exercises and role playing to help participants realize the availability of choice within every situation. An important focus is on the development of support systems for women through small group interactions. No audits. Qualified students may register for graduate credit. Offered in cooperation with Extension Classes. Limited. (C)

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

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

Th 6:10-9:10 p.m., Minneapolis Campus, Loeffler, Coordinator

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

**\*WoSt 3501 WOMEN AND LITERATURE.** 4 degree credits, \$102.

A course on why women write, what women write, and what has been written about women. Taught from feminist perspectives, the course will examine and criticize the framework for women and literature set by Virginia Woolf in *A Room of One's Own*. It will also examine such important female writing as Charlotte Bronte's *Jane Eyre*, Tillie Olson's *Tell Me a Riddle*, May Sarton's *Mrs. Stevens Hears the Mermaids Singing*, Maya Angelou's *I Know Why the Caged Bird Sings*, Adrienne Rich's poetry, Elaine Showalter's *A Literature of Their Own*, and others. (No prereq) (D)

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

*Helen Watkins, Ph.D., abd Yale, is an adjunct faculty member of the Women's Studies Program.*

# Noncredit Courses and Descriptions

## *Arts and Humanities*

### **ARTS OF GARDEN AND LANDSCAPE DESIGN. \$60.**

Vast architectural landscape designs created by royalty, and cottage, castle, and cloister gardens of minute size suggest the range of notable garden sites to be studied in seven slide lectures plus a full-day field trip to the University of Minnesota Arboretum. Selected landscape sites will date from Imperial Roman, Medieval, Renaissance, and Baroque eras. Included will be gardens of China and Japan and eighteenth-century English estate designs in which geometric formality was overthrown for new and formal landscaping. Important American landscape gardens reflecting these earlier styles will conclude the survey. When appropriate, relationships of decorative art motifs and indoor garden fantasies will be demonstrated. Two field trips: the Arboretum and Minneapolis Institute of Arts. Limited.

W 9:30 a.m.-12, Oct 7-Nov 25 (9 sessions – includes field trips), House of Hope Church, Kaerwer

W 1:30-4 p.m., Oct 14-Dec 2 (9 sessions – includes field trips), Minneapolis Institute of Arts, Kaerwer

*Barbara Kaerwer, art historian and instructor, leads art tours to Europe and the Orient.*

### **BASIC CALLIGRAPHY. \$65.**

Lessons in calligraphy for practical as well as self-expressive reasons. In class we will practice basic techniques and become acquainted with different alphabets. Demonstrations will show how to use lettering tools, how to select and use pen-and-ink materials, and how to use this technique for wedding announcements, posters, signs, etc. – wherever beautiful lettering is desired. Following instructions on the first day of class, students will provide their own materials. Limited.

W 9:30 a.m.-12, Oct 7-Nov 11 (6 sessions), MacPhail Center, Hjelle  
*Ann Hjelle has an M.F.A. and teaches art courses and calligraphy.*

## **BUSINESS AND MANAGERIAL SKILLS FOR ARTISTS AND CRAFTS PEOPLE. \$50.**

Business and professional skills for people who want to be self-employed in the visual arts. How to get started, how to organize yourself, what records to keep, how to promote yourself, how to find and organize studio space, what professional associations you should know about, how to set goals, how long you can expect to wait for results, how to handle rejections, and how to deal with the Art Critic. In addition to the practical answers, this workshop will deal with learning from the art historian and how to approach museum curators. For anyone who is in the fine arts and crafts. Limited.

T 6:30-9 p.m., Sept 29-Oct 27 (5 sessions), Minneapolis Campus, Schwartzbauer

*Janice Schwartzbauer has worked as a visual artist for over 10 years, showing and selling her work regionally, nationally, and internationally.*

## **CULTURAL AWARENESS IN TRAVEL AND WORK. \$43.**

Whether you travel for business or pleasure, learn how to understand the people in the countries that you visit. This one-day program will focus on purpose and planning in travel, communication in a foreign setting, coping techniques, and perceptual differences. Participants will learn to anticipate, appreciate, and adjust to others' values, expectations, and patterns of behavior. People who interact with foreign nationals living in this country will also find the program beneficial.

Sat 9 a.m.-4 p.m., Oct 17 (1 session), Nolte Center, Minneapolis Campus, Helen McNulty, et al.

*Helen McNulty is an administrative assistant in Latin American Studies and a consultant in private practice.*

## **THE MANY FACES OF AUSTRIA. \$25 nonmembers; \$20 VKH members.**

Four lectures addressing a variety of subjects such as Austrian vocal chamber music (with performance demonstrations by the University of Minnesota Minnesingers), slide lecture tour, psychology, the press and publications, customs, culture, and history.

T 7-9 p.m., Oct 13-Nov 3 (4 sessions), Volksfest Kultur Haus, Wright, Coordinator

*William E. Wright is a professor of history at the University of Minnesota and director of the Center for Austrian Studies.*

**MODERN ART: EMERGENCE AND DEVELOPMENT. \$45.**

The search for freedom in art through the creative will. How artists, visionaries and inventors of new processes and materials intensify, distort, and upset past traditions to find images for contemporary morality and times. Part I of the three-part course will explore the artistic inventions and lifestyles of Impressionists Manet, Monet, Renoir, Degas, and Cassatt. Other late nineteenth-century modernists included will be Seurat, Cezanne, Van Gogh, and Gauguin. We will see works in the Twin Cities Collection. Part II winter quarter and Part III spring quarter will follow the chronological development through the '70s and may be taken in sequence or independently. Offered in cooperation with Walker Art Center.

T 1-3 p.m., Oct 6-Nov 10 (6 sessions), Walker Art Center, Conference Room, Ullan

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

**QUILTING: DESIGN, COLOR, AND TECHNIQUE. \$42; \$30 for students 62 and older.**

Learn how to design a quilt for pleasure and relaxation. Students in this class will design and construct their own wall or bed quilt, using colors and materials of their choosing. Help and instruction in proper techniques will be available while learning this historical art form.

M 6-8 p.m., Sept 28-Nov 2 (6 sessions), 16 McNeill Hall, St. Paul Campus, Burningham

*Charlene Burningham is an assistant professor in the Department of Design.*

**SCULPTURE AND THE ROBERT GRAHAM EXHIBIT. \$30.**

Techniques: traditional and innovative methods of making sculpture. Themes of modern times. Reality and abstraction and how they are explored by contemporary artists. Robert Graham: the works in the Walker Exhibition; application of what we have learned. Offered in cooperation with Walker Art Center.

Th 1-3 p.m., Oct 15-Nov 5 (4 sessions), Walker Art Center, Frenning  
*Carol Frenning is an art historian, ABD Fine Arts, University of Minnesota, and an instructor at Walker Art Center.*

**UNVEILING THE MASKS: TRAGEDY AND COMEDY IN OPERA, SONG, AND THE ORCHESTRAL LITERATURE. \$55.**

An introductory course for listeners.

W 9:30-11:30 a.m., Oct 14-Nov 18 (6 sessions), Orchestra Hall, Feldman.

*Mary Ann Feldman is the Minnesota Orchestra program annotator and editor of publications.*



# Business

## **BUSINESS FINANCE MADE UNDERSTANDABLE. \$40 (includes lunch).**

This one-day workshop will help the person who does not have an extensive background in accounting or finance understand the concepts needed to work with financial officers and to make financial decisions. Since accounting is the basic language for business communication, the workshop will cover accounting fundamentals and the uses of accounting data in: (1) planning; (2) budgeting; (3) control; and (4) decision making for management purposes. Participants will learn to read and analyze financial statements. Topics such as financial planning, sources of financing, and profit-volume analysis also will be explored.

Th 9 a.m.-4 p.m., Sept 17 (1 session), Earle Brown Center, St. Paul Campus, Folz

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

## **BUSINESS WRITING WORKSHOP. \$45 (lunch not included).**

This workshop is for business and professional women who want to think and write systematically about production, marketing, personnel, finance, and management. The workshop will help participants analyze audiences; organize reports, memos, and procedures; and clarify and tighten writing style. Emphasis is on the practical application of analytic techniques to business and professional problems. A workbook will be distributed for easy reference after the course is over. Limited.

W 8:30 a.m.-4 p.m., Oct 7 (1 session), YWCA Urban Center, Minneapolis, Dashe and Moore

*Marilyn Dashe and Patrick Moore have taught business and technical writing at the University of Minnesota.*

## **CAREER MANAGEMENT FOR WORKING WOMEN – See Career Planning.**

## **COMMUNICATING EFFECTIVELY AT WORK. \$17.**

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

Sat 8:30-11:30 a.m., Oct 17 (1 session), Nolte Center, Minneapolis Campus, McArthur

*Jerie Pratt McArthur has a Ph.D. in speech communication and is a freelance college instructor and consultant.*

**COPING WITH STRESS ON THE JOB.** \$77 (includes lunch).

This one-day workshop will help participants identify and define the stressful aspects of their work settings and personal lives including frustration, conflict, and pressure. Factors which 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 the stress you are experiencing in your life, as well as measuring work stress. Letting-go and relaxation techniques will be presented.

T 9 a.m.-4 p.m., Oct 27 (1 session), Rodeway Inn, Dorset

*Barbara Dorset is an adjunct assistant professor of psychology at the University of Minnesota and a psychologist in private practice in Minneapolis.*

**CREATING YOUR PUBLIC IMAGE.** \$20 (includes workbook).

You pay for advertising, but publicity is free! Learn how to create a public image for yourself or your organization by developing your newsworthiness, becoming familiar with media procedures, and responding effectively to an interviewer. Topics covered include what the media considers to be "news," how to contact news organizations, and how to prepare for an interview.

Sat 9 a.m.-12, Dec 5 (1 session), Nolte Center, Minneapolis Campus, Bergquist

*Muriel Bergquist is a freelance writer and co-author of How to Create Your Public Image.*

**CULTURAL AWARENESS IN TRAVEL AND WORK** — See Arts and Humanities.

**DATA PROCESSING OPPORTUNITIES: CHALLENGING CAREER FOR THE '80s** — See Career Planning.

**EXPLORING A CAREER AS A SALES REPRESENTATIVE.** \$36 (includes lunch).

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

Sat 8:30 a.m.-3:30 p.m., Nov 14 (1 session), Nolte Center, Minneapolis Campus, Crowe-Innes

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

## **BB-FOOD AND FITNESS IN THE OFFICE. \$21.**

You do *not* need a large space to get the benefits of an exercise program. And you do *not* have to avoid restaurants and vending machines if you are concerned about the nutritional quality of your life. Come and learn about exercise and nutrition while you participate in exercises you can do at your office.

Th 12-1 p.m., Oct 8-Oct 29 (4 sessions), Landmark Center, Christy and Chesla

*Ann Christy and Ann Chesla are health educators at the Metropolitan Medical Center.*

## **BB-GRAMMAR FOR BUSINESS USE. \$36.**

A review of grammar skills, including punctuation, sentence structure, grammar pitfalls and problem areas. Tone, style, and effective wording in letter writing. A refresher course designed for all who write or transcribe business communication, those planning to re-enter the work force, and those who want to review their personal writing skills. Limited.

W 12-1 p.m., Oct 7-Dec 2 (8 sessions – no class Oct 21), American Institute of Banking, DeNoble

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

## **IMPROVING YOUR WRITING AT WORK. \$15.**

This workshop is designed for secretaries who have had some training in punctuation, grammar, and style. The instructor will help you to: (1) improve your confidence and competence in using written communication, while you learn 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 in composing or editing letters and memos. In addition, you'll learn what determines "readability" and how sentence variety can improve style.

Sat 9 a.m.-12, Oct 24 (1 session), Nolte Center, Minneapolis Campus, Bardouche

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

## **LEADERSHIP SKILLS. \$34.**

This course is for supervisors who want to develop their leadership skills by understanding leadership/fellowship dynamics. The course will explore follower needs and their relationship to effective leadership styles, and will examine the influence that organizational norms have on leaders. One session will include a panel of women in top leadership positions. They will examine their experiences and dilemmas as women leaders, and will discuss leadership differences between men and women.

Th 6:30-9 p.m., Sept 10-Sept 24 (3 sessions), Nolte Center, Minneapolis Campus, Sisson

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

**MALE-FEMALE COMMUNICATION** — See Speech-Communication.

**MANAGEMENT ASSESSMENT FOR WOMEN. \$44** (includes lunch).

Management Assessment for Women is a unique, comprehensive management assessment workshop. It is as applicable and valuable to women aspiring toward management positions as it is to those with several years of management experience. During the workshop, participants will have the opportunity to assess their strengths in each area of the total management process. Tips will be given on using the assessment information to build a management growth plan for the future as well as to "sell" your way into a management position.

W 9 a.m.-4 p.m., Oct 14 (1 session), Rodeway Inn, Reed

*Debra Reed is manager of manpower development and training for Economics Laboratory.*

**BB-MANAGEMENT SKILLS. \$35.**

This course is for women new to management who are interested in learning the basic skills of supervision and management. Topics to be covered include setting objectives, time management, and effective communication skills. Special concerns of women moving into management will be discussed. Limited.

Th 12-1 p.m., Oct 1-Nov 12 (7 sessions), Landmark Center, Burke

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

**MESSAGE AND THE MEDIUM** — See Writing.

**PRESENTATION TECHNIQUES** — See Speech-Communication.

**BB-SECRETARY: PROFESSIONAL IMAGE FROM 9 TO 5. \$18.**

Secretaries play a vital role in any business or organization, and this course will provide you with a framework for examining that role. What is expected of you? What are your own expectations? What is your self-image? What is the image that you project? Suggestions for working as a team with your boss will be given.

T 12-1 p.m., Oct 27-Nov 17 (4 sessions), American Institute of Banking, Burke

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

**SKILLS FOR PROFESSIONAL SELLING. \$45.**

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

W 6:30-8:30 p.m., Oct 7-Oct 28 (4 sessions), Nolte Center, Minneapolis Campus, Ackerman

*Dee Ackerman, C.P.C., is the vice president and general manager of Red Carpet Placement Service, and was named 1980 Sales Consultant of the Year by the Minnesota Association of Personnel Consultants.*

## **BB-SPEAKING MORE EFFECTIVELY ON THE JOB. \$18.**

This seminar will look at communication style and language choice, and the effect they have on how other people perceive you at work. Topics will include evaluating your own communication style, understanding the differences between appropriate personal and business communication, speaking effectively on the telephone and with the public, and communicating better with both supervisors and colleagues.

Th 12-1 p.m., Oct 8-Oct 29 (4 sessions), American Institute of Banking, Palmerton

*Patricia Palmerton is a teaching associate with the Department of Speech-Communication at the University of Minnesota.*

## **STARTING YOUR OWN BUSINESS. \$50 (includes lunch).**

This year's conference is the third annual program in our series for people who are interested in starting their own business. Topics include all phases of successful business management, including deciding on a location, arranging financing, business law, financial planning, personnel recruitment and retention, employees' rights, and marketing. Workshop leaders are people who have started their own businesses, or who have expertise in the above topics.

Sat 8:30 a.m.-3:30 p.m., Nov 14 (1 session), Earle Brown Center, St. Paul Campus, Interdisciplinary Faculty.

## **TECHNICAL WRITING WORKSHOP. \$52 (includes lunch).**

This workshop is for people in technical fields who write or edit instructions, specifications, procedures, or manuals. Learn to gather information and plan a project by answering these questions: (1) What does the writing describe? (2) Who will use it? (3) How will it be used? Learn to organize, lay out, and plan graphics for the project. Learn how to edit and trim wordiness. Handouts and checklists will be provided to jog your memory after the workshop is over.

T 8:30 a.m.-4 p.m., Nov 10 (1 session), Rodeway Inn, Dashe and Moore  
*Marilyn Dashe and Patrick Moore have taught technical writing at the University of Minnesota and write hardware and software manuals for the computer industry.*

## **TIME MANAGEMENT FOR SECRETARIES. \$20.**

This time management course is for secretaries who want to learn how to make the most of the eight hours available to them in each day. You will explore behavioral barriers to managing time well and find techniques to help you gain extra time. The course will focus on establishing short- and long-term objectives, setting priorities, and developing a team approach.

W 7:30-8:30 a.m., Oct 14-Nov 4 (4 sessions), YWCA Urban Center, Minneapolis, Burke

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

## **WOMEN SUPERVISING WOMEN. \$15.**

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

M 6:30-9 p.m., Sept 21 (1 session), Nolte Center, Minneapolis Campus, McArthur

*Jerie Pratt McArthur has a Ph.D. in speech communication and is a free-lance college instructor and consultant.*

## *Career Planning*

### **BUSINESS AND MANAGERIAL SKILLS FOR ARTISTS AND CRAFTS PEOPLE** – See Arts and Humanities.

### **CAREER MANAGEMENT FOR WORKING WOMEN. \$61** (includes ½ hour individual counseling session).

This course in career management will help working women examine their goals, ambitions, values, and major sources of professional and personal satisfaction. It will address questions such as: What organization fits my needs and interests? Do I really want to advance? What does advancement mean in terms of self and family? What are the costs and rewards of upward mobility? Come and learn decision-making strategies, skill assessment, sources of career information, creative job search resources, and how to locate and use a network. (Required text will be *The Inventurers: Excursions in Life and Career Renewal*, available in local bookstores. The syllabus may be purchased at the first class session for \$3. Selected tests will be available on request.) Limited.

Th 6:30-8:30 p.m., Oct 1-Oct 29 (5 sessions), Nolte Center, Minneapolis Campus, Depta

*Ann Depta is a career development consultant in the Twin Cities and has an M.A. in instructional systems.*

## **A CREATIVE APPROACH TO CAREER PLANNING.**

This program is for people who want to identify and expand their interests and skills, and use their volunteer, employment, and/or life experience to enter at an appropriate level in a career of their choice. The objective is to help people make decisions and develop strategies to set and reach their goals; participants also will explore work settings which complement their needs, interests, and values. The course will include lecture presentations, interest testing, and self-evaluation techniques. Class discussion will help clarify individual career plans. (Effective Job Search Strategies, Resume Writing, and a Career Support Group will be offered winter quarter through CEW.) Limited.

W 6:30-8:30 p.m., Sept 30-Oct 28 (5 sessions), Highland Park Library, Brodie, \$61 (includes course materials and testing)

M 10 a.m.-12, Nov 9-Dec 14 (6 sessions), Golden Valley Library, Warsett, \$73 (includes course materials and testing)

*Jane Brodie is a licensed psychologist in private practice and has taught in career clinics. Sue Warsett is a counselor in Continuing Education and Extension and has an M.A. in counseling and student personal psychology.*

## **DATA PROCESSING OPPORTUNITIES: CHALLENGING CAREER FOR THE '80s. \$20.**

Computers are leading the way of a high technology society. This seminar will focus on how to take advantage of this trend by pursuing a career in data processing or in one of the many related fields using computers. A historical perspective of the growth of the data processing industry and its related job opportunities will be given. What education is needed? How to find that first job. How to move to higher levels. What publications include job opportunities within and outside the United States? What about salaries? Professional data processing personnel will discuss jobs, careers, salaries, and work in data processing. Employment counselors and company personnel managers will talk about job hunting and resumes, and educational opportunities within companies as well as educational institutions.

Sat 8:30 a.m.-12:30 p.m., Oct 24 (1 session), Earle Brown Center, St. Paul Campus, Folz

*Bernice Folz is an associate professor of quantitative methods and computer science at the College of St. Thomas. Additional faculty: professional data processing personnel.*

## **ORIENTATION DAY. No charge.**

An orientation to academic possibilities and Continuing Education for Women. Test Anxiety with David Wark. Commuting and Other Ways to Travel by Anne Dickason. Workshops on exploring academic possibilities, issues in returning to school and opportunities. See inside front cover.

T 9:30 a.m., Sept 15 (1 session), MacPhail Center

# Health and Physical Fitness

## **BIOENERGETICS EXERCISES. \$30.**

Bioenergetics exercises are a combination of "grounding," stretching, and expressive exercises for the purpose of energizing the body's systems. The exercises are designed to help a person feel the tensions and stresses held in the muscles, and to release them through appropriate movement. More energy and fewer tensions lead to greater aliveness and a sense of gracefulness. The exercises are especially fun when done in a group. Please wear comfortable clothing – baggy pants, jogging outfits, or leotards are best. Limited.

M 6:30-8 p.m., Oct 5-Nov 9 (6 sessions), Washburn Library, Hoistad  
*Janice Hoistad, Ph.D., is a licensed consulting psychologist in private practice.*

## **NUTRITION: MYTHS AND REALITIES. \$19.**

The University of Minnesota is famous for its research on nutrition. This class will give you the latest information, including the good news and the bad news about cholesterol. (Will the real cholesterol culprit please stand up?) As the holidays approach, how will you handle your calories?

W 1-3 p.m., Nov 25-Dec 2 (2 sessions), MacPhail Center, Addis  
*Paul Addis is a professor in the Department of Food Science and Nutrition.*

## **SWEDISH EXERCISES FOR WOMEN. \$26 for one class per week; \$40 for two classes per week.**

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

T 8:30-9:30 a.m., Sept 29-Dec 1 (9 sessions – no class Nov 24), American Swedish Institute, Stockenstrom

T 9:45-10:45 a.m., Sept 29-Dec 1 (9 sessions – no class Nov 24), American Swedish Institute, Stockenstrom

F 9:45-10:45 a.m., Sept 29-Dec 4 (9 sessions – no class Nov 27), American Swedish Institute, Stockenstrom

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



**WOMEN: HEALTH AND THE MIDDLE YEARS.** \$45 (includes material fee, lunch charge, and refreshment charge); \$30 for students 62 and older.

One-day seminar to identify and explore new directions and definitions of health concerns for women in the middle years. Changes — psychological and physical. Special interest discussion groups will include the middle years and medication, cancer, sexuality, depression, nutrition, alcoholism, cosmetic surgery. Other topics are men's reactions to changing roles of women, what corporations are doing to enhance well-being, and who can benefit from psychotherapy. Offered in cooperation with Continuing Nursing Education.

Sat 8:30 a.m.-4 p.m., Sept 19 (1 session), Earle Brown Center, St. Paul Campus, Interdisciplinary Faculty

**WOMEN, WEIGHT, FOOD, AND CULTURE: LETTING GO OF MYTHS.** \$35 (includes lunch).

(Formerly titled *The Obsession: Women, Weight, Food, and Culture.*) The American culture promotes a preoccupation with female body size, shape, and appearance. This preoccupation engenders and influences our notions of the feminine and concepts of self, sexuality, and relationships. In this course, we will explore psychological and social phenomena such as contemporary fashion, advertising, diet/exercise programs, anorexia nervosa and bulimia, and what they reveal about our attitudes toward our bodies; the fantasies and conflicts. Through lecture, discussion, and personal exploration, we will look at the developmental relationship between food and emotional needs as well as growing up experiences around food and physical appearance.

Sat 9 a.m.-4 p.m., Nov 7 (1 session), Nolte Center, Minneapolis Campus, Hoistad

*Janice Hoistad is a licensed consulting psychologist in private practice.*

## *Investments and Law*

**GEMSTONES: HOW DO I KNOW WHAT I'M BUYING?** \$19.

As a hedge against inflation, many people are turning to the gemstone market. What are "gems"? What are the pros and cons of using gemstones as an investment? This class will help you to become an informed buyer. Topics include how to tell a valuable stone from a poor one; what to look for in a quality stone; how to understand the terminology and the history of gems.

W 1-3 p.m., Oct 14-Oct 21 (2 sessions), MacPhail Center, Heuer

*Marilyn Zutz Heuer is currently studying to become a gemologist through the Gemological Institute of America.*

**HOME OWNERSHIP: INVESTMENT STRATEGIES AND FINANCING OPTIONS. \$19.**

This course will explore the modern dilemma of renting versus buying and financing options available for the home buyer. Session I will deal with renting versus buying, and the relationship to housing satisfaction, as well as the importance of taxes, financing, cash flow, and alternative investments. Session II will cover current market trends, financing sources, types of loans, and procedures for obtaining financing.

W 1-3 p.m., Nov 11-Nov 18 (2 sessions), MacPhail Center, Kinsey and Spielman

*Jean Kinsey is an assistant professor in agricultural and applied economics at the University of Minnesota. Her specialty is consumer economics. Christine Spielman is a loan officer with eight years experience in lending, and a member of the Mayor's Board, Truth in Housing.*

**INVESTMENT CHOICES IN FINANCIAL PLANNING. \$40; \$30 for students 62 and older.**

Discover your financial profile. In order to make good investment choices, you must not only understand various investment products but why they are appropriate in any given situation. Stocks, bonds, real estate, mutual funds, money market funds, limited partnerships, etc., will be discussed in depth. Some new and creative investment ideas will be offered and debated.

F 9-11 a.m., Oct 9-Nov 6 (5 sessions), MacPhail Center, Carlton

*Donna Carlton is a member of the firm of Carlton & Associates Financial Services Group.*

**MONEY: HOW TO COMMUNICATE WITH YOUR HUSBAND ABOUT MONEY. \$19.**

Why is it so hard to get your husband to discuss money, your financial situation, the future? This course, taught by a communications specialist who is also a financial counselor, will discuss how the problem might be overcome. Discussion will focus on: What are our common values? How do we say no to the children? Are we able to face reality?

W 1-3 p.m., Oct 28-Nov 4 (2 sessions), MacPhail Center, Cole

*Stephen Cole has an M.A. in psychiatric social work and is a financial consultant.*

**PLANNING FOR RETIREMENT: OR HOW TO MAKE A SILK PURSE  
OUT OF A POSSIBLE SOW'S EAR.** \$350/couple; \$200/person.

Some of us give more thought to a short vacation than we do to retirement, even though we may spend up to 20 percent of our lives in retirement. Early, systematic planning for retirement is essential, especially with the current double-digit inflation. Since retirement is a family matter, spouses are key people in retirement planning. This 2½-day seminar will focus on such retirement issues as financial and investment planning, life style, stress, and health. Limited.

T & W 8:30 a.m.-4 p.m., Th 8:30 a.m.-12, Nov 3-Nov 5 (2½ days), Earle Brown Center, St. Paul Campus, Cavalier, Cavalier, et al.

*Dan Cavalier, now in early retirement, is former president of sales and marketing, Litton Microwave Cooking Products. Naomi Cavalier has a master's degree in social work from the University of Minnesota and recently produced a series of radio programs on midlife.*

**SEPARATION: IS IT THE ONLY ANSWER?** \$19.

This two-session class explores the social and legal implications for the individual contemplating separation or divorce. Issues such as changes in the law of dissolution in Minnesota; the myths of divorce and separation; starting over after a separation (do women really have a more difficult time?), and other problems will be discussed.

W 1-3 p.m., Sept 30-Oct 7 (2 sessions), MacPhail Center, Wolf

*Judith Wolf received a Ph.D. in educational psychology as well as a J.D. from the University of Minnesota Law School, and is an attorney with the Minneapolis firm of Roback and Wolf.*

**SHARED BUT SEPARATE: FACETS OF "LIVING TOGETHER"  
RELATIONSHIPS.** \$15/single rate; \$25/couple rate.

Explore the personal dynamics and legal implications for people who live together without being married. Topics include taxes, property ownership and transfer, employment, insurance, criminal and civil liability, welfare and unemployment benefits, and children.

Sat 9 a.m.-12, Oct 17 (1 session), Nolte Center, Minneapolis Campus, Wolf

*Judith Wolf received a Ph.D. in educational psychology as well as a J.D. from the University of Minnesota Law School, and is an attorney with the Minneapolis firm of Roback and Wolf.*

**SMALL LANDLORDS: RIGHTS, REMEDIES, AND OBLIGATIONS TO TENANTS.** \$52; \$26 for students 62 and older.

Intended for landlords and landladies who own small rental income properties. There are no prerequisites for the course; it is designed specifically for laypersons, i.e., those who have had no previous legal courses. The following topics will be included: What to do before the tenant moves in; leases and rental agreements; landlords' rights, remedies, and obligations; tenants' rights and obligations; who is responsible for making repairs and redecorating; housing code; liability for personal injuries; landlord identification; abandonment by tenant; eviction by landlord; unlawful detainer; constructive eviction; what to do immediately before and after tenant moves out; security deposits – prepayment of rent; and use of conciliation courts. Offered in cooperation with Extension Classes.

M 6:30-9 p.m., Oct 5-Nov 23 (8 sessions), Ford Hall, Minneapolis Campus

## Language

**SPANISH FOR TRAVELERS.** \$37; \$18.50 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 for coping with everyday travel situations: changing money; obtaining train tickets and information; renting hotel rooms; shopping; ordering meals; asking directions; understanding telephones, post offices, and public transportation systems. Increased knowledge of Spain, Latin America, and of Hispanic culture will help you travel more adventurously and more economically. Emphasis will vary from area to area within the Hispanic world. Offered in cooperation with Extension Classes.

M 7-8:40 p.m., Oct 5-Nov 9 (6 sessions), Minneapolis Campus

**BEGINNING POETRY** — See Writing.

## **A HUNDRED YEARS OF THE BRITISH NOVEL I.**

During the year (three quarters) students will read Jane Austen, Charles Dickens, George Eliot, Thomas Hardy, and others. Fall quarter, Austen's delicate novels of manners, rooted in the balanced classical tradition of the eighteenth century, will be compared with the romantic flamboyance of Sir Walter Scott's historical novels and Thackeray's ironic and realistic works.

W 10 a.m.-12, Sept 30-Dec 2 (10 sessions), MacPhail Center, Kheim \$62; \$40 for students 62 and older.

Th 7-9 p.m., Oct 1-Dec 10 (10 sessions — no class Nov 26), Minneapolis Campus, Kheim \$62; \$31.50 for students 62 and older.

Offered in cooperation with Extension Classes.

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

## **THE JAZZ AGE REEXAMINED.** \$30; \$20 for students 62 and older.

A look at the glamour, disillusionment, excitement, tragedy, and allure of the decade called the Jazz Age to assess its significance for us then and now. This course will use the literature, music, and art of the Twenties within an historical context to examine this intriguing time period. Why was the Jazz Age such a creative era for artists? Why has so much of that art survived and affected our culture? What are the truths we can learn about ourselves and our society by exploring the Twenties? This course will attempt to provide an opportunity to find your answers to those questions.

T 1-3 p.m., Oct 13-Nov 3 (4 sessions), MacPhail Center, Isaacs

*Diane Isaacs has been an instructor in Afro-American and African Studies at the University.*

## **NOVELS AND GREAT CITIES.** \$32; \$21 for students 62 and older.

Whether we live in a city, suburb, or country community, our response to cities is a major element in modern consciousness. Alison Lurie's Los Angeles novel *The Nowhere City*, Theodore Dreiser's Chicago-New York novel *Sister Carrie*, Elizabeth Bowen's *The House in Paris*, and Margaret Drabble's *The Needle's Eye*, set in London, will help us explore the many relations between our lives as individuals and the city — source of many of our most important modern ideas and values. Lectures and discussions will be supplemented by the use of photographs, prints, and slides. Please read *Sister Carrie* for the first class.

T 1-3:30 p.m., Nov 10-Dec 1 (4 sessions), MacPhail Center, Fuller

*Cynthia Fuller is an instructor in the Department of English.*

**WOMEN BONDING.** \$62; \$40 for students 62 and older.

Throughout history women have formed significant intimate friendships with other women. This class will consider such connections in poems, novels, and short stories by women. Students will also examine personal histories with female friends.

W 1-3 p.m., Oct 7-Dec 9 (10 sessions), MacPhail Center, McNaron

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

## Mathematics

**ARITHMETIC AND ELEMENTARY ALGEBRA.** \$82; \$60 for students 62 and older.

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

FALL SEMESTER, Sept 30-Jan 27

W 9-11:30 a.m., (16 sessions), MacPhail Center, McMorrow and Edwards

W 6:30-9 p.m., (16 sessions), Minneapolis Campus, Robertson and Broch

*Vivian McMorrow has been an instructor in the CEW Math Anxiety Program since its beginning in 1975. Lois Edwards has an M.A. in mathematics and is currently a consultant in creative studies. Doug Robertson is an assistant professor in the Science, Business and Mathematics Division of General College. Elana Broch is a graduate student in psychometrics.*

**COMPUTERS: A PRACTICAL INTRODUCTION.** \$70 (includes all course materials and computer time).

This two-session seminar is designed for the novice who has had little or no computer exposure. In this course you will develop an awareness and an understanding of the computer that will allow you to communicate effectively with those in the computer science area. If you are interested in obtaining a general knowledge of what the computer can do and how it will affect your life, this course will give you an awareness of that aspect of computer science, too. The course will explore how the computer is used as a problem-solving tool and why it seems to be a problem-creating tool. Several topics will be covered including equipment; personnel; applications; history; future, mathematics of computers; and programming. The programming language BASIC (used in most home computers) will be presented and participants will have a chance to write and run simple programs for approximately two hours of "hands on" experience during the two days. Limited.

Sat 9 a.m.-4 p.m., Sept 19-Sept 26 (2 sessions), Minneapolis Campus, Ressler

*Tom Ressler is an instructor in the School of Mathematics.*

### **MATH ANXIETY DIAGNOSTIC CLINIC. \$17.**

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.

T 8:30 a.m.-12, Sept 8 (1 session), MacPhail Center, Robertson and Claesgens

T 6-9:30 p.m., Sept 8 (1 session), Minneapolis Campus, Robertson and Claesgens

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

### **MATH ANXIETY SUPPORT GROUP. \$22**

The support group will work with participants in examining their blocks in math, attitudinal change, test anxiety, and mechanisms for dealing with math anxiety. The support group, led by a counseling psychologist, is designed to complement the math class. Participants must have participated in the Diagnostic Clinic and are encouraged to enroll in a math class. Limited.

M 9:30-11 a.m., Sept 28-Nov 2 (6 sessions), MacPhail Center, Bohnenstingel

T 6-7:30 p.m., Sept 29-Nov 3 (6 sessions), Minneapolis Campus, Atlee

*Sue Bohnenstingel is a counselor in the Continuing Education and Extension (CEE) Counseling Department. Judy Atlee, licensed consulting psychologist, is a counselor in the Student Personnel Office.*

### **MATH ANXIETY TUTORIAL. No charge.**

Free tutorial services for those enrolled in math classes will be available in N391 Elliott Hall on Wednesdays, beginning October 7, from 5:30-6:30 p.m. and at the MacPhail Center (room to be scheduled at a later date) on Wednesdays, beginning October 7, from 11:30 a.m.-12:30 p.m.

### **TAKING THE STING OUT OF STAT: STATISTICS FOR NONSTATISTICIANS. \$60.**

A preparatory course for QA 1050 and graduate-level statistics in sociology and psychology, designed especially for people who are afraid of taking statistics or who want a basic understanding of statistical concepts. The class will familiarize students with statistical vocabulary and notation, basic descriptive statistics such as mean, mode, standard deviation, basic probability, probability distributions, hypothesis testing, and regression analysis. Students with little or no background in arithmetic or algebra should consider taking Arithmetic and Elementary Algebra prior to taking this course.

M 6-8 p.m., Sept 28-Nov 30 (10 sessions), Minneapolis Campus, Broch

*Elana Broch is a graduate student in psychometrics.*

# Personal Growth

## **ASSERTIVENESS FOR SECRETARIES. \$40.**

Secretaries play a vital role in any workplace. How can you make the most of your role and increase your job satisfaction? Learn assertive communication skills as a means of improving your relationships with boss, peers, subordinates, and public. Topics include how to ask for a raise and/or promotion; saying "no" to the boss; projecting a positive self-image; and constructive ways of handling conflict and tension on the job. Emphasis on role-playing, participation, and group support. Limited.

W 6:10-8:10 p.m., Oct 21-Nov 18 (5 sessions), Nolte Center, Minneapolis Campus, Bohnenstingel

*Sue Bohnenstingel is a counselor in the Continuing Education and Extension (CEE) Counseling Department, and has worked as a secretary.*

## **BUILDING HEALTHY DEPENDENCIES. \$36.**

A chance to examine the positive and negative consequences of our reliance on food, chemicals, charge cards, etc. A look at what needs are met by these dependencies and an exploration of alternate ways of meeting those needs. An opportunity to develop skills toward changing the ways we meet personal needs and how to find new ways of fulfillment. Limited.

T 6-8 p.m., Oct 6-Oct 27 (4 sessions), Minneapolis Campus, Emerson

*Nadine Emerson is a counselor in the St. Paul Student Counseling Bureau.*

## **DISCOVERING YOUR POTENTIAL. \$30.**

This workshop provides an opportunity for you to develop self-assertion as a means of increasing effectiveness in interpersonal relationships. By making you aware of factors affecting self-esteem in women, of skills that develop self-confidence (in yourself and others), and of effective communication techniques, the class will help you identify your strengths and set goals through lectures, discussion, and group support. Limited.

T 12:30-2 p.m., Sept 29-Oct 20 (4 sessions), MacPhail Center, Brodie

*Jane Brodie is a licensed psychologist in private practice and teaches assertiveness, life planning, and human potential.*



## **MAKING THE MOST OF YOUR LEISURE TIME. \$30.**

What do you do with your leisure time? Do you use it to renew yourself or do you fill it with too many duties? Do you feel guilty about relaxing? If so, this two-session class will help you plan your leisure time so you get the most from it. Session I will deal with how you can make time for leisure activities and how to assess your options. Class participation will be emphasized, and the instructor also will show how to use your quiet time to build refreshment through relaxation techniques. In the second session, you will look at how you can broaden your activities and how to use free time well to make more of what you have. You will learn how to structure leisure time into your lifestyle, and not feel guilty about taking time for your own renewal. Limited.

Sat 9 a.m.-12, Oct 17-Oct 24 (2 sessions), YWCA Urban Center, Minneapolis, Atlee

*Judy Atlee, licensed consulting psychologist, is a counselor in the Student Personnel Office.*

## **MARRIAGE: MUSHROOM OR OAK TREE? \$50 for one; \$90 for two who register together (includes supper).**

Mushrooms grow quickly, are of short duration; oak trees, with space and freedom, grow slowly and live long. This supper seminar will explore the characteristics of marriages that last, the price paid, the rewards. The new research on enduring marriages and how happy they are (and why, if they are not) will be discussed. Session I will focus on commitment, the emptiness of "instant gratification" versus the rewards of holding your life in common with another. Is it all bad if you're "taken for granted"? Session II deals with "Making It Together." Ways of communicating with another, the unsaid as well as the said. Learning to "read" each other's ways of speaking. The value and art of really listening: what does it mean when you ask "How was your day?" Session III focuses on the rewards. Do they equal the price you have paid? Support, shared history, continuity, memories, perhaps children.

Th 5:30-9 p.m., Oct 22-Nov 5 (3 sessions), St. Paul Student Center, St. Paul Campus, Hey

*Richard Hey is a professor in the Family Social Science Department and a marriage counselor.*

# Skills

## **ANTI-PANIC TEST WORKSHOP. \$18.**

Some people get good grades because they know how to write good tests. Some people get lower grades than they should because they panic when they're taking exams. If you're in the second group and want to be in the first, here's a workshop that might help. Three sessions in test-wisdom: (1) What do you say to yourself when taking a test? Relaxation, self-instruction, and memory techniques. (2) Test-taking skills and practice for essay exams. (3) Test-taking skills and practice for multiple choice exams.

Th 1-3 p.m., Oct 8-Oct 23 (3 sessions), MacPhail Center, Wark

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

## **BASIC CALLIGRAPHY – See Arts and Humanities.**

## **BEYOND PAPER. \$10.**

This class extends beyond filing piles of paper, to organizing the clutter in drawers, closets, basements, etc. Topics include photographs, records and tapes, clothing, holiday trim, toys, food, sports equipment, garden tools, and much more. It offers resourceful ideas for persons who want to maintain the daily minimum organization as well as a practical system for those who want more in-depth organization. Limited.

W 7-9 p.m., Nov 4 (1 session), Edina West Lower Division, Dorff

*Patricia Dorff, M.A. library science, has been teaching organizational classes for six years.*

## **FILE. . .DON'T PILE. \$18.**

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

T 7-9:30 p.m., Sept 22-Sept 29 (2 sessions), Southdale Library, Dorff

T 9:30 a.m.-12, Oct 6-Oct 13 (2 sessions), House of Hope Church, Dorff

M 12:30-3 p.m., Nov 2-Nov 9 (2 sessions), St. Anthony Park Library, Dorff

*Patricia Dorff, M.A. library science, has been teaching this workshop for six years.*

## HOW TO PREPARE FOR AND TAKE GRADUATE ADMISSIONS TESTS.

\$32 (does not include lunch).

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

Sat 9 a.m.-4 p.m., Oct 24 (1 session), Nolte Center, Minneapolis Campus, Byrne

*Joan Byrne has an M.A. in educational administration and is director of program development at Metropolitan State University.*

## SKILLS FOR PROFESSIONAL SELLING – See Business.

**STUDY SKILLS WORKSHOP.** \$50 for morning *or* afternoon workshop and final all day session; \$60 for both workshops and final all day session (includes materials).

A short program of orientation and practice in college-level reading and study techniques. **I. Reading Workshop**, Sept 8, 9, 10 (9:30 a.m.-12). Visual training, paragraph interpretation, retention, critical reading, scanning, and rate improvement. **II. Study Skills Workshop**, Sept 8, 9, 10 (1-3 p.m.). Listening and notetaking practice, study methods, SQ3R and underlining, time scheduling, memorizing, goal setting, library techniques, and preparing for and taking exams. **III. Joint Session for Both Groups**, Sept 11 (9:30 a.m.-3 p.m.). Skimming, improving concentration, and self-reinforcing techniques. Limited.

T,W,Th,F 9:30 a.m.-12 and 1-3 p.m., Sept 8, 9, 10, 11 (4 sessions), MacPhail Center, Wark

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

## WORDS: MAKING THEM WORK FOR YOU – See Writing.

## Social Science

**CHILDFREE WORKSHOP.** \$35/person (includes lunch); \$60/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.

Sat 9 a.m.-4 p.m., Nov 14 (1 session), YWCA Urban Center, Minneapolis, Thoen

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

**COPING WITH STRESS ON THE JOB** — See Business.

**INTERTWINING RELATIONSHIPS: YOU AND YOUR CHILD.** \$48.

This course will be an exploration of the "stages of parenting" — how the changes in your child's development trigger changes in you as a parent and as a person. We will look at developments in the child from birth through adolescence and investigate the parallels in the adult lives. For example, we will discuss the inevitable "crisis" of the first-born child, differences in families where the mother is at home versus employed outside, the "empty nest" syndrome as a psychological phenomenon and developmental transition, and many more. We will also focus on the developmental stages of family life and the changing relationship between mother/father, husband/wife throughout the stages of parenting. Limited.

W 10 a.m.-12, Oct 7-Nov 4 (5 sessions), Southdale Library, Hoistad  
*Janice Hoistad, Ph.D., is a licensed consulting psychologist in private practice.*

### **KIN-KEEPING: THE ROLE OF WOMEN IN CARING FOR AGING PARENTS. \$36.**

This class explores the role that women play in caring for parents, in-laws, and other elderly relatives. Topics to be discussed include the physical demands made on women care-givers, the emotional conflicts that can occur, and the joys such care-giving can bring. Part of the seminar will focus on the practical alternatives available when additional help is needed, how to choose a nursing home, and eligibility requirements for various public and private programs.

Sat 8:30 a.m.-3:30 p.m., Dec 5 (1 session), Nolte Center, Minneapolis Campus, Johnson and Turner

*Carol Johnson has extensive experience working with older people in both nursing home and community settings and is head of the Older Adult Program at the University of Minnesota. Dorothy Turner is a social worker with the St. Mary's Hospital program in home health care.*

**SEPARATION: IS IT THE ONLY ANSWER? – See Investments and Law.**

### **STRAINED THOUGHTS ABOUT PERPLEXING PROBLEMS. \$56.**

A distinguished University Regents' Professor considers five primary world problems: (1) The USSR: Refrigerators, Garden Plots, and Regime Legitimacy; (2) Mr. and Mrs. Mao and the Rest of the Gang; (3) The Changing Face of British Politics; (4) Oh, Conservative, Where Is Thy Sting? Oh, Liberal, Where Is Thy Victory?; (5) What Will the Quality of Our Children's Education Be Like in the 1980s?

Th 10 a.m.-12, Oct 15-Nov 12 (5 sessions), Woman's Club of Minneapolis, Turner

*John E. Turner is a professor in the Department of Political Science and a University Regents' Professor.*

### **STRESS IN THE FAMILY. \$45.**

Conflict resolution for dealing with spouses, in-laws, and parents. How to build "I count/You count" relationships. When to keep out of other people's business. Presentation of reinforcement techniques to raise healthy children, to teach children responsibility, self-discipline, and respect for others resulting in child's self-esteem and happy parents. Assessment of your personal family stress using an objective instrument.

Th 1-2:30 p.m., Oct 15-Nov 5 (4 sessions), MacPhail Center, Dorset

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

**WOMEN ALONE: ALIVE AND THRIVING. \$40.**

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

T 6:30-8:30 p.m., Oct 13-Oct 27 (3 sessions), YWCA Urban Center, Minneapolis, 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

**COMMUNICATING EFFECTIVELY AT WORK – See Business.**

**COMMUNICATION: SPEECH IMPROVEMENT, SPEAKING SKILLS. \$32.**

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

Th 10-11:30 a.m., Oct 1-Nov 19 (8 sessions), MacPhail Center, Toy

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

**MALE-FEMALE COMMUNICATION. \$20.**

A workshop for people who want to understand the dynamics of male-female communication. Participants will learn how to recognize both their own sex roles stereotypes and those held by others, and will explore alternatives for communicating with members of the opposite sex. The program will focus on communication in both work and personal situations, and will include discussion on the difficulties inherent in being the only male or female in a group. Limited.

Sat 8:30 a.m.-12:30 p.m., Oct. 24 (1 session), Nolte Center, Minneapolis Campus, Shipka

*Barbara Shipka, formerly an internal organizational development consultant with Honeywell, has founded her own business as an organizational consultant in Minneapolis.*

**MONEY: HOW TO COMMUNICATE WITH YOUR HUSBAND ABOUT MONEY – See Investments and Law.**

## **PRESENTATION TECHNIQUES. \$52 (includes lunch).**

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

Sat 8:30 a.m.-4 p.m., Oct 3 (1 session), Minneapolis Campus, Feld and Johnson

T 8:30 a.m.-4 p.m., Nov 10 (1 session), Rodeway Inn, Feld and Johnson

*Patricia Feld has been director of theater training and choreography for the Minneapolis Opera Company and is a speech consultant. Brian Johnson is a speech consultant at the University of Minnesota Law Center and an opera singer.*

## **BB-SPEAKING MORE EFFECTIVELY ON THE JOB – See Business.**

## *Writing*

### **BEGINNING POETRY. \$40; \$30 for students 62 and over.**

If you write poems on the backs of envelopes and then shove them into drawers, it's time to begin writing in the open. In this course, we'll do writing exercises in class to generate poems, read them aloud to each other, encourage and criticize our work. We'll also read poems and essays by contemporary poets. Limited.

W 1-3 p.m., Nov 4-Dec 9 (6 sessions), MacPhail Center, Hanson

*Phebe Hanson is a published poet. She teaches English for the Minneapolis College of Art and Design.*

### **BRIEF INTRODUCTION TO CREATIVE WRITING. \$18.**

A half-day workshop for the new or prospective writer; especially for people who are interested in creative writing but who cannot get away for a weekly writing class or who are wary of making such a large commitment so soon. The workshop will involve lectures, discussions, and in-class writing practice. An attempt will be made to cover briefly many aspects of creative writing. The workshop will deal both with writing technique and with the possible attitudes of the writer toward his or her audience and material. The atmosphere will be generally informal, but the pace will (necessarily) be somewhat swift. More experienced writers who would like a brief refresher course are also welcome. Limited.

Sat 9 a.m.-1 p.m., Oct 3 (1 session), Minneapolis Campus, Edelstein

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

**BUSINESS WRITING WORKSHOP** — See Business.

**FREELANCE MAGAZINE WRITING.** \$45; \$30 for students 62 or over.

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

T 1-3 p.m., Oct 6-Nov 24 (8 sessions), MacPhail Center, Froiland

*Paul Froiland is the managing editor of Northwest Airline's Passages magazine and an associate editor of TWA Ambassador, both published by the Webb Company in St. Paul.*

**FREELANCE WRITING WORKSHOP.** \$40.

Intensive reading and small group critiques of class members' articles, fiction, and poetry intended for magazines and newspapers. We will focus on achieving quality, marketable writing. Discussion of marketing techniques, manuscript preparation, interviewing, etc. Open to those who have some familiarity with freelancing (either from a course or from personal experience, though they may not necessarily have been published). If desired, students may bring writing they wish to share to the first class. Limited.

Sat 9 a.m.-12, Sept 26, Oct 3, Nov 7, Dec 5 (4 sessions), Southdale Library, Roberts

*Nancy Roberts, instructor in the School of Journalism and Mass Communication, is a freelance writer with more than 45 published articles.*

**IMPROVING YOUR WRITING AT WORK** — See Business.

**MEMOIR WRITING.** \$35 (includes lunch); \$25 for students 62 and over.

A day writing and reading memoirs — your own and a sampling of some of the available literature. Suggestions for writing in class and ideas to try on your own. In addition, Ms. Hampl will read from her own memoir, *A Romantic Education*, and discuss how it was written. Limited.

Sat 9 a.m.-3 p.m., Nov 14 (1 session), YWCA Urban Center, Minneapolis, Hampl

*Patricia Hampl is a visiting assistant professor in the Department of English at the University of Minnesota.*



**MESSAGE AND THE MEDIUM.** \$65 for both days; \$42.50 for Thursday only.

This two-day workshop is for people without advanced training who are responsible for publicity, newsletters, or announcements in organizations, institutions, and businesses, and for all people who work with the production of publications. Through lectures and workshops, all facets of publication will be covered including writing, editing, keyline, graphics and layout, photojournalism, etc. For an individual critique of your work, send a sample by September 9 (critiques only for those registered for both days).

Th & F 8:15 a.m.-2:30 p.m., Sept 17-18, Minneapolis Campus, Interdisciplinary Faculty

**TECHNICAL WRITING WORKSHOP** — See Business.

**WORD PLAY.** \$50; \$35 (day), \$25 (evening) for students 62 and over.

Creative writing for those with little writing experience. Although the course will involve lectures, class discussions, in-class writing exercises (the major part of the course), and optional writing assignments, this will not be a high-pressure situation for any student. Rather, Word Play is designed to bring out the pleasures and satisfactions of writing while developing students' talents, powers of observation, and general writing skills. The accent will be on the enjoyment and self-discovery students may derive from writing, rather than simply on development of style and technique (though these will be covered). Students will be encouraged to explore feelings, ideas, and intuitions in their writing. Especially recommended for students who are uncertain how to begin writing. Individual conferences available at student's option. Limited.

M 9:30-11:30 a.m., Oct 5-Nov 23 (8 sessions), MacPhail Center, Edelstein  
T 7-9 p.m., Oct 6-Nov 24 (8 sessions), Minneapolis Campus, Edelstein  
Offered in cooperation with Extension Classes.

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

**WORDS: MAKING THEM WORK FOR YOU.** \$29.

Designed for all people who want to increase their vocabulary and who enjoy working and playing with words. The class covers Greek and Latin roots, words derived from these roots and other useful words, pronunciation, frequently confused words, and a brief review of dictionary skills. Also appropriate for people planning to take undergraduate or graduate admission exams or other tests requiring vocabulary skills. Limited.

T 6:45-8:45 p.m., Oct 27-Nov 17 (4 sessions), Washburn Library, DeNoble  
*Jan DeNoble is a teaching specialist with the University of Minnesota Reading and Writing Skills Center.*

## Locations and Addresses of Courses

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

Grammar for Business Use

Secretary: Professional Image from 9 to 5

Speaking More Effectively on the Job

**American Swedish Institute, 2600 Park Avenue, Minneapolis**

Swedish Exercises for Women

**Edina West Lower Division, 6750 Valley View Road, Edina**

Beyond Paper

**Golden Valley Library, 830 Winnetka Avenue North, Golden Valley**

A Creative Approach to Career Planning

**Highland Park Library, 1974 Ford Parkway, St. Paul**

A Creative Approach to Career Planning

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

Arts of Garden and Landscape Design

File. . .Don't Pile

**Landmark Center, 75 West Fifth Street, St. Paul**

Food and Fitness in the Office

Management Skills

**MacPhail Center, 1128 LaSalle Avenue, Minneapolis**

Acct 1024 Principles of Accounting

ANEJ 3501 Ancient Israel: The Background of the Bible

Anth 1102 Introduction to Social and Cultural Anthropology

ArtS 1701 Introduction to Photo Medium

ArtS 3710 Intermediate Photography

Clas 5004 Eroticism and Family Life in the Greco-Roman World

Comp 1001 Introductory Composition

Comp 5100 Topics: Advanced Nonfiction Writing: Introduction to Manuscript Editing

Comp 5100 Topics: Advanced Nonfiction Writing: Autobiographical Writing

Engl 1009 Introduction to Literature

GC 1445 Intermediate Algebra

Hist 1301 American History

Hum 5021 New Worlds of Knowledge

Math 1111 College Algebra and Analytic Geometry

Phil 1003 Ethics

Psy 1001 General Psychology

Psy 5141 Psychology of Women

Soc 1002 American Community

Spch 1101 Fundamentals of Speech Communication: Oral Communication

WoSt 3301/5301 Woman: A Sense of Identity

WoSt 3501 Women and Literature

Anti-Panic Test Workshop

Arithmetic and Elementary Algebra

Basic Calligraphy

Beginning Poetry  
Communication: Speech Improvement, Speaking Skills  
Discovering Your Potential  
Freelance Magazine Writing  
Gemstones: How Do I Know What I'm Buying?  
Home Ownership: Investment Strategies and Financing Options  
A Hundred Years of the British Novel I  
Investment Choices in Financial Planning  
The Jazz Age Reexamined  
Math Anxiety Diagnostic Clinic  
Math Anxiety Support Group  
Math Anxiety Tutorial  
Money: How to Communicate with Your Husband About Money  
Novels and Great Cities  
Nutrition: Myths and Realities  
Orientation Day  
Separation: Is It the Only Answer?  
Stress in the Family  
Study Skills Workshop  
Women Bonding  
Word Play

#### **Minneapolis Campus**

Parking is normally available for a nominal fee after 5 p.m. in the Nolte Center Garage, located underground at the Church Street entrance to Nolte Center. Additional parking is available at nearby lots. See map on page 60.

FSoS 5240 Topics: Female Sexuality  
GC 1445 Intermediate Algebra  
WoSt 3301/5301 Woman: A Sense of Identity  
Arithmetic and Elementary Algebra  
Assertiveness for Secretaries  
Brief Introduction to Creative Writing  
Building Healthy Dependencies  
Business and Managerial Skills for Artists and Crafts People  
Career Management for Working Women  
Communicating Effectively at Work  
Computers: A Practical Introduction  
Creating Your Public Image  
Cultural Awareness in Travel and Work  
Exploring a Career as a Sales Representative  
How to Prepare for and Take Graduate Admission Tests  
A Hundred Years of the British Novel I  
Improving Your Writing at Work  
Kin-Keeping: The Role of Women in Caring for Aging Parents  
Leadership Skills  
Male-Female Communication  
Math Anxiety Diagnostic Clinic  
Math Anxiety Support Group  
Math Anxiety Tutorial  
Message and the Medium

Presentation Techniques

Shared But Separate: Facets of "Living Together" Relationships

Skills for Professional Selling

Small Landlords: Rights, Remedies, and Obligations to Tenants

Spanish for Travelers

Taking the Sting Out of Stat: Statistics for Nonstatisticians

Women Supervising Women

Women, Weight, Food, and Culture: Letting Go of Myths

Word Play

**Minneapolis Institute of Arts, 2400 Third Avenue South, Minneapolis**

Arts of Garden and Landscape Design

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

Unveiling the Masks: Tragedy and Comedy in Opera, Song, and the  
Orchestral Literature

**Rodeway Inn, 1321 East 78th Street, Bloomington**

Coping with Stress on the Job

Management Assessment for Women

Presentation Techniques

Technical Writing Workshop

**St. Anthony Park Library, 2245 Como, St. Paul**

File. . .Don't Pile

**St. Paul Campus**

Parking is normally available for a nominal fee at the Earle Brown Center  
lot, located off Randall. See map on page 61.

FScN 1012 Nutrition and Our Food Supply

Business Finance Made Understandable

Data Processing Opportunities: Challenging Career for the '80s

Marriage: Mushroom or Oak Tree?

Planning for Retirement: Or How to Make a Silk Purse Out of a  
Possible Sow's Ear

Quilting: Design, Color, and Technique

Starting Your Own Business

Women: Health and the Middle Years

**Southdale Library, 7001 York Avenue South, Edina**

File. . .Don't Pile

Freelance Writing Workshop

Intertwining Relationships: You and Your Child

**Volksfest Kultur Haus, 301 Summit Avenue, St. Paul**

The Many Faces of Austria

**Walker Art Center, Vineland Place, Minneapolis**

Modern Art: Emergence and Development

Sculpture and the Robert Graham Exhibit

**Washburn Library, 5244 Lyndale Avenue South, Minneapolis**

Bioenergetics Exercises

Words: Making Them Work for You

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

Strained Thoughts About Perplexing Problems

**YWCA Urban Center, 1130 Nicollet Avenue, Minneapolis**

Business Writing Workshop

Childfree Workshop

Making the Most of Your Leisure Time

Memoir Writing

Time Management for Secretaries

Women Alone: Alive and Thriving

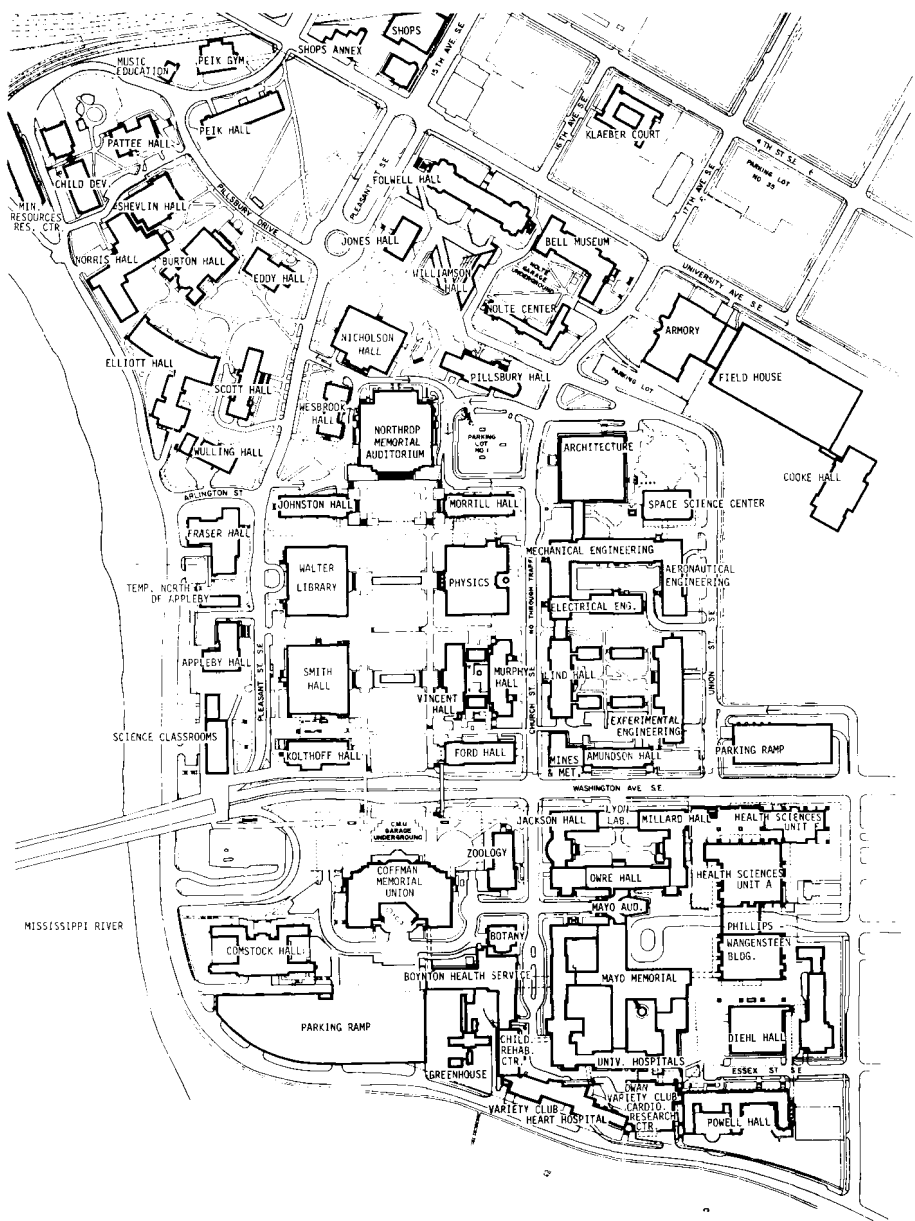
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## Alphabetical Listing of Noncredit Courses

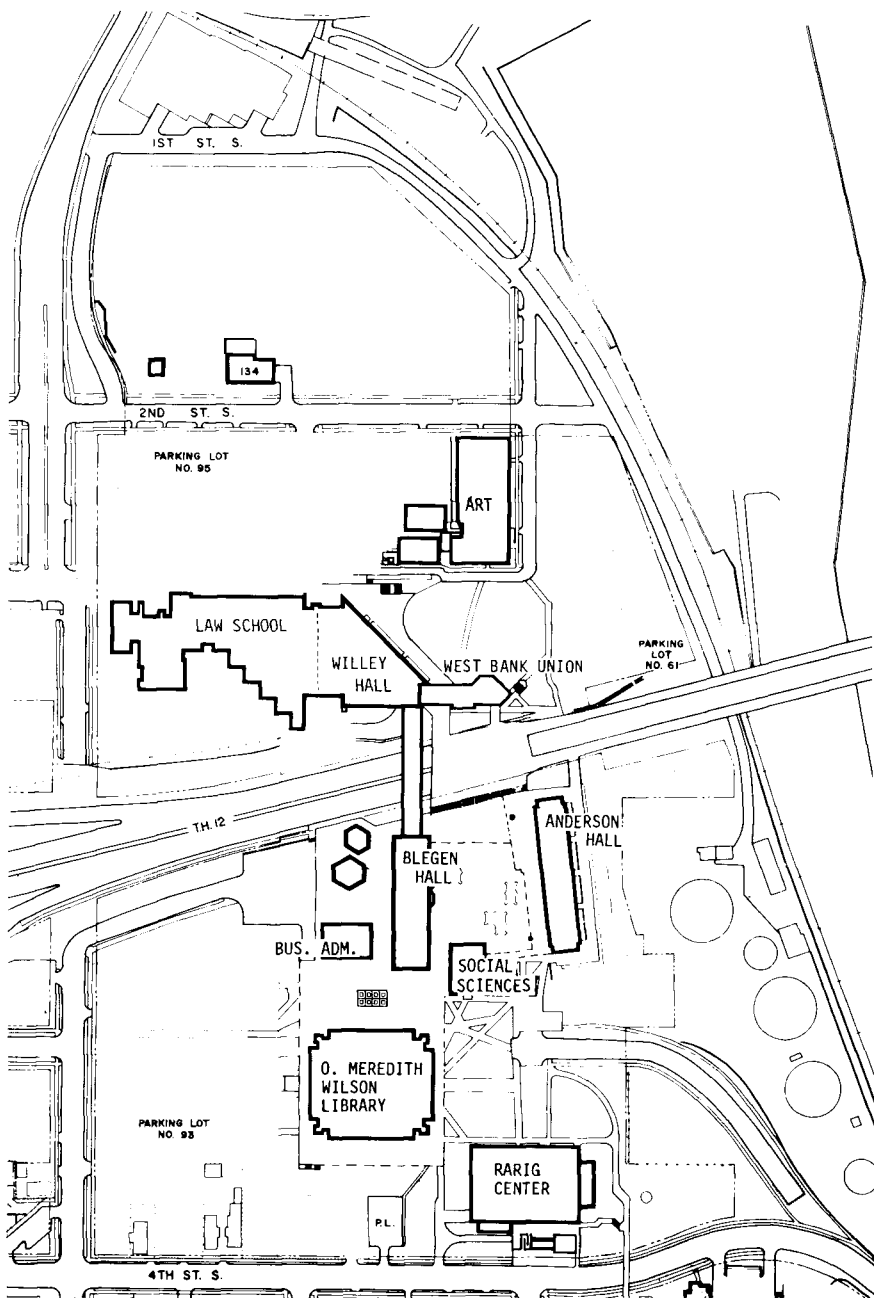
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## Minneapolis Campus East Bank





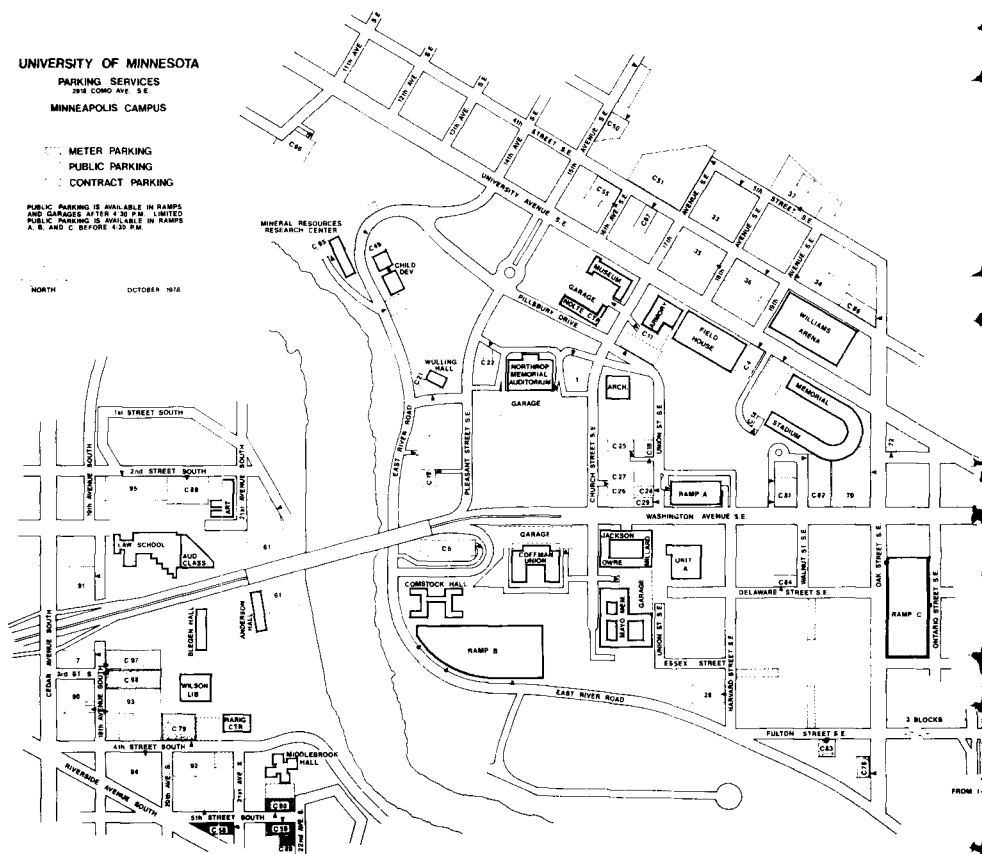
## Minneapolis Campus West Bank

**UNIVERSITY OF MINNESOTA**  
**PARKING SERVICES**  
 395 CONG. BLDG. S.E.  
**MINNEAPOLIS CAMPUS**

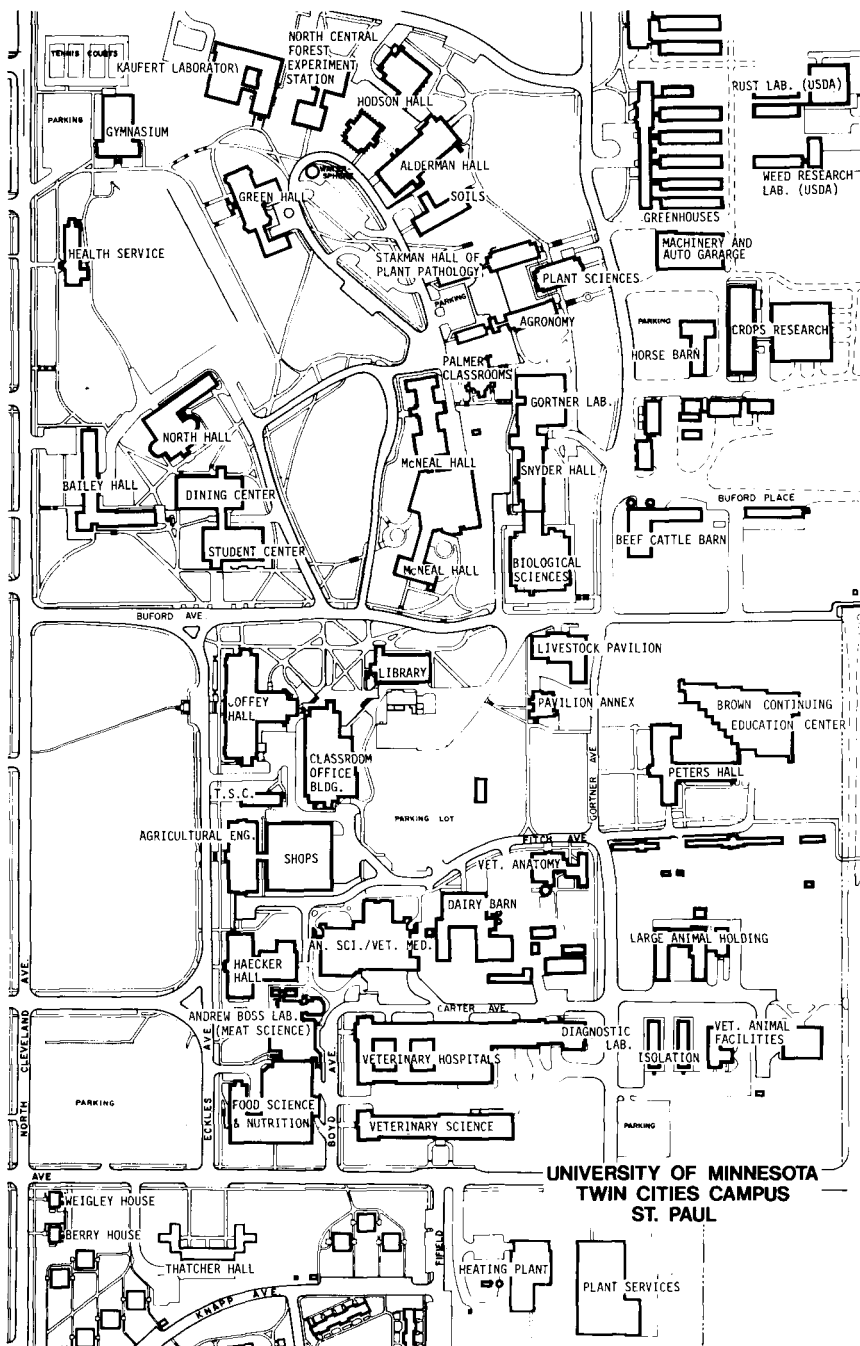
- ☐ METER PARKING
- ☐ PUBLIC PARKING
- ☐ CONTRACT PARKING

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

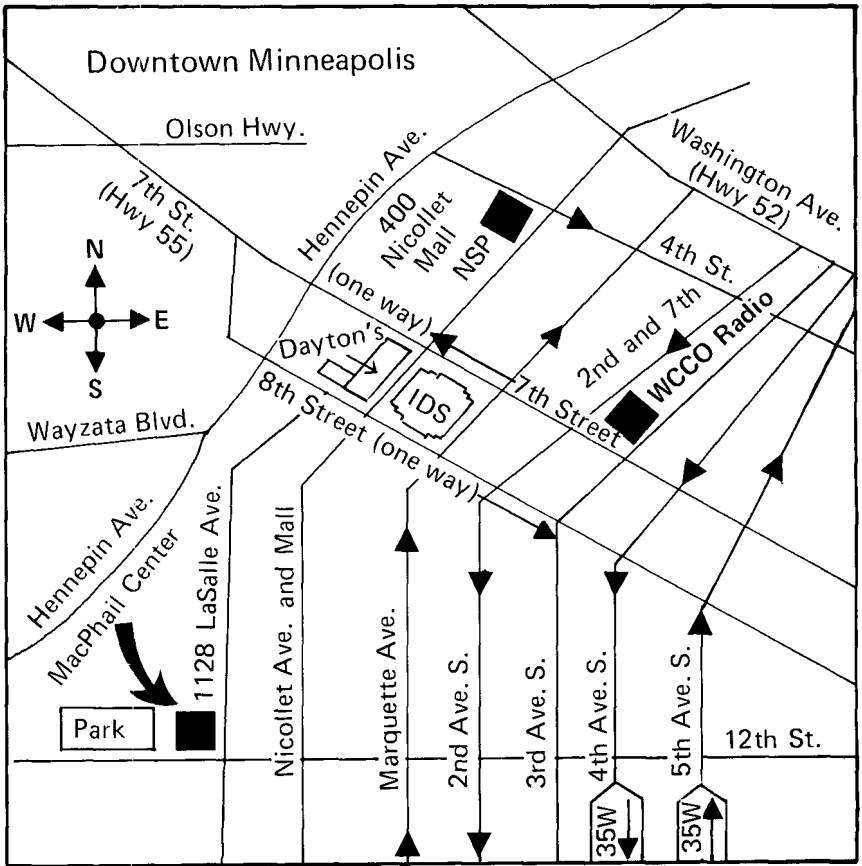


**Parking Facilities**  
**(East and West Bank)**



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 28. 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 the type of grading preferred.

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

373-9743

Late fee for fall quarter and fall semester *credit* classes after September 16 — \$5.

Courses marked with an asterisk are now \$60 (nontranscript rate).

**Please register me for the following classes:**

Location(s) \_\_\_\_\_

Starting Date(s) \_\_\_\_\_ Day \_\_\_\_\_

Time(s) \_\_\_\_\_

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

A/N  S/N  Audit  Graduate Credit  Nontranscript

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

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Phone (Home) \_\_\_\_\_ Phone (Work) \_\_\_\_\_

Birthdate \_\_\_\_\_ Social Security Number \_\_\_\_\_

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

# University of Minnesota Bulletin

Continuing Education for Women

Winter 1982

Continuing Education and Extension  
University of Minnesota



# University of Minnesota

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November 12, 1981

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

2307/11.5.81/20,100

# **Continuing Education for Women**

**Winter Quarter 1982**

January 4 — March 20

**Spring Semester 1982**

February 8 — June 12

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



## **POTPOURRI**

### **MacPhail Center, Minneapolis**

Investment Programs  
Decorating for Small Spaces  
Friendship  
When Doctors Disagree  
What Do I Do When My  
Husband Retires?

### **Landmark Center, St. Paul**

Nutrition: Myths and Realities  
Money: How to Communicate  
With Your Husband About  
Money  
Gemstones: How Do I Know  
What I'm Buying?  
St. Paul: The Changing City

See Alphabetical Listing of Noncredit courses on page 56.

## **WOMEN SUPERVISING WOMEN**

This workshop will explore the unique problems that may arise when women supervise women.

Tuesday, January 26, 5 p.m. until

Wednesday, January 27, 4 p.m.

Spring Hill Conference Center, Wayzata, Minnesota

\$150 (includes overnight lodging and meals)

See noncredit section on Business

## **DEPRESSION AND WOMEN**

This workshop will help you recognize depression and understand what you can do about it.

Saturday, January 16

9 a.m. — 4 p.m.

Holiday Inn

1313 Nicollet Avenue

Minneapolis, Minnesota

\$37 (includes lunch and coffee)

See noncredit section on Social Science

## FROM THE DIRECTOR

All that stuff you put in your head—poems, allegories, stories, facts and figures, ideas, theories, research materials, skills, logarithms and differential equations—in short, continuing education. . . . You don't have to dust it, or insure it, or file it, or puzzle over the inheritance rights.

Inflation, poverty, unemployment, threats of nuclear war, difficult human relationships. . . . How do we cope? "The truth is," writes Anatole France, "that life is delicious, horrible, charming, frightful, sweet, bitter and that is everything." Simple as that.

Meanwhile, we are alive and let's make the most of it. There's a big world out there. Satisfy your curiosity about China with the expertise of Regents' Professor John Turner, just returned from China, and other interdisciplinary University faculty. Explore the history, art, architecture, and ambience of the great cities Moscow, Vienna, Venice, and Cairo. Or, closer to home, learn about the changing city of St. Paul.

Learn something about the emergence and development of modern art. Hear what the academicians say about romantic love. Does it really "make the world go round"? For the times it's all just too, too much, how about the wilderness as an escape from your own culture?

And about all those human relationships, communications and personal problems (are they the big or the small problems?): you will find within these pages courses from *Communicating Effectively at Work* and *Money: How to Talk to Your Husband About Money to Stress Management and Now That You've Reached Forty*.

Practicality may lead you to University accredited courses in *Principles of Financial Accounting*, *Introduction to Photography*, *Heredity and Human Society*, or *Business Writing*.

It's a long winter. It's a short winter. Enjoy!



Edith E. Mucke, Director  
Continuing Education for Women

# Contemporary China: Life in a Developing Society

A course taught by Regents' Professor John Turner of the Department of Political Science and other interdisciplinary faculty.

## PROGRAM TOPICS

*Chinese Traditional Society*  
*Cultural Traditions*  
*The Chinese Political Scene*  
*Eking Out an Existence from the Soil*  
*Education in China*  
*Women in China*  
*Art in China*  
*Chinese Literature*  
*Travel in China*

**Dates:** January 7 — March 4  
**Time:** 9:30-11:30 a.m.  
**Place:** MacPhail Center  
**Fee:** \$60  
\$40 for students 62 or older

**Registration form on page 63.**

## Training Programs for Women at Work

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

We can also design programs to address specific training needs.

For further information:

Camilla Colantonio  
(612) 373-9743

Continuing Education for Women  
200 Westbrook 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, Minnesota 55455, (612) 373-7969, or to the Director of the Office of Civil Rights, Department of Education, Washington, D.C. 20202, or to the Director of the Office of Federal Contract Compliance Programs, Department of Labor, Washington, D.C. 20210.*

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## **Admission**

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

## **Advising and Counseling**

Professional counseling and testing services are available to CEW students who want to learn more about their own abilities, interests, and personalities; who wish help in educational and vocational planning or choosing a major field of study; and who seek help with problems affecting their academic performance. A fee of \$60 is charged for students and prospective students (\$90 for nonstudents) wishing to take a battery of tests. Appointments must be made in advance. Call 373-3905 for further information.

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

## **Financial Assistance**

### **Low Income Scholarships**

Tuition assistance scholarships are available through the Continuing Education and Extension Tuition Assistance Program (TAP) for low-income adults who are not eligible for other financial aid and wish to enroll in CEW courses. Call 373-3905 for further information.

### **Minnesota Part-Time Student Grant Program**

Awards are made to Minnesota residents who are formally admitted to and in good academic standing in a degree or certificate program. Recipients must demonstrate financial need (generally low-income and some middle-income students meet the guidelines) and cannot be eligible for or be receiving other education financial aids. Grants cover tuition and fees only for part-time students in credit courses.

## **Louise Roff Scholarship Fund**

Awards from the Louise Roff Scholarship Fund are made on the basis of scholastic ability, motivation, previous achievement, financial need, and realistic plans. Small awards are given serious consideration. The funds can be used only for courses offered through CEW. Closing date for winter quarter and spring semester applications is mid-November.

## **Registration**

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

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

## **Registration of Students 62 or Older**

Amendments by the 1981 Minnesota Legislature to the Senior Citizens Higher Education Act of 1975 have modified the provisions for space-available, tuition-free admissions for persons aged 62 and older. Minnesota State law now allows persons 62 and older to register free in any nonlimited-enrollment CEW credit class for no credit. They may also register free for no credit in limited-enrollment credit classes on a space-available basis. Courses may be taken for University credit for only \$6 per credit plus the cost of books, other materials, and any special fees. Reduced tuition registrations may not be accepted until immediately in advance of the starting date of a course, nor is it possible to guarantee a place in a course without payment of full tuition. No late fees will be assessed for those who use this credit registration option. Full tuition (or some portion thereof) will be required for admission to noncredit programs. CEW noncredit programs that have reduced rate for students aged 62 and over are indicated in the course descriptions; all other noncredit courses are priced as shown.

## **Regents' Scholarships**

University Civil Service staff members working at least 75% time are eligible to apply for Regents' Scholarships through the Human Resources Development Division. Regents' Scholarships cover only tuition for approved classes. All course fees, special fees, and materials fees must be paid by the student. Further information about eligibility and application procedures can be obtained from Human Resources Development, 1919 University Avenue, St. Paul; telephone 373-4366. It is the policy of Continuing Education for Women to accept Regents' Scholarship registrations in *limited* classes three (3) working days prior to the first class session.

## **Grades**

**A-N** Letter grading/No credit

**S-N** Satisfactory/No credit

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

A student who wants to attend classes, but does not wish to do all the required work, may register as an auditor. Most credit courses may be audited. Courses marked with an (\*) may be taken for a nontranscript rate of \$60.

Requests for change from credit to audit registration should be made in person or by writing Continuing Education for Women. Changes may not be made by telephone. After the sixth week of a quarter, requests for changes must be approved by the instructor. Approval is granted only if the student is doing passing work at the time of the request. No changes can be made during the last two weeks of any term.

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

Only courses with the first digit of 5 may be taken for graduate credit. If graduate credit is desired, please indicate by checking graduate credit on the registration form.

## **Grade Reports and Transcripts**

Continuing Education for Women students can secure transcripts showing all credits earned in CEW and Extension Classes by visiting or writing the Transcript Service, 155 Williamson Hall, 231 Pillsbury Drive S.E., Minneapolis, MN 55455. No requests will be accepted by telephone. In-person requests will be processed immediately. Hours are from 8:30 a.m. to 4 p.m., Monday through Friday. Students must supply the following information when requesting transcripts: complete name, birthdate, social security number, and the last dates in attendance. The name(s) and number(s) of the course(s) last attended should also be included with the request. CEW and Extension grades are not automatically recorded on regular college (day school) transcripts. Students must request that the grades be transferred by writing Student Relations, 150 Williamson Hall, or by calling 376-1680. Credits are not automatically transferable for all students. Check with the college office or call 376-1680 for information.



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

## **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. If a student officially cancels the first two weeks of a term, the cancelled course will not appear on a transcript. If a student officially cancels out of a class before or during the ninth week of any semester, or the sixth week of any quarter, or mid-point of any special term, a "W" will automatically appear on the grade report. If a student cancels after the above-stated period, the instructor may give a "W" providing the student is doing passing work. It is advisable that a student inform the instructor of the reason for cancelling.

No student is permitted to cancel during the last two weeks of any term (this includes final examination week). Cancellations must be made in person or by letter. Telephone cancellations will not be accepted.

No instructor is authorized to accept cancellation of any student. The effective date of cancellation will be the day on which the cancellation is received in the CEW office, regardless of the date of the student's last attendance. (Cancellations by mail become effective on the date of the postmark.) It is **important**, therefore, that an official cancellation is received by the CEW office whenever a student stops attending class.

## **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 his/her letterhead) indicating that in the opinion of the doctor the student was unable to continue for medical reasons.
2. A \$3 cancellation fee will be charged for cancellation of classes before the first class meeting in any semester, quarter, or special term. The balance of the tuition and special fees will be refunded.
3. Late fees and/or transfer fees are not refundable.
4. Refunds for cancellations of classes after the opening date of each semester, quarter, or special term (except as indicated in item 2) will be made as follows:

	<b>Semester</b>	<b>Quarter</b>
a. refund before second class	75%	75%
b. refund before third class	75%	50%
c. refund before fourth class	50%	25%
d. refund before fifth class	25%	none
e. refund after fifth class	none	none

5. Refund requests for one- or two-day workshops or special events must be received in writing or in person at the CEW office three (3) working days in advance of the event. Registrants who fail to attend or to cancel properly are liable for the entire fee.

Refunds are paid by check only and are mailed to the student. A minimum of four weeks is required for processing a refund.

### **Cancellation of or Change in Scheduled Classes**

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

### **Symbols**

- \* Courses marked with an asterisk may be taken for special nontranscript rate of \$60 (plus any fees).
- BB Brown Bag School — noon hour courses
- # Indicates Liberal Arts Seminars

### **Tuition for Current or Prospective Graduate Students**

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

## **Bookstores**

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

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

## **Parking**

For programs on the Minneapolis campus, parking is normally available for a nominal fee after 5 p.m. in the Nolte Center Garage, located underground at the Church Street entrance to Nolte Center. Additional parking is available at nearby lots. For programs on the St. Paul campus, parking is normally available for a nominal fee at the Earle Brown Center lot, located off Randall. See maps on pages 58-62.

## **Credit Courses Group Designations**

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

### **Group Designations:**

- A — Communication, Language, Symbolic Systems
- B — Physical and Biological Sciences
- C — The Individual and Society
- D — Literary and Artistic Expression

Topics courses, when appropriate, may be used to meet group requirements upon approval of the Scholastic Committee.

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

## **Associate in Liberal Arts Degree**

The College of Liberal Arts offers an associate in liberal arts (ALA) degree. The degree indicates the successful completion of a 90-credit program devoted largely to general education and is equivalent to two years of academic study. The degree may be applied toward the bachelor of arts degree. With careful planning, the entire degree may be obtained through Continuing Education for Women. Careful planning will necessitate early consultation with a member of the Counseling Department (373-3905).

Current ALA degree requirements, after admission to the University, are:

1. 90 credits acceptable to CLA (at least 45 on A-N grading)
2. At least 45 University of Minnesota CLA credits
3. Satisfaction of the CLA English composition requirement
4. Satisfaction of four of the following five categories:
  - a. Second language study through the college third-quarter level, or exemption based on three or more years of high school work (one language only)
  - b. 8 to 10 credits in Group A of the BA group distribution requirements
  - c. 12 to 15 credits in Group B including one course with laboratory
  - d. 16 to 20 credits in Group C
  - e. 12 to 15 credits in Group D

Students should contact Continuing Education for Women (373-9743) or the Extension Counseling Office (373-3905) for a list of courses that can be used to satisfy CLA distribution requirements for the associate in liberal arts degree.

## **Certificates**

Students not certain they can devote the time necessary to earn a college degree are urged to consider a certificate program. These programs are generally regarded by business and industry as valuable professional and technical preparation for employment and promotion in areas requiring extensive technical knowledge. With careful planning, a certificate can be, if the student wishes, a stepping stone to a degree.

Thirty-three certificate programs are conducted by Continuing Education and Extension (CEE). The curricula for three are described in detail in the following pages. Certificate programs are organized at the collegiate level; students entering them should have adequate educational preparation or other experience to work effectively with college materials. Certificate programs consist of degree credit courses or a combination of degree and certificate credit courses. Certificate credit courses are college level in quality, and represent an accelerated and specialized approach to the subject matter. Certificate credit classes are not, however, usually transferable to a degree program.

Work on a certificate may be done in Continuing Education for Women, Extension Classes, Extension Independent Study, day school, summer session, or any combination of these. (Certificate programs marked with **(IS)** are available entirely through Extension Independent Study.) A student may transfer credit from other accredited institutions of higher education, although a minimum of 25 percent of credits required for any certificate must be earned at the University of Minnesota. In those certificates requiring 12 or fewer

credits, all work must be done at the University of Minnesota. Courses need not be taken in order, except as prerequisites make it necessary.

Certificate requirements may be modified from time to time. Although there is no time limit on the use of credits, no certificate will be granted that represents a certificate program more than seven years out of date. No student may apply for more than three certificates.

A student interested in pursuing a certificate program is urged to secure a copy of "Procedures for Obtaining a Continuing Education and Extension Certificate" and to complete an Application for Admission to Certificate Programs at the earliest possible time after completion of 12 credits. Both forms are available at the Extension Classes Office, 101 Wesbrook Hall, or the Extension Counseling Department, 314 Nolte Center. Advice and information about the various programs, including transfer of credits, may be secured from the Extension Counseling Office.

Students interested in taking courses toward certificate programs on the S-N grading system should first consult an Extension counselor at 314 Nolte Center, 373-3905.

A student nearing completion of the required work and expecting to receive a certificate must file a Certificate Completion form at the beginning of the term in which the certificate is to be awarded. A \$10 certificate fee will also be required at the time the Certificate Completion Form is filed. A student not interested in obtaining a certificate document will receive notice of completion of his/her program on the final transcript.

Upon completion of a specified program with at least a C (2.0) average, the student is awarded a certificate. Certificates are awarded by CEE (not by individual University of Minnesota colleges). All certificates are dated and awarded as of each quarter of the academic year. Students receiving senior certificates may participate in the June commencement exercises.

Each quarter during the academic year, CEE offers credit classes that can be applied toward a variety of certificates. The following certificate programs may be of particular interest to CEW students.

### **Business Administration Certificate**

This certificate program has been approved by the School of Management and arranged under the supervision of members of the faculties concerned. It is designed to present an integrated, high quality, university-level course of study of shorter length and scope than the full four-year degree program. It is designed especially for students who wish to obtain a general grounding in the basic principles and theories of business administration and for those who want training or an opportunity for advancement in some specific field of business.

It is possible for a student to move from a course of study for a certificate into a planned program leading to a bachelor of science in business degree. Anyone who contemplates such a long-range objective should consult an Extension adviser before proceeding further so as to avoid any loss of credits or possible future rejection from the degree program.

### **Junior Business Administration Certificate**

(46-48 credits)

This certificate, requiring the satisfactory completion of 46 to 48 credits of coursework, is the equivalent of one academic year of full-time study. It offers a firm grounding in most of the basic fields of business administration. All of the credits received in completing the Junior Certificate are automatically credited toward a Senior Certificate and represent half of its required work load. Students transferring credits to this program from other accredited institutions must take a minimum of 12 credits of business courses at the University of Minnesota.

This quarter, Continuing Education for Women offers the following classes that apply toward the Prebusiness Requirement for this certificate:

- Acct 1025 Principles of Accounting II
- Comp 1002 Introductory Composition

### **General Studies Certificate (IS)**

(45 credits)

The General Studies Certificate program is designed to recognize students' achievement after the completion of the equivalent of one year of college course work. There are no required courses in the program but students are encouraged to take advantage of courses in most of the general education curriculum areas of the General College — natural sciences, social sciences, business studies, humanities, and communications. Of the 45 credits required for the certificate, a minimum of 30 credits must be taken in General College courses.

Students wishing to continue their education toward the associate in arts degree from the General College will find that all credits from this program will be accepted.

This quarter, Continuing Education for Women offers the following General College class that applies toward this certificate:

- GC 1445 Intermediate Algebra

In addition, 15 credits from other college courses offered in this bulletin can also apply toward this certificate.

## **Liberal Arts Certificate (IS)**

(45 credits)

The program of the Liberal Arts Certificate is offered to students who wish an introduction to a liberal arts education. It is the equivalent of one full-time year of university-level study. With careful planning, the certificate may constitute the freshman year of a degree program in arts or business fields. Students transferring credits to this program from other accredited institutions must take a minimum of 12 credits at the University of Minnesota.

It is possible to earn an entire Liberal Arts Certificate through courses offered by Continuing Education for Women. Students interested in the Liberal Arts Certificate should be sure to call Extension Counseling at 373-3905 for a copy of the College of Liberal Arts courses meeting the group distribution requirements *before taking any courses*.

This quarter, Continuing Education for Women offers the following class that applies toward the English requirement for this certificate:

Comp 1002 Introductory Composition

Many other CEW classes will apply toward this certificate; students should plan their schedule according to the distribution requirements they need.

# Credit Courses and Descriptions

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

Winter Quarter 1982 — January 4 through March 20

Spring Semester 1982 — February 8 through June 12

Unless otherwise noted, winter quarter credit classes begin the week of January 4; spring semester credit classes begin the week of February 8. The last day to register for winter quarter credit classes without penalty of a late fee is December 15; for spring semester classes January 27. Late registration through the first week of classes must include a \$5 late fee.

## **Acct 1025 PRINCIPLES OF ACCOUNTING.** 3 degree credits, \$67.50.

Introduction to the effects of generally accepted valuations and measurements on financial statements. Must be taken A-N. No audits. (Prereq Acct 1024) Limited.

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

## **\*ANEJ 3502 ANCIENT ISRAEL: THE BACKGROUND OF THE BIBLE.**

4 degree credits, \$102.

The study of Biblical literature placed in the cultural, historical, and religious milieu of its origin. Through lecture and discussion, the class will trace the impact of the civilizations of Egypt, Canaan, and Mesopotamia on the Ancient Hebrews and the unique aspects of Israelite civilization. Focus will be on the period of the judges, kings, and prophets. Political, social, and religious developments will be studied. May be applied toward the CLA second language requirement, Route II, for Hebrew. (No prereq) Limited. (C)

M 1-3:30 p.m., MacPhail Center, Paradise

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

## **Arts 1701 INTRODUCTION TO PHOTO MEDIUM.** 4 degree credits,

\$90 + \$15 course fee + \$5 special fee. Total \$110.

Black and white photography for beginners. Camera techniques, film development. Time spent in darkroom (No prereq) Limited. (D)

T 9 a.m.-12, MacPhail Center, Husom

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



**ArtS 3710 INTERMEDIATE PHOTOGRAPHY.** 4 degree credits, \$102 + \$15 course fee + \$5 special fee. Total \$122.

Continued work in photographic controls and processes. Introduction to related photosensitive media. Emphasis on creative process with attention to individual interests and requirements. This class may be taken three times for a total of 12 credits. (Prereq ArtS 1701) Limited. (D)

W 9 a.m.-12, 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, \$90.

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.*

**\*Clas 3072 RELIGION IN ANTIQUITY: THE NEW TESTAMENT.** 4 degree credits, \$102.

First-century Israel under Roman rule. Jesus of Nazareth. Earliest Christian communities. Jewish Christianity. Mission to Gentiles. Paul the Apostle. Beginnings of New Testament. Study through the perspectives of archaeology, literary studies, psychology, history. Discussion of the relevance of the topics for today. (C)

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

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

**Comp 1002 INTRODUCTORY COMPOSITION.** 4 degree credits. \$90.

Practice in writing longer essays. Emphasis on style and on addressing the needs of a given audience. Satisfies the freshman English requirement for most degree programs. After the first day of class, consent of instructor is required. (Prereq Comp 1001) Limited.

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

*Anne Buchanan has been appointed by the Department of English to teach this course.*

**\*Comp 3030 TOPICS IN ADVANCED COMPOSITION: PRE-PROFESSIONAL WRITING FOR BUSINESS.** 4 degree credits, \$102.

Focus on the rhetoric, form, and style of business writing in reports, case studies, and correspondence. Exercises and frequent practical examples, tied as much as possible to students' major fields. This course fulfills the departmental post-freshman writing requirement for accounting students. (Prereq completion of freshman composition or equivalent.) Limited. (A)

M 1-3:30 p.m., MacPhail Center, Gardner

*Constance Gardner is an instructor in the Department of English.*

**\*Engl 3940 TOPICS: FIGURES IN ENGLISH AND AMERICAN LITERATURE.** 4 degree credits, \$102.

Edith Wharton and Henry James share many marks of distinction as great American novelists. Both give us subtle and precise insights into the identities and relationships of the men and women they portray so richly—including the moral, emotional, intellectual, and sexual aspects of those relationships. Both Wharton and James illuminate that complex period when the Victorian sensibility gave way to the 20th-century sensibility. Their connection as fellow novelists and as personal friends will be an additional subject for class discussion. Texts will be Wharton's *House of Mirth*, *The Age of Innocence*, and *Summer*; James's *The Europeans*, *The Spoils of Poynton*, and *The Golden Bowl*. (D)

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

*Cynthia Fuller is an instructor in the Department of English.*

**\*GC 1445 INTERMEDIATE ALGEBRA.** 5 degree credits, \$112.50.

Concepts and manipulative skills of algebra necessary for students to compete in a college algebra course. Topics include discussion of real number system, special products and factoring, exponents and radicals, linear equations in one and two variables, quadratic equations in one variable, progressions, inequalities, variation, and logarithms. Prospective students may have to give evidence of adequate preparation. May be applied toward the General Studies Certificate. (Prereq one year high school algebra) (Students lacking adequate preparation in elementary algebra should take Arithmetic and Elementary Algebra. Substantial homework required.)

SPRING SEMESTER, Feb 9-June 8

T 9-11:30 a.m., MacPhail Center, Robertson

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

# **Hum 5022 NEW WORLDS OF KNOWLEDGE.** 3 degree credits, \$79.50 + \$10 materials fee. Total \$89.50.

An introductory inquiry into forms, methods, and meanings, basic concerns, values, and ethical challenges in the humanities and sciences. Discussion will focus on knowing/doing/evaluation in these varied human inquiries with continuing attention to both integrative and discontinuity interpretations. (Hum 5023 spring quarter) Qualified students may register for graduate credit. (No prereq) Limited (C or D)

M 9:30 a.m.-12 (class begins Jan 11) MacPhail Center, Tapp,  
Coordinator

*Robert Tapp is professor of humanities and professor of religious studies.*

\***Math 1142 SHORT CALCULUS.** 5 degree credits, \$112.50.

For students in prebusiness administration curriculum and for other students requiring college algebra and a minimal amount of calculus. (Students who plan to take several quarters of calculus should not register for this course.) Derivatives, integrals, differential equations, maxima and minima, partial differentiation, applications. (Prereq 3½ years of high school math or grade of C or better in Math 1111 or Math 1131 or Math 1201) (A)

SPRING SEMESTER, Feb 11-June 10  
Th 1-3:30 p.m., MacPhail Center, Ressler

*Tom Ressler is an instructor in the School of Mathematics.*

\***Phil 1001 LOGIC.** 5 degree credits, \$112.50.

Application of formal techniques of evaluating arguments. Often when a person tries to convince us to accept a certain sentence as true, that person presents us with an argument using that sentence as its conclusion. If the argument is a good one, we would accept the sentence as true. If the argument is a bad one, we would reject this person's claim. The aim of this course will be to provide logical tools to help us distinguish between good and bad arguments. (No prereq) (A)

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

*Michael Reed is an instructor in the Department of Philosophy.*

\***Psy 1003 APPLICATION OF PSYCHOLOGY TO LIVING.** 4 degree credits, \$90.

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

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

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

**\*Psy 3604 INTRODUCTION TO ABNORMAL PSYCHOLOGY. 4**

degree credits, \$102.

The field of abnormal psychology. Etiologies of behavior disorders; discussion of available treatments. A survey of the various types of behavior disorders covering the range from childhood through adulthood. Some of the disorders discussed are neuroses, psychoses, stress reactions, organic problems, and behavior disorders. The course emphasis will be on the description of the disorder and the current research findings relevant to etiology. There also will be a general consideration of biological, psychological, and social factors in abnormal functioning. (Prereq Psy 1001) (C)

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

*Gloria Leon is an associate professor in the Department of Psychology.*

**\*Spch 1102 FUNDAMENTALS OF SPEECH-COMMUNICATION: COMMUNICATION PROCESS. 4 degree credits, \$90.**

Introduction to the identification and analysis of variables in intrapersonal, interpersonal, and group communication. (No prereq) (A)

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

*Sandra Petronio is an assistant professor in the Department of Speech-Communication.*

**WoSt 3301/5301 WOMAN: A SENSE OF IDENTITY. 4 degree credits, \$102 for 3301; \$106 for 5301.**

Laboratory learning experience through active individual participation. Awareness through exercises to clarify old socialization rules, coping behaviors, and belief systems. Major emphasis will be on skill acquisition in several areas. Situation analysis, assertion, decision making, goal setting. The class deals with the concept of power, using exercises and role playing to help participants realize the availability of choice within every situation. An important focus is on the development of support systems for women through small group interactions. No audits. Qualified students may register for graduate credit. Offered in cooperation with Extension Classes. Limited. (C)

T 9 a.m.-12, Edina Community Center, Loeffler, Coordinator  
Jan 19-March 23

T 6:10-9:10 p.m., Minneapolis Campus, Loeffler, Coordinator  
Jan 5-March 16

Th 1:15-4:15 p.m., Minneapolis Campus, Loeffler, Coordinator  
Jan 7-March 18

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

# Noncredit Courses and Descriptions

## Arts and Humanities

### **DECORATING FOR SMALL SPACES.** \$19.

Considering current housing trends and changing life styles, the majority of people may eventually find themselves in much smaller interior spaces than before. This course will explore ways of making small spaces efficient and attractive through the use of space planning, furniture arrangement and selection, color, texture, and lighting.

W 1-3 p.m., Jan 27-Feb 3 (2 sessions), MacPhail Center, Erickson  
*Ann Erickson is an associate professor in the Department of Design, College of Home Economics.*

### **THE DE STIJL MOVEMENT.** \$45 nonmembers; \$40 members of the Walker Art Center.

This six-session course in conjunction with the De Stijl Exhibition presents all facets of the De Stijl movement in Holland from 1917 to 1931. Each class deals with some aspect of the wide-reaching effects that De Stijl had on modern art—from a Utopian view of the world that created a new aesthetic in art and architecture, to the effect on industry and the home environment. Included is a session on Piet Mondrian, one of the best known painters of the De Stijl group, and a detailed look at De Stijl Objects as seen through the exhibition running concurrently at Walker Art Center. Offered in cooperation with Walker Art Center.

Th 1-3 p.m., Feb 4-March 11 (6 sessions), Walker Art Center, Frenning

Th 6:30-8:30 p.m., Feb 4-March 11 (6 sessions), Walker Art Center, Frenning

*Carol Frenning is an art historian, ABD Fine Arts, University of Minnesota, and an instructor at Walker Art Center.*

**GREAT CITIES: MOSCOW, VIENNA, VENICE, CAIRO.** \$35; \$15 for single session.

Explore the history, art, architecture, and ambience of four great cities—Moscow, Vienna, Venice, and Cairo. Through slides and lectures, you will learn about museums, quaint neighborhoods, walking tours, modern shops and restaurants, all without leaving St. Paul. Whether you are an armchair traveler or one bound for points abroad, experience the rich past and colorful present of these great cities. Moscow, Jan 14; Vienna, Jan 21; Venice, Feb 18; Cairo, Feb 25.

Th 9:30-11:30 a.m., Jan 14, Jan 21, Feb 18, Feb 25 (4 sessions), St. Paul College Club, Great Hall, Kheim, Nelson, Johnson, Corten  
*Johanna Kheim (Vienna) has taught French and humanities at the University of Minnesota; Robert Clark Nelson (Cairo) is an 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; Irina Corten (Moscow) is an associate professor in the Department of Russian and East European Studies.*

**HISTORICAL MYTHS: THE AMERICAN EXPERIENCE** — See Social Science.

**MODERN ART: EMERGENCE AND DEVELOPMENT, PART II.** \$45 nonmembers; \$40 members of Walker Art Center.

As scientific experimentation and discovery sent tremors throughout the world, artists took the lead in searching for a new language of forms and/or nonforms that would significantly redefine the traditional nature of art. The years 1900 to 1930 were a time when insurgent American and European artists unhesitatingly introduced new theories and ideas along with written manifestoes proclaiming the autonomy and supremacy of art and artist. Western art was bombarded by a multiplicity of "isms"—Futurism, Fauvism, Cubism, Expressionism, Constructivism, and Dada-Surrealism. These styles went from the extreme of pure romantic abandon to classic formalism stimulating the mind and optic nerves to the infinite possibilities of nature. Offered in cooperation with Walker Art Center.

T 1-3 p.m., Jan 19-Feb 23 (6 sessions), Walker Art Center, Ultan  
*Roslye Ultan is an adjunct instructor in art history and curator of the permanent art collection at Hamline University, and supervisor of creditation for Minneapolis Institute of Arts Docent Training.*

**PIECES OF YOUR PAST: PUTTING TOGETHER YOUR FAMILY HISTORY** — See Social Science.

**ROMANTIC LOVE. \$35 (includes lunch).**

Just in time for Valentine's Day. . . a lighthearted yet serious look at the expression of love. Romantic love may "make the world go around," but what do we actually know about it? Do we really "fall" in love? How do we cope with losing love? Find out from a variety of academic disciplines (as well as soap operas and gothic romances) just "what is this thing called love." Call for a brochure.

Sat 9 a.m.-4 p.m., Feb 13 (1 session), YWCA Urban Center, Minneapolis, Interdisciplinary Faculty

**ST. PAUL: THE CHANGING CITY. \$19.**

Do patterns of living repeat themselves? What role does history play in the changing city landscape? How does technology influence the development of the city? Areas explored will include settlement of different ethnic groups, re-creation of the urban core (Town Square), and historical neighborhood sites. Lecture and slides.

W 1-3 p.m., Feb 24 and March 3 (2 sessions), Landmark Center, Kunz

*Virginia Brainard Kunz is executive director of the Ramsey County Historical Society.*

**THE WILDERNESS AND WOMEN ADVENTURERS. \$45; \$30 for students 62 and older.**

A course on the little-known history of women adventurers, explorers, and pioneers. We'll examine the idea of women as heroes, the whole idea of "heroism," and the idea of wilderness as an escape from one's own culture. A philosophical look at lively and inspiring travel books. Readings include China Galland's *Women and the Wilderness*; the writing of women mountaineers, hikers, and canoeists of the past and present; journals of pioneer women; and fiction and poetry about wilderness women.

W 1-3:30 p.m., Jan 13-Feb 17 (6 sessions), MacPhail Center, Niemi  
*Judith Niemi is an adjunct faculty member of Mankato State University.*

**BEST SELLERS: CAREERS IN SALES** — See Career Planning.

**BUSINESS FINANCE MADE UNDERSTANDABLE.** \$40 (includes lunch).

This one-day workshop will help the person who does not have an extensive background in accounting or finance understand the concepts needed to work with financial officers and to make financial decisions. Since accounting is the basic language for business communication, the workshop will cover accounting fundamentals and the uses of accounting data in: (1) planning; (2) budgeting; (3) control; and (4) decision making for management purposes. Participants will learn to read and analyze financial statements. Topics such as financial planning, sources of financing, and profit-volume analysis also will be explored. Limited. Th 9 a.m.-4 p.m., March 4 (1 session), Holiday Inn, Minneapolis, Folz

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

**CAREERS AT HOME: THE ENTREPRENEURIAL WOMAN** — See Career Planning.

**COMMUNICATING EFFECTIVELY AT WORK.** \$17.

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

Sat 8:30-11:30 a.m., Jan 16 (1 session), Minneapolis Campus, McArthur

*Jerie McArthur has a Ph.D. in speech communication and is a freelance college instructor and consultant.*

**BB-COMMUNICATION AND CREDIBILITY: SPEAKING MORE EFFECTIVELY ON THE JOB.** \$23.

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

F 12-1 p.m., Jan 15-Feb 12 (5 sessions), Landmark Center, Palmerton

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



**COMPUTERS: A PRACTICAL INTRODUCTION.** \$70 (includes all course materials and computer time).

A two-session seminar designed for the novice who has had little or no computer exposure. In this course, you will develop an awareness and an understanding of the computer that will allow you to communicate effectively with those in the computer science area. If you would like a general knowledge of what the computer can do and how it will affect your life, this course will give you an awareness of that aspect of computer science, too. We'll explore how the computer is used as a problem-solving tool and why it seems to be a problem-creating tool. Topics covered will include equipment, personnel, applications, history, future, mathematics of computers, and programming. The programming language BASIC (used in most home computers) will be presented and participants will have a chance to write and run simple programs, for approximately two hours of "hands on" experience during the two days. Limited.

Sat 9 a.m.-4 p.m., Jan 16 and Jan 23 (2 sessions), Minneapolis Campus, Ressler

*Tom Ressler is an instructor in the School of Mathematics.*

**CORPORATE POLITICS AND PLAYING FAIR.** \$40.

Office politics are a part of every business organization. If office politics are inevitable, where and how should they be played? This course will help businesswomen learn how to work effectively in a political environment. Key topics include understanding the historical evolution of the corporate structure; role models and life cycles of men and women; recognizing the vital role that the military system and team sports play in business; getting things done through formal and informal systems; and understanding how to use political strategy. Participants will learn through group interaction, role playing, sharing of personal experiences, lectures, and audio-visual aids. Limited.

T 7-9 p.m., Jan 12-Feb 2 (4 sessions), Minneapolis Campus, Berg.

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

**DOING YOUR BEST ON CIVIL SERVICE TESTS** — See Skills.

**EMPLOYEE COUNSELING AND DISCIPLINE: A PRACTICAL APPROACH.** \$32.

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

Sat 9 a.m.-4 p.m., Feb 20 (1 session), Minneapolis Campus, Budney Jo Budney, formerly a human resources manager and currently a project consultant with Minnesota Mutual Life Insurance Company, is doing graduate work in industrial psychology.

**BB-HUMAN RELATIONS FOR SECRETARIES.** \$25.

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

T 12-1 p.m., Jan 5-Feb 9 (6 sessions), MacPhail Center, Burke Nancy Burke is a management consultant and former assistant vice president of compensation for First Bank of Minneapolis.

**IMPROVING YOUR MEMORY: REMEMBERING NAMES, FACES, AND INFORMATION** — See Personal Growth.

**BB-INTERMEDIATE GRAMMAR FOR BUSINESS USE.** \$36.

This course is designed for people who have taken Grammar for Business Use and for others who have a relatively good background in grammar. 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 also be included. Class work will consist of exercises and written assignments. Limited.

W 12-1 p.m., Jan 13-March 3 (8 sessions), American Institute of Banking, DeNoble

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

**THE NEW WOMAN SUPERVISOR.** \$41 (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 workshop, designed for new supervisors and those who are aspiring toward a supervisory career, will offer practical techniques that can be used immediately in these frequently encountered, difficult situations. Limited.

T 9 a.m.-4 p.m., Feb 9 (1 session), Holiday Inn, Minneapolis, Reed  
*Debra Reed is the manager of Manpower Development and Training for Economics Laboratory.*

**NONDEFENSIVE COMMUNICATION** — See

Speech-Communication.

**BB-ON-THE-JOB-WRITING.** \$26.

Make your reports readable, your memos memorable, your proposals profound. This course is appropriate for any business or professional person or office worker whose writing skills need upgrading. Emphasis is on how to organize, say what you mean, inform and persuade your reader, reduce verbiage, and edit your own writing. The course includes critical evaluation of writing samples you bring in (if desired) as well as individual critiques of class assignments. Limited.

Th 12-1 p.m., Jan 28-March 4 (6 sessions), American Institute of Banking, Bardouche

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

**OVERCOMING STAGEFRIGHT** — See Speech-Communication.

**OVERCOMING WRITING ANXIETY: PUTTING CONFIDENCE INTO YOUR BUSINESS WRITING.** \$41 (includes lunch).

This one-day workshop is designed for business and professional women who have not had a writing course recently and who want to feel more confident about their business writing skills. The instructors will discuss the common causes and symptoms of writing anxiety and will suggest ways writing anxiety can be overcome. Participants will learn to dispel grammar school superstitions about writing and will practice writing for different audiences, organizing the material, and trimming wordiness. Handouts and checklists will be distributed for easy reference after the course is over. Limited.

T 9 a.m.-4 p.m., March 9 (1 session), Holiday Inn, Minneapolis, Dashe and Thomson

*Marilyn Dashe and Jean Thomson have taught business and technical writing at the University of Minnesota.*

**PERFORMANCE APPRAISALS: WHAT SUPERVISORS NEED TO KNOW.** \$41 (includes lunch).

Evaluating an employee's performance is often difficult for supervisors, particularly with the increasing emphasis on formal documentation. This seminar will help supervisors learn to focus on behavior and performance rather than personality. It will explore the use of performance appraisals in employee development by seeing them as part of an ongoing process in setting standards and goals. Seminar registrants will participate in simulation exercises in coaching and counseling employees for poor performance, and will practice handling appraisal interviews. Limited.

Th 9 a.m.-4 p.m., Jan 21 (1 session), Earle Brown Center, St. Paul Campus, Burke and Mulcahy

*Nancy Burke is a management consultant and former assistant vice president of compensation for First Bank of Minneapolis. Michele Mulcahy is the supervisor of management development at St. Paul Fire and Marine Insurance Company.*

**PRESENTATION TECHNIQUES** — See Speech-Communication.

**PRINCIPLES OF DATA PROCESSING.** \$75.

The class provides a working introduction to data processing and computers. Participants will learn about information needs in business and the role of information systems in their organizations, as well as how to communicate better with other members of their company. The class will cover computer characteristics, equipment, and methods used to process data, with examples of applications and the relationship between these applications and business, medicine, and science. The class also will cover elementary programming techniques, with an opportunity for students to write, debug, and run programs using the BASIC language. The future of data processing and career opportunities in this field will be discussed. (No prereq) Limited.

Th 6-8:30 p.m., Jan 14-March 4 (8 sessions), Minneapolis Campus, Folz

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

**SEXUAL HARASSMENT: NEW APPROACHES FOR AN OLD PROBLEM.** \$41 (includes lunch).

Sexual harassment in the workplace is not new, but there are new techniques for responding to it. This seminar will clarify what sexual harassment is, provide information on state and federal regulations, and suggest practical approaches for dealing effectively with it. Through videotape, case studies, and lecture, participants will be able to recognize harassment and will receive practical recommendations on how to handle specific situations. Limited.

T 9 a.m.-4 p.m., March 9 (1 session), Holiday Inn, Minneapolis, Nelson

*Noreen Nelson is the manager of Affirmative Action Programs for Sperry-Univac, Defense Systems Division.*

**TIME MANAGEMENT FOR SECRETARIES.** \$20.

This time management course is for secretaries who want to learn how to make the most of the eight hours available to them each day. You will explore behavioral barriers to managing time well and find techniques to help you gain extra time. The course will focus on establishing short- and long-term objectives, setting priorities, and developing a team approach. Limited.

Th 7-8 p.m., Feb 18-March 11 (4 sessions), Minneapolis Campus, Burke

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

**WOMEN AND POWER: BUILDING THE BRIDGES.** \$70 (includes continental breakfast).

"Power is the ability to act." This course provides an opportunity for women to examine different styles of power, develop their own power dynamic, and create an action plan. Students will analyze personal power styles, traditional ways of viewing power, and appropriate uses of power in the work world through personal assessment, class discussion, and lectures. Because career satisfaction is often tied to one's sense of personal power, understanding *your* power may have an influence on *your* career. Limited.

T Jan 5, 19, 26, 7:30-8:30 a.m. and Sat Jan 9, 8 a.m.-12, (4 sessions), Holiday Inn, Minneapolis, Hagberg

*Janet Hagberg, president of Hagberg Company, was named Business Owner of the Year by the National Association of Women Business Owners.*

**WOMEN SUPERVISING WOMEN.** \$150 (includes overnight lodging and three meals).

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

T & W Jan 26 & Jan 27 (5 p.m. Tuesday until 4 p.m. Wednesday),  
Spring Hill Conference Center, McArthur

*Jerie McArthur has a Ph.D. in speech communication and is a freelance college instructor and consultant.*

## Career Planning

**BEST SELLERS: CAREERS IN SALES.** \$35 (does not include lunch).

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

Sat 9 a.m.-4 p.m., Feb 20 (1 session), Minneapolis Campus,  
Ackerman

*Dee Ackerman, C.P.C., is the vice president and general manager of Red Carpet Placement Service and has been named Sales Consultant of the Year by the Minnesota Association of Personnel Consultants.*

## **CAREER PLANNING: A CREATIVE APPROACH.**

Designed for women who want to identify and expand their interests and skills by using their volunteer, employment, and life experiences to enter a new career at an appropriate level, this course will help women make decisions and develop strategies to set and reach goals. Through lecture, discussion, interest testing, and self-evaluation, participants will explore work settings that complement their personal needs, interests, and values. Limited.

M 6-8 p.m., Jan 11-Feb 15 (6 sessions), Minneapolis Campus, Mulcahy, \$73 (includes course materials and testing fee)

T 1-3 p.m., Jan 12-Feb 9 (5 sessions), MacPhail Center, Brodie, \$61 (includes course materials and testing fee)

*Michele Mulcahy has a graduate degree in college student personnel work and is a supervisor of management and development for St. Paul Fire and Marine Insurance Company.*

*Jane Brodie is a licensed psychologist in private practice and has taught in career clinics.*

## **CAREERS AT HOME: THE ENTREPRENEURIAL WOMAN. \$35** (does not include lunch).

A practical one-day workshop to help women assess the advantages and disadvantages of a career or business in the home. The program will include how to begin, time management, record keeping, taxes, zoning, financing, insurance, marketing and advertising, how to set prices, converting a hobby into a business, and how to be taken seriously. In addition to these practical answers, you will hear from women who have developed interesting businesses and careers in the home.

Sat 9 a.m.-4 p.m., Jan 30 (1 session), Minneapolis Campus, Interdisciplinary Faculty

## **A COMPLETE JOB SEARCH WORKSHOP. \$39.**

Here, in a one-day seminar, is all the information you need to find that special job. Practical, concrete methods focus on key issues such as what types of jobs fit your interests and skills; which organizations are best for you; what the job market is likely to be in the '80s; and what qualifications are appropriate for the job you are seeking. Emphasis on organizing and shaping a strong resume that highlights your marketable assets; building good interviewing techniques through preparation and practice in interviewing assertively; and creating and using effective contact networks. Following the class, participants can arrange individual half-hour appointments with the workshop leader for resume critique and/or further discussion of employment-seeking skills. Limited.

Sat 9 a.m.-4 p.m., Jan 30 (1 session), Minneapolis Campus, Bohnenstingel

*Susanne Bohnenstingel is a counselor in the Continuing Education and Extension (CEE) Counseling Department.*

**DOING YOUR BEST ON CIVIL SERVICE TESTS** — See Skills.

**JOB SEARCH SUPPORT GROUP. \$35.**

A support group experience for those who have made career decisions and would like to share the implementation process with other women. Areas explored will be chosen by group members and could include effective presentation in job interviews and resumes, refining career decisions, balancing career and family, getting useful feedback, handling rejection and success, managing the stress of the job search, and getting and giving support. So that participants can receive individual attention, enrollment will be limited.

M 5:30-7:30 p.m., Jan 11-Feb 8 (5 sessions), Minneapolis Campus, Emerson

*Nadine Emerson is a counselor with the St. Paul Student Counseling Bureau.*

**WOMEN AND POWER: BUILDING THE BRIDGES** — See Business.

## *Health and Physical Fitness*

**BIOENERGETICS EXERCISES. \$30.**

Bioenergetics exercises are a combination of "grounding," stretching, and expressive exercises for the purpose of energizing the body's systems. The exercises are designed to help a person feel the tensions and stresses held in the muscles and to release them through appropriate movement. More energy and fewer tensions lead to greater aliveness and a sense of gracefulness. The exercises are especially fun when done in a group. Please wear comfortable clothing—baggy pants, jogging outfits, or leotards are best. Limited.

M 6:30-8 p.m., Jan 11-Feb 22 (6 sessions—no class Feb 15), Washburn Library, Hoistad

*Janice Hoistad, Ph.D., is a licensed consulting psychologist in private practice.*

**BUILDING HEALTHY HABITS** — See Personal Growth.

**WHEN DOCTORS DISAGREE: PRACTICAL ADVICE. \$19.**

Background information on why doctors disagree will be presented on February 24. In the second session, Dr. Sullivan will moderate between two physicians who disagree and a discussion of what patients can do about their disagreement.

W 1-3 p.m., Feb 24 & March 3 (2 sessions), MacPhail Center, Sullivan

*Dr. Albert Sullivan is an associate professor of surgery and associate dean and director of the Office of Admissions and Student Affairs in the Medical School.*



## **NUTRITION: MYTHS AND REALITIES. \$19.**

The University of Minnesota is famous for its research on nutrition; this class will give you the latest information. Now that the holidays are over, what can you do? January 13: "Take it off, but slowly." January 20: "The good news and bad news in your cholesterol future." (Will the real cholesterol culprit please stand up?)

W 1-3 p.m., Jan 13 & Jan 20 (2 sessions), Landmark Center, Addis  
*Paul Addis is a professor in the Department of Food Science and Nutrition.*

## **SWEDISH EXERCISES FOR WOMEN — See page 51.**

### **WHAT EVERY WOMAN NEEDS TO KNOW TO TAKE CARE OF HERSELF. \$40; \$30 for students 62 and older.**

A class that focuses on the unique concerns of women and their bodies. The natural functions of women's bodies are often looked on as problems; this class will address a variety of issues such as motherhood, menstruation and menopause, and sexuality. We have always been seen as caretakers of others; it's time to stop and learn to take care of ourselves.

Th 1-3 p.m., Feb 4-March 11 (6 sessions), MacPhail Center, Kaufman

*Joyce Abel Kaufman, M.A. Social Services, is a certified childbirth educator and has been a lecturer on women's health issues at the University of Wisconsin.*

## *Investments and Law*

### **GEMSTONES: HOW DO I KNOW WHAT I'M BUYING? \$19.**

As a hedge against inflation, many people are turning to the gemstone market. What are "gems"? What are the pros and cons of using gemstones as an investment? This class will help you to become an informed buyer. Topics include how to tell a valuable stone from a poor one; what to look for in quality stone; how to understand the terminology, and the history of gems.

W 1-3 p.m., Feb 10 & Feb 17 (2 sessions), Landmark Center, Heuer  
*Marilyn Zutz Heuer is currently studying to become a gemologist through the Gemological Institute of America.*

**INVESTMENTS AND PERSONAL FINANCIAL PLANNING.** \$75; \$55  
for students 62 and older.

A course designed to help you attain your personal financial goals. You will learn how to assess your financial resources and spending patterns in order to budget and invest wisely. The course will focus on steps to basic financial security and the application of various investment possibilities to your financial goals.

Th 6-9 p.m., Jan 14-Feb 18 (6 sessions), Minneapolis Campus,  
Whittlinger. Offered in cooperation with Extension Classes.  
F 9 a.m.-12, Jan 15-Feb 19 (6 sessions), MacPhail Center,  
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.*

**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 mini 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.

W 1-3 p.m., Jan 13 & Jan 20 (2 sessions), MacPhail Center,  
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.*

**MONEY: HOW TO COMMUNICATE WITH YOUR HUSBAND ABOUT  
MONEY.** \$19.

Why is it so hard to get your husband to discuss money, your financial situation, the future? This course, taught by a communications specialist who is also a financial counselor, will discuss how the problems might be overcome. Discussion will focus on: What are our common values? How do we say no to the children? Are we able to face reality?

W 1-3 p.m., Jan 27 & Feb 3 (2 sessions), Landmark Center, Cole  
*Stephen Cole has an M.A. in psychiatric social work and is a financial consultant.*

**MONEY MATTERS.** \$45 (includes lunch).

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

W 9 a.m.-4 p.m., March 10 (1 session), Holiday Inn, Minneapolis, Son, Carey, and others

*Dr. Sung Won Son is senior vice president and chief economist for the Northwestern National Bank of Minneapolis; Jean Northrop Carey is a financial counselor and instructor.*

**SHARED BUT SEPARATE: FACETS OF "LIVING TOGETHER" RELATIONSHIPS.** \$50/couple; \$30/person (does not include lunch).

Explore the personal dynamics and legal implications for people who live together without being married. Topics include taxes, property, ownership and transfer, employment, insurance, criminal and civil liability, welfare and unemployment benefits, and children.

Sat 9 a.m.-4 p.m., Feb 20 (1 session), Minneapolis Campus, Wolf  
*Judith Wolf, Ph.D. educational psychology, is an attorney with the Minneapolis firm of Roback and Wolf.*

**UNDERSTANDING THE ECONOMY: UNEMPLOYMENT, INFLATION, AND PROBLEMS OF GROWTH AND THE ENVIRONMENT.** \$33; \$16.50 for students 62 and older.

Many people have difficulty relating their personal economic experiences—coping with inflation, finding work or changing jobs, buying a house—to the processes that guide the larger economy. On completion of this course, the student will have a better understanding of how factors such as unemployment, inflation, energy policy, and other factors affect his or her economic situation. Current debates over economic policy will be explored. Topics for discussion will include recession; depression and unemployment; money and finance; deficit spending and the impact of debt; inflation: its diagnosis and proposed cures; economic growth in America: its historical sources and future prospects; and energy and environment and the limits to growth. Offered in cooperation with Extension Classes.

Th 7-9 p.m., Jan 14-Feb 11 (5 sessions), Minneapolis Campus, Green

*George Green is an associate professor in the Department of History.*

## **WHAT YOU NEED TO KNOW ABOUT CHANGES IN THE TAX**

**LAWS.** \$36; \$20 per session.

Whether or not you prepare your own return, you need to understand recent changes in the tax law. This two-session workshop is just in time to help you file your 1981 individual income tax return, and to alert you to changes effective in 1982. The first session (February 1) will focus on individual income taxes, including changes in dependent care credit, the "marriage tax," maximum tax, dividend exclusions, rate reductions, and tax exempt saving certificates. The second session (February 8) will focus on estate taxes, including the unified credit increase, annual gift tax exclusions, and unlimited marital deduction. Time is included for participants' questions. Limited.

M 6-8:30 p.m., Feb 1 & Feb 8 (2 sessions), Earle Brown Center, St. Paul Campus, Schwartz

*Linda Schwartz, L.L.M. in taxation, is an attorney with O'Connor and Hannan in Minneapolis.*

## *Language*

**FRENCH FOR TRAVELERS.** \$50; \$40 for students 62 and older.

Emphasis will be on vocabulary most helpful for travelers. Learning about French culture and customs will make travel more adventurous and more economical. The course is designed for those who have had some French or "have forgotten almost everything." It will include some grammar, but will concentrate on acquiring the tools necessary to express oneself as well as possible with as little as possible. Limited.

M 1-3 p.m., Jan 11-March 8 (8 sessions—no class Feb 15), MacPhail Center, Kheim

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

**GERMAN FOR TRAVELERS.** \$37; \$18.75 for students 62 and older.

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

W 7-8:40 p.m., Jan 13-Feb 17 (6 sessions), Minneapolis Campus, Schulte-Sasse

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

## **FIGURES IN ENGLISH AND AMERICAN LITERATURE (Engl 3940).**

\$60 (no credit rate).

Edith Wharton and Henry James share many marks of distinction as great American novelists. Both give us subtle and precise insights into the identities and the relationships of men and women they portray so richly, including the moral, emotional, intellectual, and sexual aspects of those relationships. Both Wharton and James illuminate that complex period when the Victorian sensibility gave way to the 20th-century sensibility. Their connection as fellow novelists and as personal friends will be an additional subject for class discussion. Texts will be Wharton's *House of Mirth*, *The Age of Innocence*, and *Summer*; James's *The Europeans*, *The Spoils of Poynton*, and *The Golden Bowl*.

T 9:30 a.m.-12, Jan 5-March 16 (11 sessions), MacPhail Center, Fuller

*Cynthia Fuller is an instructor in the Department of English.*

## **FRIENDSHIP. \$19.**

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. W 1-3 p.m., Feb 10 & Feb 17 (2 sessions), MacPhail Center, Hanson  
*Phebe Hanson is a published poet, now working on a novel. She teaches English for the Minneapolis College of Art and Design.*

## **BB- HOW TO REVIEW A BOOK. \$32; \$20 for students 62 and older.**

How to analyze and discuss a book with others, either for oral review or printed critique. What to look for, how to take notes while reading, the use of quotations, how to evaluate the author's background, making valid comparisons. Course will analyze author's style and content and emphasize techniques of concise and compelling presentation to an audience. Focus is on current fiction and nonfiction. Limited.

W 12-1:30 p.m., Jan 20-Feb 24 (6 sessions), MacPhail Center, Waldemar

*Carla Waldemar, arts editor of The Reader and co-editor of Twin Cities Gourmand, reviews books for both local and national publications.*

## **A HUNDRED YEARS OF THE BRITISH NOVEL II.**

This overview of the British novel will continue with the two great Victorian novelists Charles Dickens and George Eliot. We shall analyze their works (*Great Expectations*, *Middlemarch*, etc.) that deal with the most prevalent concerns of their period. In the melodramatic, action-filled novels of Dickens, emotion dominates; in the more realistic, subdued novels of Eliot, understanding and sympathy is based on reason.

W 10 a.m.-12, Jan 6-March 10 (10 sessions), MacPhail Center, Kheim, \$62; \$40 for students 62 and older.

Th 7-9 p.m., Jan 7-March 11 (10 sessions), Minneapolis Campus, Kheim, \$62; \$31.50 for students 62 and older.

Offered in cooperation with Extension Classes.

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

## **LITERATURE OF LETTERS. \$40; \$30 for students 62 and older.**

A course that examines the literary tradition of letterwriting through reading and talking about the letters of John Keats, George Eliot, Katherine Mansfield, D.H. Lawrence, and Louise Bogan, among others, and through writing our own letters.

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

*Phebe Hanson is a published poet. She teaches English for the Minneapolis College of Art and Design.*

## **THE "NATURAL WOMAN": WHO IS SHE? \$38.**

How can we release the traditional heroine from being, in Margaret Atwood's phrase, a "captive princess in someone's head"? The question runs as a theme throughout the writings of Atwood and of Canadian authors Margaret Laurence and Marian Engel. The course will focus on Atwood's *Surfacing* and *The Edible Woman*, Laurence's *Jest of God*, and Engel's *Bear*. We shall pay particular attention to how works contrast innocence and sexuality; nature and civilization; victimization and freedom; and the fear of maturity and the desire of a woman to reproduce herself.

F 12-1:30 p.m., Jan 8-Feb 26 (8 sessions), MacPhail Center, Watkins

*Helen Watkins, ABD Yale, is an adjunct faculty member of the Women's Studies Program.*

**WOMEN IN DRAMA.** \$32; \$20 for students 62 and older.

In this course we will explore varying roles of Western women as reflected in dramatic literature. Readings will be in representative plays from Greece, Britain, Norway, Sweden, and North America. These plays show the development of changing attitudes toward women as women assumed new roles in response to historical changes and social pressures. As preparation for the first session, students should read Euripides's *Medea*.

M 1-3 p.m., Jan 11-Feb 8 (5 sessions), MacPhail Center, Fullard  
*Joyce Fullard, Ph.D. comparative literature, has taught literature at the University of Illinois, Southwest State, and an honors course at the University of Minnesota.*

## Mathematics

**ARITHMETIC AND ELEMENTARY ALGEBRA.** \$82; \$60 for students 62 and older.

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

**SPRING SEMESTER**

W 9-11:30 a.m., Feb 10-June 9 (17 sessions—no class March 24),  
MacPhail Center, McMorrow and Rischall

W 6:30-9 p.m., Feb 10-June 9 (17 sessions—no class March 24),  
Minneapolis Campus, Robertson and Broch

*Vivian McMorrow has been an instructor in the CEW Math Anxiety Program since its beginning in 1975. Joan Rischall taught mathematics at Wayzata Middle School. Doug Robertson is an assistant professor in the Science, Business, and Mathematics Division of General College. Elana Broch is a graduate student in psychometrics.*

**COMPUTERS: A PRACTICAL INTRODUCTION** — See Business.

### **MATH ANXIETY DIAGNOSTIC CLINIC. \$17.**

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. No Regents' Scholarships accepted.

W 8:30 a.m.-12, Jan 20 (1 session), MacPhail Center, Robertson and Claesgens

W 6-9:30 p.m., Jan 20 (1 session), Minneapolis Campus, Robertson and Claesgens

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

### **MATH ANXIETY SUPPORT GROUP. \$22.**

The support group will work with participants in examining their blocks in math, attitudinal change, test anxiety, and mechanisms for dealing with math anxiety. The support group, led by a counseling psychologist, is designed to complement the math class. Participants must have participated in the Diagnostic Clinic and are encouraged to enroll in a math class. Limited.

T 9:30-11 a.m., Feb 9-March 16 (6 sessions), MacPhail Center, Bohnenstingel

T 6-7:30 p.m., Feb 9-March 16 (6 sessions), Minneapolis Campus, Atlee

*Sue Bohnenstingel is a counselor in the Continuing Education and Extension (CEE) Counseling Department. Judy Atlee, licensed consulting psychologist, is a counselor in the Student Personnel Office.*

### **MATH ANXIETY TUTORIAL. No charge.**

Free tutorial services for those enrolled in CEW math classes will be available in N391 Elliott Hall on Wednesdays, beginning February 17, from 5:30-6:30 p.m. and at the MacPhail Center, (room to be scheduled at a later date) on Wednesdays, beginning February 17, from 11:30 a.m.-12:30 p.m.

### **PRINCIPLES OF DATA PROCESSING — See Business.**



**TAKING THE STING OUT OF STAT: STATISTICS FOR  
NONSTATISTICIANS. \$60.**

A preparatory course for QA 1050 and graduate level statistics in sociology and psychology, designed especially for people who are afraid of taking statistics or who want a basic understanding of statistical concepts. The class will familiarize students with statistical vocabulary and notation, basic ability, probability distributions, hypothesis testing, and regression analysis. Some knowledge of algebra desirable.

M 6-8 p.m., Jan 4-March 15 (10 sessions—no class Feb 15),  
Minneapolis Campus, Broch

*Elana Broch is a graduate student in psychometrics.*

## Personal Growth

**ASSERTIVENESS TRAINING. \$43.**

Learning to express one's beliefs, feelings, and opinions in an honest, direct, and appropriate way. Discussion of what distinguishes assertive behavior from nonassertive and aggressive behavior. Self-assertion as a means of increasing effectiveness in interpersonal relationships. Class will emphasize participation, role playing, and group support. Limited.

F 1-3 p.m., Jan 29-Feb 26 (5 sessions), MacPhail Center

*Instructor*

**BUILDING HEALTHY HABITS. \$35.**

A chance to examine the positive and negative consequences of our reliance on food, chemicals, other substances, and relationships. A look at what needs are met by these dependencies and an exploration of alternate ways of meeting those needs. An opportunity to develop skills for changing the ways we meet personal needs and how to find new ways of fulfillment. Limited.

W 6-8 p.m., Jan 6-Jan 27 (4 sessions), Southdale Library,  
Bloomfield

*Cathy Bloomfield is a licensed psychologist and a counselor at the  
College of St. Catherine.*

**DEPRESSION AND WOMEN — See Social Science.**

### **DISCOVERING YOUR POTENTIAL. \$30.**

This workshop provides an opportunity for you to develop self-assertion as a means of increasing effectiveness in interpersonal relationships. By making you aware of factors affecting self-esteem in women, of skills that develop self-confidence (in yourself and others), and of effective communication techniques, the class will help you identify your strengths and set goals through lectures, discussion, and group support. Limited.

T 6:30-8:30 p.m., Feb 16-March 9 (4 sessions), Highland Park Library, Brodie

*Jane Brodie is a licensed psychologist in private practice.*

### **IMPROVING YOUR MEMORY: REMEMBERING NAMES, FACES, AND INFORMATION. \$35.**

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

T 7-9 p.m., Feb 9-March 2 (4 sessions), Minneapolis Campus, Berg  
*Vicky Leibson Berg is a management consultant who specializes in communication and public relations.*

### **LEISURE TIME: MAKING THE MOST OF IT. \$29.**

What do you do with your leisure time? Do you use it to renew yourself or do you fill it with too many duties? Do you feel guilty about relaxing? If so, this class will help you plan your leisure time so you get the most from it. It will deal with how you can make time for leisure activities and how to assess your options. Class participation will be emphasized, and the instructor will also show how to use your quiet time to build refreshment through relaxation techniques. Limited.

W 6:30-8:30 p.m., Jan 27-Feb 10 (3 sessions), Washburn Library, Atlee

*Judy Atlee, licensed consulting psychologist, is a counselor in the Student Personnel Office.*

### **NOW THAT YOU'VE REACHED FORTY — See Social Science.**

### **STRESS MANAGEMENT. \$42.**

Identifying and defining causes of stress including frustration, conflict, and pressure. Exploring factors that influence the severity of stress both internally and externally. Examining means of minimizing stress through change of attitude and relaxation techniques. Limited.

T 6:30-8:30 p.m., Jan 12-Feb 9 (5 sessions), Minneapolis Campus, Weiszhaar

*Orville Weiszhaar is an adjunct assistant professor in the Department of Psychology.*

## Skills

### **DOING YOUR BEST ON CIVIL SERVICE TESTS. \$29.**

A course designed to assist people who are interested in obtaining government employment. Topics to be covered will include civil service procedures, various types of civil service tests, and how personnel departments develop tests. You will learn tips on how to score well on ratings of training and experience; oral communications and written exams, including how to prepare for these exams; how to think like a test-writer and interviewer; and how to deal with "test fright." There will be several homework exercises and some reading material (but no textbook). Limited.

Th 6-8 p.m., Feb 4-Feb 25 (4 sessions), Minneapolis Campus, Webster

*Linda Webster is the Equal Opportunity Employment Coordinator, City of Minneapolis Personnel Department.*

### **FILE. .DON'T PILE. \$18.**

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

M 9:30 a.m.-12, Jan 11 & Jan 18 (2 sessions), House of Hope Church, Dorff

T 6:30-9 p.m., Feb 2 & Feb 9 (2 sessions), St. Louis Park Jewish Community Center, Dorff

F 9:30 a.m.-12, Feb 19 & Feb 26 (2 sessions), MacPhail Center, Dorff

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

## Social Science

### **COMING OF AGE: ISSUES FOR WOMEN OVER 40. \$35 (includes lunch).**

Take a comprehensive look at the sociological, financial, and psychological issues that face older women and learn how to prepare for, and deal with, these special concerns. Topics to be covered include widowhood and divorce, finances, health and sexuality, personal safety, social security and pensions, family relationships, and employment and retirement. Call for brochure.

Sat 9 a.m.-4 p.m., March 6 (1 session), Earle Brown Center, Interdisciplinary Faculty

**CONTEMPORARY CHINA: LIFE IN A DEVELOPING SOCIETY.** \$60; \$40 for students 62 and older.

Since the normalization of relations between the United States and the People's Republic of China, many people have been able to visit China and many more have exhibited keen interest in the life and happenings of that country. This symposium is designed to present a rich background for the study of the Chinese scene—its features in the prewar period, the patterns of politics, the development of education, the role of women in the new society, and art and literature. A special optional session will be held for those who are interested in visiting China.

Th 9:30-11:30 a.m., Jan 7-March 4 (8 sessions plus optional March 4 meeting), MacPhail Center, Turner and others

*John E. Turner is a professor in the Department of Political Science and a University Regents' Professor.*

**DEPRESSION AND WOMEN.** \$37 (includes lunch and coffee).

At some time almost everyone experiences depression. This workshop will help you recognize depression and understand what you can do about it. Topics include types of depression, depression in adolescents and children, treatment programs, and professional resources. Call for brochure.

Sat 9 a.m.-4 p.m., Jan 16 (1 session), Holiday Inn, Minneapolis, Clayton, Hollon, Lobby, and others

*Dr. Paula Clayton is professor and head of the Department of Psychiatry, University of Minnesota. Dr. Steven Hollon is associate professor in the Department of Psychology, University of Minnesota. Rita Lobby, MSW, is a clinical social worker.*

**HISTORICAL MYTHS: THE AMERICAN EXPERIENCE.** \$42; \$28 for students 62 and older.

In order to explain their world, people have always created their own reality through myth. Who, besides historians, are the real "myth-makers"? And what is the difference between myths and "hard facts"? This course will explore the mythic nature of the American past in order to understand the American reality. Since the study of American history is particularly myth-laden, we will analyze selectively periods in our past from Puritan times to the New Deal in the perspective of myth. Besides the historical viewpoint, the class will also attempt to understand the historical roots of such contemporary topics as women, minorities, and foreign affairs.

T 1-3 p.m., Jan 12-Feb 16 (6 sessions), MacPhail Center, Cords  
*Nicholas Cords, Ph.D. American history, is an instructor at White Bear Community College.*

## **NOW THAT YOU'VE REACHED FORTY. \$32.**

Now that you've reached forty, learn what this means within the context of the life cycle. The program will explore issues of concern to people over forty, and will focus on personality in adulthood with emphasis on similarities and differences between men and women. Topics to be covered through lecture and small group discussion include work, retirement, relationships, sexuality, leisure, and happiness. Limited.

T 1-3 p.m., Jan 12-Feb 2 (4 sessions), House of Hope Church, Dorset

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

## **PIECES OF YOUR PAST: PUTTING TOGETHER YOUR FAMILY HISTORY. \$30 nonmembers; \$25 members of the Minnesota Historical Society.**

Do you have an uncle who "could tell you yarns and stories that would rock you for a week," or a grandmother "who could bake bread out of sawdust"? What can your family traditions tell you about life in the past and about your family life today? This course surveys the pieces that make up family histories: stories, celebrations, snapshots, genealogy, albums, scrapbooks, sayings, and memorabilia. Special attention is paid to oral history techniques and methods for preserving photographs and sound recordings. Students complete a family history project and explore different ways of organizing and presenting their family's past. Offered in cooperation with the Minnesota Historical Society. Limited.

W 10 a.m.-12, Jan 27-March 3 (6 sessions), Alexander Ramsey Carriage House, McLellan

*Marjorie McLellan has a M.A. in American folk culture, is a folklorist, and currently assistant curator for a major traveling exhibit on family history.*

## **WHAT DO I DO WHEN MY HUSBAND RETIRES? \$19.**

Have you thought about the impact of your husband's retirement on you? What expectations do you have for this new period in your relationship? How will you put your resources (hobbies, clubs, friends, etc.) into perspective? Through lecture, discussion, and the shared experiences of women whose husbands have already retired, this course will help you and your husband make the transition a smooth one.

W 1-3 p.m., March 10 & March 17 (2 sessions), MacPhail Center, Johnson

*Carol Johnson has had extensive experience working with older people in community settings, nursing homes, and educational institutions and is currently head of the Older Adult Program at the University.*

# Speech / Communication

**COMMUNICATING EFFECTIVELY AT WORK** — See Business.

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

**COMMUNICATION: SPEECH IMPROVEMENT, SPEAKING SKILLS.**  
\$32.

Everyday good speech is stressed; no mannerism, no affectation. Outlining and delivery of the short speech. Value of reading aloud. Personal development through self-knowledge and sharing ideas. Th 10-11:30 a.m., Jan 7-Feb 25 (8 sessions), MacPhail Center, Toy  
*Selma Toy, a former actress, has taught speech and drama throughout the United States.*

**MONEY: HOW TO COMMUNICATE WITH YOUR HUSBAND ABOUT MONEY** — See Investments and Law.

**NONDEFENSIVE COMMUNICATION.** \$15.

This workshop is 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, Feb 6 (1 session), Minneapolis Campus, Phillips  
*Rita Phillips is a staff development specialist for the State Department of Employee Relations and a consultant in private practice.*

**OVERCOMING STAGEFRIGHT.** \$47.

Overcoming Stagefright is designed for those who experience nervousness and anxiety when faced with speaking before a group. Participants will learn how to prepare and give presentations. Exercises will help participants build self-confidence and use nervous energy in a positive way to achieve desired goals.

W 6:30-8:30 p.m., Feb 3-March 10 (6 sessions), Minneapolis Campus, Baker

*Deborah Baker is a teaching associate in the Department of Speech-Communication.*

## **TECHNIQUES OF PRESENTATION. \$52 (includes lunch).**

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

Sat 8:30 a.m.-4 p.m., Jan 23 (1 session), Minneapolis Campus, Johnson and Feld

*Brian Johnson is a speech consultant at the University of Minnesota Law Center and an opera singer. Patricia Feld has been director of theater training and choreography for the Minnesota Opera Company and is a speech consultant.*

## *Writing*

## **BRIEF INTRODUCTION TO CREATIVE WRITING. \$18.**

A half-day workshop for the new or prospective writer; especially for people who are interested in creative writing but who cannot get away for a weekly writing class or who are wary of making such a large commitment so soon. The workshop will involve lectures, discussions, and in-class writing practice. An attempt will be made to cover briefly many aspects of creative writing. The workshop will deal both with writing technique and with the possible attitudes of the writer toward his or her audience and material. The atmosphere will be generally informal, but the pace will (necessarily) be somewhat swift. More experienced writers who would like a brief refresher course are also welcome. Limited.

Sat 9 a.m.-1 p.m., Jan 23 (1 session), Minneapolis Campus, Edelstein

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

**FREELANCE MAGAZINE WRITING.** \$45; \$30 for students 62 and older.

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

T 1-3 p.m., Jan 5-Feb 23 (8 sessions), MacPhail Center, Froiland  
*Paul Froiland is the managing editor of Northwest Airline's Passages magazine and an associate editor of TWA Ambassador, both published by the Webb Company in St. Paul.*

**FREELANCE WRITING WORKSHOP.** \$60.

Intensive reading and small group critiques of class members' articles, fiction, and poetry intended for magazines and newspapers. We will focus on achieving quality, marketable writing. Discussion of marketing techniques, manuscript preparation, interviewing, etc. For those who have some familiarity with freelancing (either from a course or from personal experience, though they may not necessarily have been published). If desired, students may bring writing they wish to share to the first class. Limited.

Sat 9 a.m.-12, Feb 6, March 6, April 3, May 1, June 5 (5 sessions), Southdale Library, Roberts

*Nancy Roberts, instructor in the School of Journalism and Mass Communication, is a freelance writer with more than 45 published articles.*

**INTRODUCTION TO FICTION WRITING WORKSHOP.** \$72.50.

The "heart" of this fiction writing workshop will be the students' own writing, which will be read and discussed in class. Students should be interested in writing fiction (short story and/or novel). Exercises will be given to expose students to new or different writing techniques and styles (as well as the tried and true styles), to help them find raw material, to help them discover the right narrative voice, and to polish and refine their language. Topics will include the following: Beginnings (How to Get Started), Middles, Endings, Dreams, Writer's Notebook, Narrative Voice, Character, Plot, Image. Limited.

M 9:30 a.m.-12, Jan 11-March 8 (8 sessions—no class Feb 15), MacPhail Center, Rockcastle

*Mary Francois Rockcastle has been an instructor in the Department of English.*



**JOURNALS AND LETTERS.** \$40; \$25 for students 62 and older.

Journal writing is free from conventions and rules. Everything and anything goes. You cannot "do it wrong." In this class students will learn ways to write about their lives and what they are thinking. They will talk, write, and read from literary and nonliterary journals written by those who love the journal and letter form. By writing good letters, you allow your friends to know you better. By writing in a journal, you can learn to know yourself better. Limited.

Th 9:30-11:30 a.m., Jan 14-Feb 18 (6 sessions), Southdale Library, Mucke

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

**BB-ON-THE-JOB-WRITING.** — See Business.

**OVERCOMING WRITING ANXIETY: PUTTING CONFIDENCE INTO YOUR BUSINESS WRITING** — See Business.

**POETRY WITH PHEBE.** \$40; \$30 for students 62 and older.

If you write poems on the backs of envelopes and then shove them into drawers, it's time to begin writing in the open. In this course we'll do writing exercises in class to generate poems, read them aloud to each other, encourage and criticize our work. We'll also read poems and essays by contemporary poets. Limited.

F 9:30-11:30 a.m., Jan 15-Feb 19 (6 sessions), MacPhail Center, Hanson

*Phebe Hanson is a published poet. She teaches English for the Minneapolis College of Art and Design.*

**WORD PLAY.** \$50; \$35 for students 62 and older.

Creative writing for those with little writing experience. Although the course will involve lectures, class discussions, in-class writing exercises (the major part of the course), and optional writing assignments, this will not be a high-pressure situation for any student. Rather, Word Play is designed to bring out the pleasures and satisfactions of writing while developing students' talents, powers of observation, and general writing skills. The accent will be on the enjoyment and self-discovery students may derive from writing, rather than simply on development of style and technique (though these will be covered). Students will be encouraged to explore feelings, ideas, and intuitions in their writing. Especially recommended for students who are uncertain how to begin writing. Individual conferences available at student's option. Limited.

Th 1-3 p.m., Jan 21-March 11 (8 sessions), MacPhail Center, Edelstein

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

**WRITING CLEARLY AND EXPRESSIVELY.** \$30; \$20 for students 62 and older.

A brush-up course in the basics of writing, focusing on clarity, structure, organization of ideas, grammar, and other basic elements of writing. The course's central premise is that writing should be clear, straightforward, and concise. Topics covered will be determined by the class members (possible topics: reports, college papers, memoirs, letters, newsletter articles, resumes). Taught by lecture and discussion. Individual conferences, critiques, and assignments will be available at each student's option. Limited.

Th 11 a.m.-12:30 p.m., Jan 28-March 4 (6 sessions), MacPhail Center, Edelstein

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

**WRITING FANTASY AND SCIENCE FICTION.** \$45; \$22.50 for students 62 and older.

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

T 7-9 p.m., Jan 19-March 9 (7 sessions—no class Feb 23), Minneapolis Campus, Edelstein

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

**Late Addition**

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

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

T 8:30-9:30 a.m., Jan 4-March 2 (9 sessions), American Swedish Institute, Stockenstrom - Same location and instructor for all sections.

T 9:45-10:45 a.m., Jan 4-March 2 (9 sessions)

F 8:30-9:30 a.m., Jan 7-March 5 (9 sessions)

F 9:45-10:45 a.m., Jan 7-March 5 (9 sessions)

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

## LOCATION AND ADDRESSES OF COURSES

### **Alexander Ramsey House, 265 Exchange Street, St. Paul**

Pieces of Your Past: Putting Together Your Family History

### **American Institute of Banking, WCCO Radio Building, Fifth Floor, 625 Second Avenue South, Minneapolis**

Intermediate Grammar for Business Use

On-the-Job Writing

### **American Swedish Institute, 2600 Park Avenue, Minneapolis**

Swedish Exercises for Women

### **Edina Community Center (formerly Edina East Upper Division), 5701 Normandale Road, Edina**

WoSt 3301/5301 Woman: A Sense of Identity

### **Highland Park Library, 1974 Ford Parkway, St. Paul**

Discovering Your Potential

### **Holiday Inn, 1313 Nicollet Mall, Minneapolis**

Business Finance Made Understandable

Depression and Women

Money Matters

The New Woman Supervisor

Overcoming Writing Anxiety: Putting Confidence Into Your Business Writing

Sexual Harassment: New Approaches for an Old Problem

Women and Power: Building the Bridges

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

File. . .Don't Pile

Now That You've Reached Forty

### **Landmark Center, 75 West Fifth Street, St. Paul**

Communication and Credibility: Speaking More Effectively on the Job

Gemstones: How Do I Know What I'm Buying?

Money: How to Communicate With Your Husband About Money

Nutrition: Myths and Realities

St. Paul: The Changing City

### **MacPhail Center, 1128 LaSalle Avenue, Minneapolis**

Acct 1025 Principles of Financial Accounting

ANEJ 3502 Ancient Israel: Background of the Bible

ArtS 1701 Introduction to Photo Medium

ArtS 3710 Intermediate Photography

Biol 1101 Heredity and Human Society

Clas 3072 Religion in Antiquity: The New Testament

Comp 1002 Introductory Composition

Comp 3030 Topics in Advanced Composition: Pre-Professional Writing for Business

Engl 3940 Topics: Figures in English and American Literature

GC 1445 Intermediate Algebra

Hum 5022 New Worlds of Knowledge

Math 1142 Short Calculus  
Phil 1001 Logic  
Psy 1003 Application of Psychology to Living  
Psy 3604 Introduction to Abnormal Psychology  
Spch 1102 Fundamentals of Speech-Communication:  
    Communication Process  
Arithmetic and Elementary Algebra  
Assertiveness Training  
Career Planning: A Creative Approach  
Communication: Speech Improvement, Speaking Skills  
Contemporary China: Life in a Developing Society  
Decorating for Small Spaces  
Figures in English and American Literature  
File. . . Don't Pile  
Freelance Magazine Writing  
French for Travelers  
Friendship  
Historical Myths: The American Experience  
How to Review a Book  
Human Relations for Secretaries  
A Hundred Years of the British Novel II  
Introduction to Fiction Writing Workshop  
Investments and Personal Financial Planning  
Investment Programs for People With Incomes of \$20,000 or Less  
Literature of Letters  
Math Anxiety Diagnostic Clinic  
Math Anxiety Support Group  
Math Anxiety Tutorial  
The "Natural Woman": Who Is She?  
Poetry With Phebe  
What Do I Do When My Husband Retires?  
What Every Woman Needs to Know to Take Care of Herself  
When Doctors Disagree: Practical Advice  
The Wilderness and Women Adventurers  
Women in Drama  
Word Play  
Writing Clearly and Expressively

### **Minneapolis Campus**

Parking is normally available for a nominal fee after 5 p.m. in the Nolte Center Garage, located underground at the Church Street entrance to Nolte Center. Additional parking is available at nearby lots. See map on page 60.

WoSt 3301/5301 Woman: A Sense of Identity  
Arithmetic and Elementary Algebra  
Best Sellers: Careers in Sales  
Brief Introduction to Creative Writing

Career Planning: A Creative Approach  
Careers at Home: The Entrepreneurial Woman  
Communicating Effectively at Work  
A Complete Job Search Workshop  
Computers: A Practical Introduction  
Corporate Politics and Playing Fair  
Doing Your Best on Civil Service Tests  
Employee Counseling and Discipline: A Practical Approach  
German for Travelers  
A Hundred Years of the British Novel II  
Improving Your Memory: Remembering Names, Faces, and Information  
Investments and Personal Financial Planning  
Job Search Support Group  
Math Anxiety Diagnostic Clinic  
Math Anxiety Support Group  
Math Anxiety Tutorial  
Nondefensive Communication  
Overcoming Stagefright  
Principles of Data Processing  
Shared But Separate: Facets of "Living Together" Relationships  
Stress Management  
Taking the Sting Out of Stat: Statistics for Nonstatisticians  
Techniques of Presentation  
Time Management for Secretaries  
Understanding the Economy: Unemployment, Inflation, and Problems of Growth and the Environment  
Writing Fantasy and Science Fiction

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

File. . . Don't Pile

**St. Paul Campus**

Parking is normally available for a nominal fee at the Earle Brown Center lot, located off Randall. See map on page 61.

Coming of Age: Issues for Women Over 40

Performance Appraisals: What Supervisors Need to Know

What You Need to Know About Changes in the Tax Laws

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

Great Cities: Moscow, Vienna, Venice, Cairo

**Southdale Library, 7001 York Avenue South, Edina**

Building Healthy Habits

Journals and Letters

**Spring Hill Conference Center, Wayzata**

Women Supervising Women

**Walker Art Center, Vineland Place, Minneapolis**

The De Stijl Movement

Modern Art: Emergence and Development, Part II

**Washburn Library, 5244 Lyndale Avenue South, Minneapolis**

Bioenergetics Exercises

Leisure Time: Making the Most of It

**YWCA Urban Center, 1130 Nicollet Avenue, Minneapolis**

Romantic Love

## **ALPHABETICAL LISTING OF CREDIT COURSES**

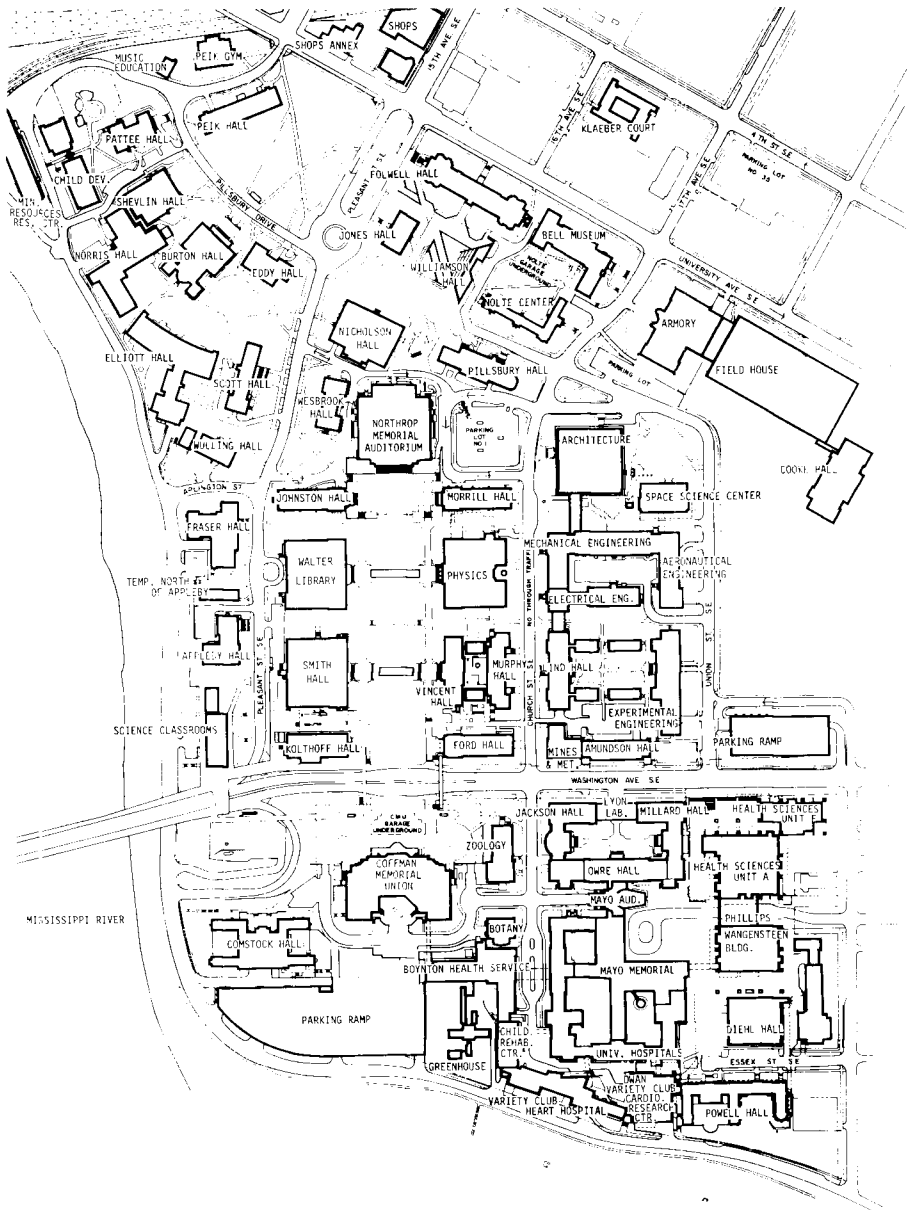
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# ALPHABETICAL LISTING OF NONCREDIT COURSES

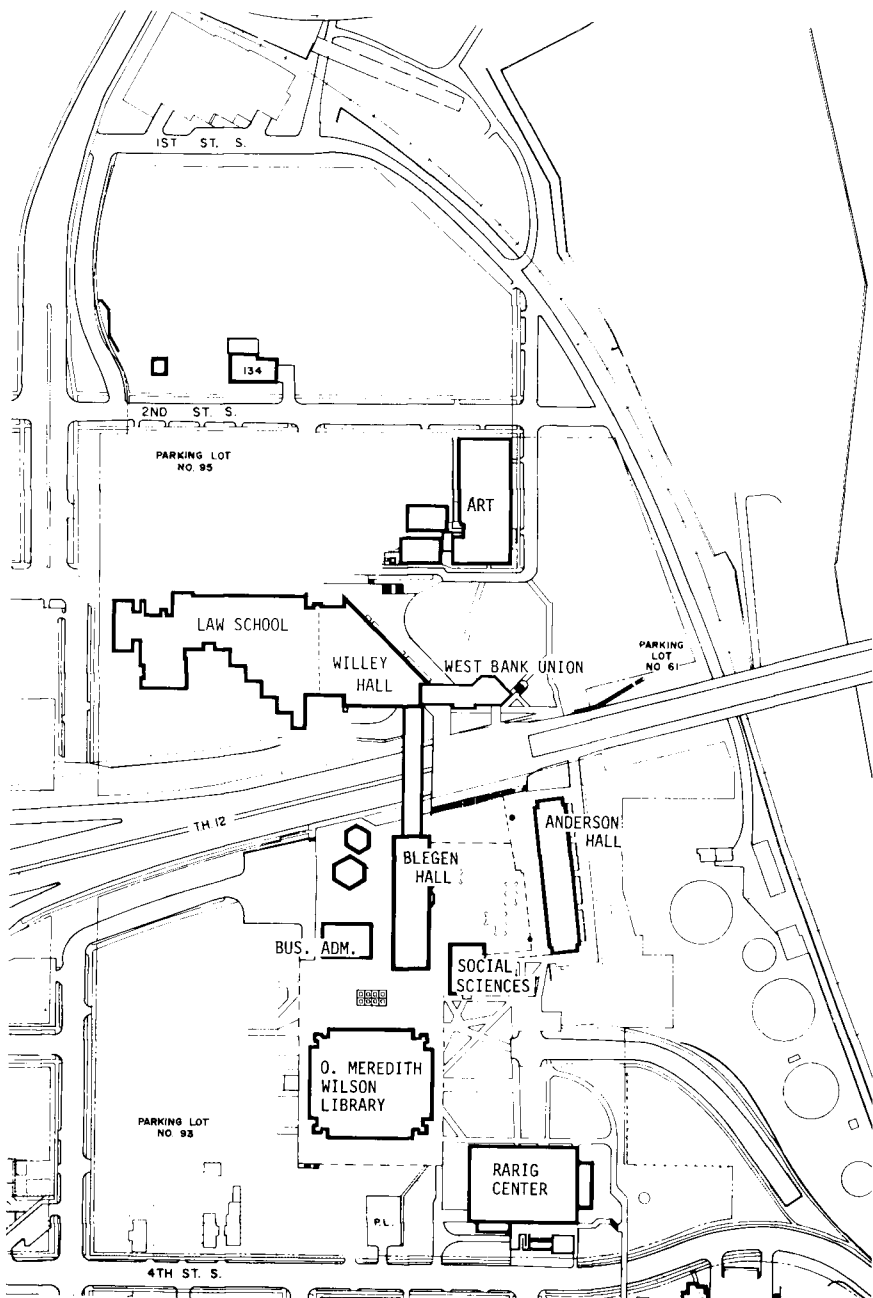
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## Minneapolis Campus East Bank



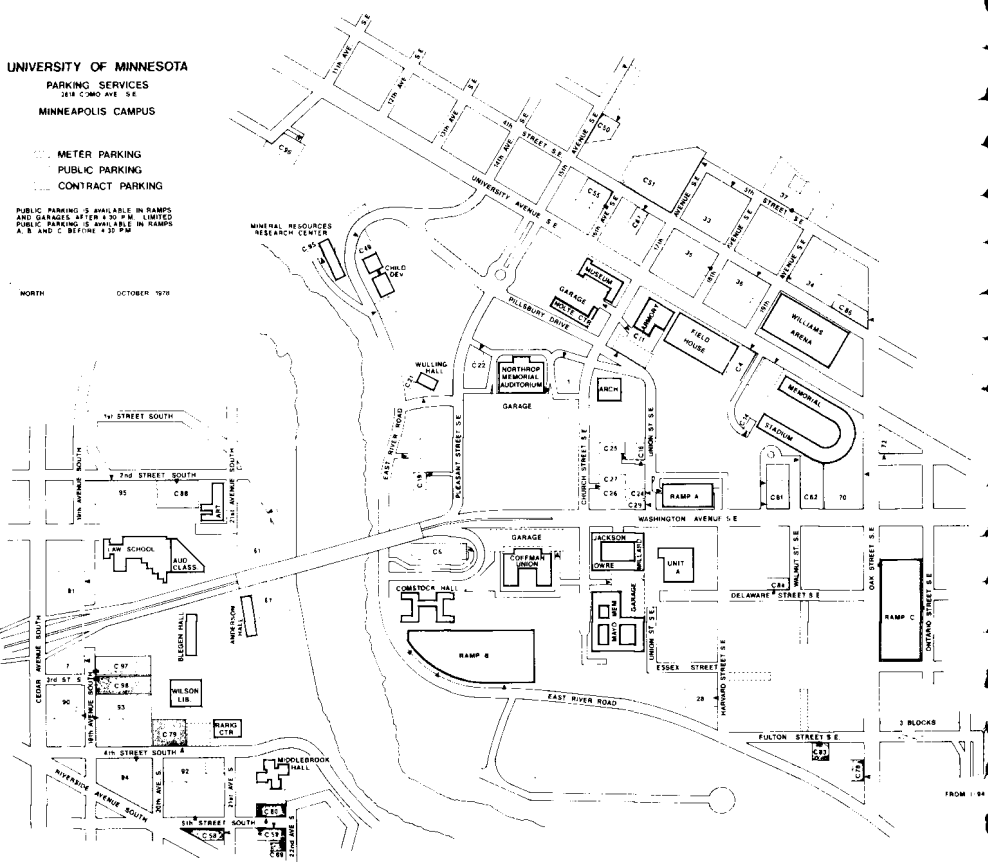
## Minneapolis Campus West Bank

**UNIVERSITY OF MINNESOTA**  
**PARKING SERVICES**  
 2018 CUMMO AVE. S.E.  
**MINNEAPOLIS CAMPUS**

- METER PARKING
- PUBLIC PARKING
- CONTRACT PARKING

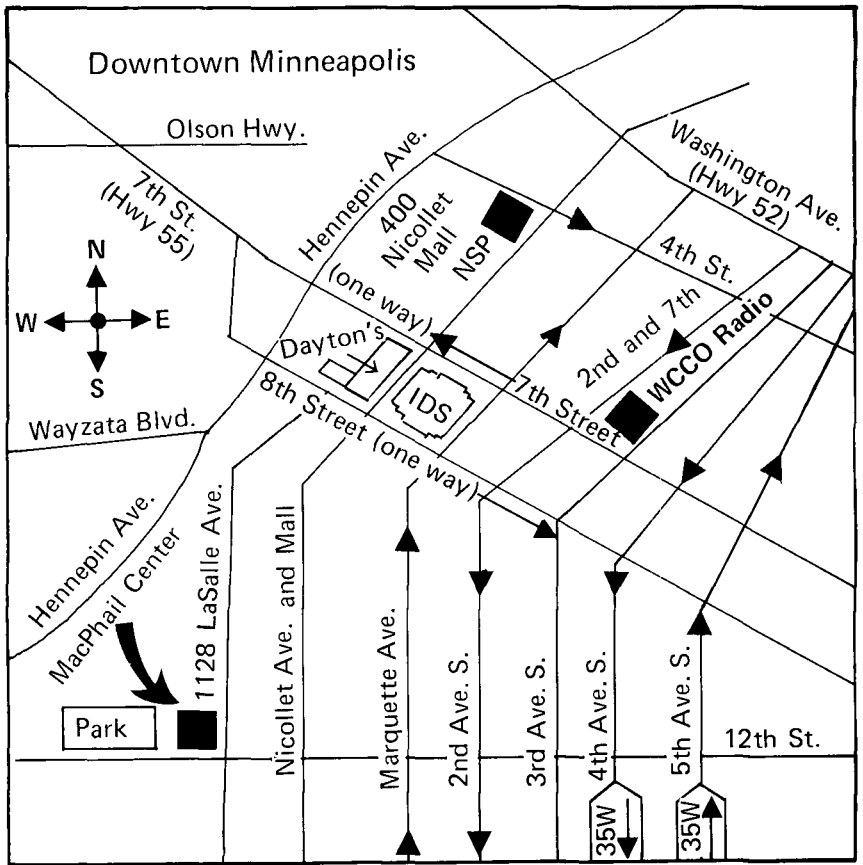
PUBLIC PARKING IS AVAILABLE IN RAMPS AND GARAGES 8:15 AM - 5:30 PM. LIMITED PUBLIC PARKING IS AVAILABLE IN RAMPS A, B AND C BEFORE 7:30 PM.

NORTH OCTOBER 1978



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





**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, winter quarter credit classes begin the week of January 4; spring semester credit classes begin the week of February 8. Make checks payable to the University of Minnesota. No arrangements for partial payment will be made. Students are not registered until their tuition and fees are paid. To avoid confusion, please state the location(s), starting date(s), and times of class(es) for which you are registering. For credit classes, please specify type of grading preferred.

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

Late fee for winter quarter credit classes after December 15 — \$5.00.  
Late fee for spring semester credit classes after January 27 — \$5.00.

Courses marked with an asterisk are now \$60 (nontranscript rate).

**Please register me for the following classes:**

\_\_\_\_\_  
\_\_\_\_\_

Location(s) \_\_\_\_\_

Starting Date(s) \_\_\_\_\_ Day \_\_\_\_\_

Time(s) \_\_\_\_\_

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

A/N  S/N  Audit  Graduate Credit  Nontranscript

My check payable to the University of Minnesota for

\$ \_\_\_\_\_ is enclosed.

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Phone (Home) \_\_\_\_\_ Phone (Work) \_\_\_\_\_

Birthdate \_\_\_\_\_ Social Security Number \_\_\_\_\_

I am working toward a degree.

This is my first registration in a CEW class.