



September 14, 2017

Greetings from the Extended Studies Office. We are now accepting course proposals for our Spring 2018 catalog. You may download your forms and find Extended Studies instructor information at [western.edu/es](http://western.edu/es). In order for your course to be considered for this catalog, **please return a fully completed form** and have all Spring 2018 proposals returned to Extended Studies no later than **Friday, October 20, 2017**. You can email proposals to [dmmiller@western.edu](mailto:dmmiller@western.edu).

Courses offered through Extended Studies are diversified and cover a broad spectrum of interest for our campus community as well as for the community. We welcome all ideas that enrich learning, so don't hesitate to submit a proposal based on your specific expertise, interest expressed by people you know personally, as well as what you think would be a good topic for our unique mountain community.

Some ideas are:

- Arts and crafts courses
- Career Builders (Resumes, Interviewing, Resources)
- Computer skills and basic programs (Microsoft Excel, Publisher, Word)
- Communication and Relationships
- Cooking and Baking
- Event Planning
- Fitness and Outdoor Activities
- Foreign Languages
- Google Docs, Google for Business, Google Share, Google Drive, Google, Google....
- How to create and maintain a website or blog
- Life skills such as small electrical repairs, home repairs
- Local History (Buildings, Landmarks, People)
- Lunch and Learn Business Courses (one hour workshops over the lunch hour)
- Musical Instrument Instruction
- Nature, Environment, Biology
- Personal Finance and Retirement Planning
- Social media: Facebook, Twitter, LinkedIn and others, how to use, navigate, etc.
- Vocational skills such as welding, carpentry (basic introductory level)

This is not a limited idea list. This catalog's purpose is to serve the local community – it is FROM our local community TO our local community! So if you have an expertise and several people you know that would be interested in attending a course that you teach, feel free to submit your idea for consideration.

**Important Note: Extended Studies has set the dates for courses in this calendar to run between the dates of Monday, January 22, 2018 and end by Friday, April 20, 2018. As you plan a course for this catalog, we request that you use this date framework so that our office may serve both you and the community best in light of all of Extended Studies' diverse programming schedules throughout the year.**

Spring 2018 university dates to remember:

January 8, 2018 Western classes begin  
January 15, 2018 Martin Luther King Day - - no classes  
February 19, 2018 President's Day - - no classes  
March 19-23, 2018 - - no classes  
May 1-4, 2018 – Final Exams Week

Please let us know if you have any questions about offering a course through Extended Studies.

Best regards,

**Dana M. Miller**

Assistant Director for Extended Studies  
Outdoor Programs Coordinator  
Western State Colorado University

[dmmiller@western.edu](mailto:dmmiller@western.edu)

[western.edu/es](http://western.edu/es)