

1-1-1984

1984-1985 Nova College The Center for Undergraduate Studies Catalog

Nova Southeastern University

Follow this and additional works at: https://nsuworks.nova.edu/far_ugcoursecatalogs

 Part of the [Arts and Humanities Commons](#), [Higher Education Commons](#), and the [Physical Sciences and Mathematics Commons](#)

NSUWorks Citation

Nova Southeastern University, "1984-1985 Nova College The Center for Undergraduate Studies Catalog" (1984). *Undergraduate Programs Course Catalogs*. 11.

https://nsuworks.nova.edu/far_ugcoursecatalogs/11

This Course Catalog is brought to you for free and open access by the NSU Course Catalogs and Course Descriptions at NSUWorks. It has been accepted for inclusion in Undergraduate Programs Course Catalogs by an authorized administrator of NSUWorks. For more information, please contact nsuworks@nova.edu.

NOVA UNIVERSITY

NOVA COLLEGE

THE CENTER FOR
UNDERGRADUATE STUDIES

CATALOG 1984-85



CATALOG 1984-85

NOVA COLLEGE

**THE CENTER FOR
UNDERGRADUATE STUDIES**

CATALOG 1984-85

Policies and programs set forth herein are effective through June 30, 1985. The regulations and requirements herein, including fees, are necessarily subject to change without notice at any time at the discretion of the Nova University administration.

Nova University is chartered by the State of Florida and is accredited by the Southern Association of Colleges and Schools.

Nova University admits students of any race, color, and national or ethnic origin.



The growth of Nova University as a dynamic, mission-oriented educational institution has been coupled with an intensive search for strategies designed to make each of its courses of study maximally responsive to individual human needs. Hence, Nova University continues to seek solutions to major societal problems while offering to its students many opportunities for intellectual challenge, professional preparedness, and personal awareness.

Alexander Schure
Chancellor, Nova University

As Nova University nears the end of its second decade, it is seeing the impact that its graduates are having on the institutions within our society. Many of the University's programs are mission-oriented, designed to improve the performance of professionals, and evidence indicates that Nova alumni are having a strong, positive effect on the institutions in which they are employed.

Independent education must continue to be responsive and adaptable to the varying needs of potential students if it is to represent a true alternative to the tax-supported sector. Nova University is committed to maintaining quality while it is meeting these needs.

Abraham S. Fischler
President, Nova University



Contents

Academic Calendar	1
Nova College—The Center for Undergraduate Studies	4
Becoming a Nova College Student	16
Finances and Student Aid	24
Academic Information	34
Programs of Study	44
Course Descriptions	78
Personnel	108
The University	114

Academic Calendar

FALL 1984

	Carver Program 8 & 15 Wks.	Carver Program 9 Weeks	Day Program 8 & 15 Wks
Registration	Aug. 1-22	Aug. 1-20	Aug. 1-24
Late Registration	After Aug. 22	After Aug. 20	After Aug. 24
Orientation for New Students			Aug. 22-24
Classes Begin	Aug. 23	Aug. 27	Aug. 27
Change of Registration (prior to 2nd week)	Aug. 23-29	Aug. 27-31	Aug. 27-31
LABOR DAY—University Closed	Sept. 3	Sept. 3	Sept. 3
ROSH HASHANAH—No Evening Classes	Sept. 26	Sept. 26	
ROSH HASHANAH—University Closed	Sept. 27	Sept. 27	Sept. 27
YOM KIPPUR—No Evening Classes	Oct. 5	Oct. 5	
YOM KIPPUR—University Closed	Oct. 6	Oct. 6	Oct. 6
End of Withdrawal (prior to 7th week)	Oct. 8	Oct. 12	Oct. 8
Classes End	Oct. 24	Oct. 27	Oct. 24
Registration	Oct. 1-24	Oct. 1-22	Oct. 1-24
Late Registration	After Oct. 24	After Oct. 22	After Oct. 24
Classes Begin	Oct. 25	Oct. 29	Oct. 25
Change of Registration (prior to 2nd week)	Oct. 25-31	Oct. 29-Nov. 2	Oct. 25-31
THANKSGIVING HOLIDAY—University Closed	Nov. 22-23	Nov. 22-23	Nov. 22-23
NOTE: There will be classes Sat., Nov. 24			
End of Withdrawal (prior to 7th or 15th week)	Dec. 7	Dec. 14	Dec. 7
VACATION for 9-week Classes		Dec. 19-Jan. 1	
Classes End	Dec. 21	Jan. 12	Dec. 21

WINTER 1985

Registration	Dec. 3-Jan. 4	Dec. 3-Jan. 7	Dec. 3-Jan. 4
Late Registration	After Jan. 4	After Jan. 7	After Jan. 4
Orientation for New Students			Dec. 19-21
Classes Begin	Jan. 5	Jan. 14	Jan. 7
Change of Registration (Prior to 2nd week)	Jan. 5-11	Jan. 14-18	Jan. 7-11
End of Withdrawal (prior to 7th week)	Feb. 15	Mar. 1	Feb. 15
Classes End	Mar. 1	Mar. 15	Mar. 1
Registration	Feb. 9-Mar. 1	Feb. 18-Mar. 11	Feb. 9-Mar. 1
Late Registration	After Mar. 1	After Mar. 11	After Mar. 1
Classes Begin	Mar. 2	Mar. 18	Mar. 4
Change of Registration (prior to 2nd week)	Mar. 2-8	Mar. 18-22	Mar. 4-18
GOOD FRIDAY—University Closed	Apr. 5	Apr. 5	Apr. 5
SPRING BREAK—Day Program			Apr. 5-14
End of Withdrawal (prior to 7th or 15th week)	Apr. 13	May 3	Apr. 19
Classes End	Apr. 19	May 18	May 2

SPRING/SUMMER 1985

Registration	Apr. 1-27	Apr. 22-May 13	Apr. 1-May 3
Late Registration	After Apr. 27	After May 13	After May 3
Orientation for New Students			May 1-3
Classes Begin	Apr. 29	May 20	May 6
Change of Registration (prior to 2nd week)	Apr. 29-May 4	May 20-24	May 6-10
MEMORIAL DAY—University Closed	May 27	May 27	May 27
End of Withdrawal (prior to 7th week)	Jun. 10	Jul. 5	Jun. 14
Classes End	Jun. 24	Jul. 20	Jun. 28
Registration	Jun. 3-24	May 13-Jun. 3	Jun. 3-24
Late Registration	After Jun. 24	After Jun. 3	After Jun. 24
Classes Begin	Jun. 25	Jun. 10	Jul. 1
Change of Registration (prior to 2nd week)	Jun. 25-Jul. 1	Jun. 10-14	Jul. 1-5
INDEPENDENCE DAY—University Closed	July 4	Jul. 4	Jul. 4
End of Withdrawal (prior to 7th or 15th week)	Aug. 5	Jul. 27	Aug. 9
Classes End	Aug. 24	Aug. 10	Aug. 24

FALL 1985

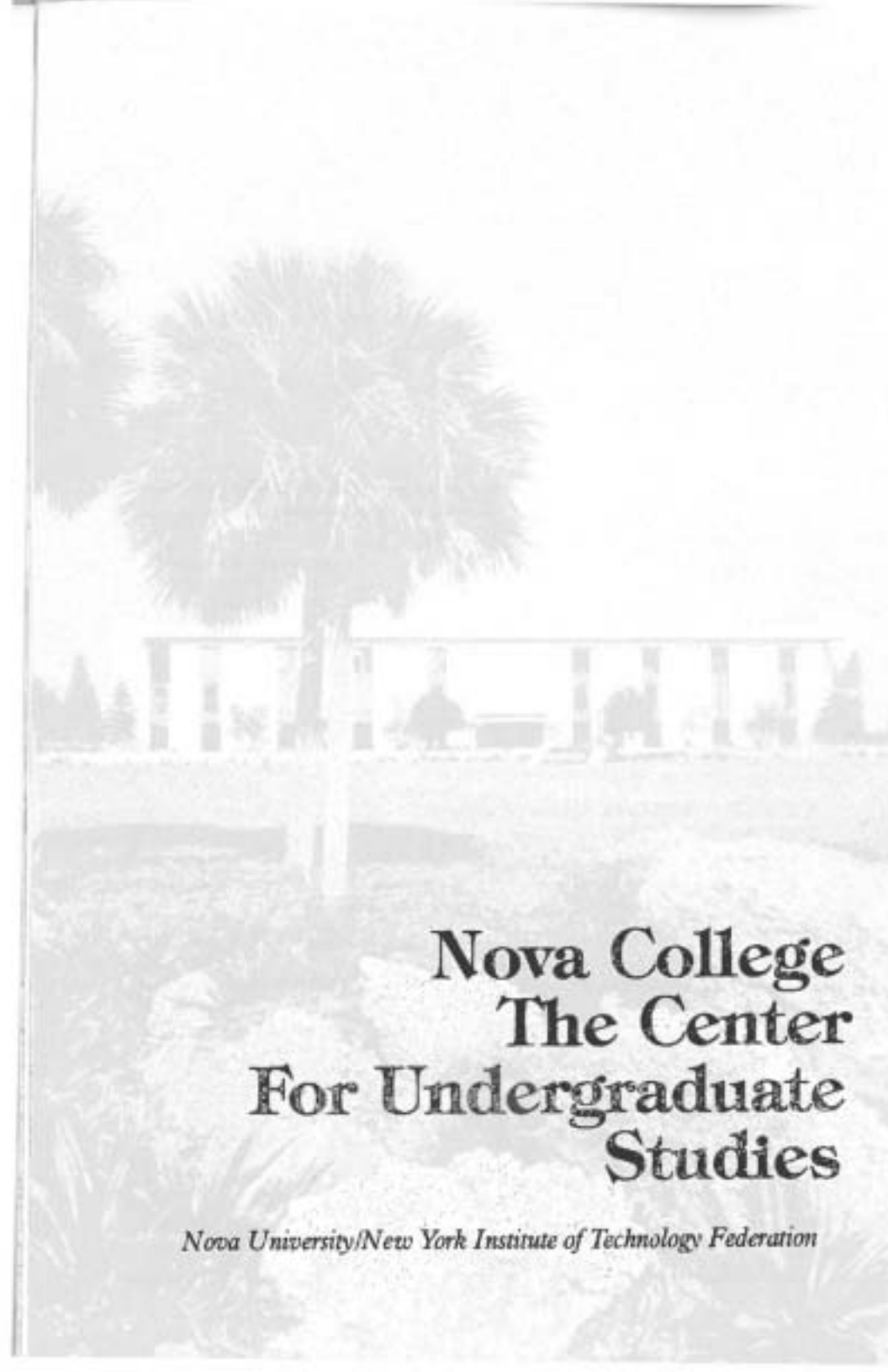
Registration	Aug. 1-24	Jul. 29-Aug. 19	Aug. 1-24
Late Registration	After Aug. 24	After Aug. 19	After Aug. 24
Orientation for New Students			Aug. 21-23
Classes Begin	Aug. 26	Aug. 26	Aug. 26
Change of Registration (prior to 2nd week)	Aug. 26-31	Aug. 26-30	Aug. 26-30
LABOR DAY—University Closed	Sept. 2	Sept. 2	Sept. 2
ROSH HASHANAH—University Closed	Sept. 16	Sept. 16	Sept. 16
YOM KIPPUR—No Evening Classes	Sept. 24	Sept. 24	
YOM KIPPUR—University Closed	Sept. 25	Sept. 25	Sept. 25
End of Withdrawal (prior to 7th week)	Oct. 9	Oct. 11	Oct. 9
Classes End	Oct. 23	Oct. 26	Oct. 23
Registration	Oct. 1-23	Sept. 30-Oct. 21	Oct. 1-23
Late Registration	After Oct. 23	After Oct. 21	After Oct. 23
Classes Begin	Oct. 24	Oct. 28	Oct. 24
Change of Registration (prior to 2nd week)	Oct. 24-30	Oct. 28-Nov. 1	Oct. 24-30
THANKSGIVING HOLIDAY—University Closed	Nov. 28-30	Nov. 28-30	Nov. 28-30
End of Withdrawal (prior to 7th or 15th week)	Dec. 7	Dec. 13	Dec. 7
VACATION for 9-week Classes		Dec. 18-Jan. 1	
Classes End	Dec. 21	Jan. 11	Dec. 21

1984

January 1984	February 1984	March 1984	April 1984
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6 7	1 2 3 4	1 2 3	1 2 3 4 5 6 7
8 9 10 11 12 13 14	5 6 7 8 9 10 11	4 5 6 7 8 9 10	8 9 10 11 12 13 14
15 16 17 18 19 20 21	12 13 14 15 16 17 18	11 12 13 14 15 16 17	15 16 17 18 19 20 21
22 23 24 25 26 27 28	19 20 21 22 23 24 25	18 19 20 21 22 23 24	22 23 24 25 26 27 28
29 30 31	26 27 28 29	25 26 27 28 29 30 31	29 30
May 1984	June 1984	July 1984	August 1984
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5	1 2	1 2 3 4 5 6 7	1 2 3 4
6 7 8 9 10 11 12	3 4 5 6 7 8 9	8 9 10 11 12 13 14	5 6 7 8 9 10 11
13 14 15 16 17 18 19	10 11 12 13 14 15 16	15 16 17 18 19 20 21	12 13 14 15 16 17 18
20 21 22 23 24 25 26	17 18 19 20 21 22 23	22 23 24 25 26 27 28	19 20 21 22 23 24 25
27 28 29 30 31	24 25 26 27 28 29 30	29 30 31	26 27 28 29 30 31
September 1984	October 1984	November 1984	December 1984
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1	1 2 3 4 5 6	1 2 3	1
2 3 4 5 6 7 8	7 8 9 10 11 12 13	4 5 6 7 8 9 10	2 3 4 5 6 7 8
9 10 11 12 13 14 15	14 15 16 17 18 19 20	11 12 13 14 15 16 17	9 10 11 12 13 14 15
16 17 18 19 20 21 22	21 22 23 24 25 26 27	18 19 20 21 22 23 24	16 17 18 19 20 21 22
23 24 25 26 27 28 29	28 29 30 31	25 26 27 28 29 30	23 24 25 26 27 28 29
30		30 31	30 31

1985

January 1985	February 1985	March 1985	April 1985
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5	1 2	1 2	1 2 3 4 5 6
6 7 8 9 10 11 12	3 4 5 6 7 8 9	3 4 5 6 7 8 9	7 8 9 10 11 12 13
13 14 15 16 17 18 19	10 11 12 13 14 15 16	10 11 12 13 14 15 16	14 15 16 17 18 19 20
20 21 22 23 24 25 26	17 18 19 20 21 22 23	17 18 19 20 21 22 23	21 22 23 24 25 26 27
27 28 29 30 31	24 25 26 27 28	24 25 26 27 28 29 30	28 29 30
May 1985	June 1985	July 1985	August 1985
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4	1	1 2 3 4 5 6	1 2 3
5 6 7 8 9 10 11	2 3 4 5 6 7 8	7 8 9 10 11 12 13	4 5 6 7 8 9 10
12 13 14 15 16 17 18	9 10 11 12 13 14 15	14 15 16 17 18 19 20	11 12 13 14 15 16 17
19 20 21 22 23 24 25	16 17 18 19 20 21 22	21 22 23 24 25 26 27	18 19 20 21 22 23 24
26 27 28 29 30 31	23 24 25 26 27 28 29	28 29 30 31	25 26 27 28 29 30 31
September 1985	October 1985	November 1985	December 1985
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6 7	1 2 3 4 5	1 2	1 2 3 4 5 6 7
8 9 10 11 12 13 14	6 7 8 9 10 11 12	3 4 5 6 7 8 9	8 9 10 11 12 13 14
15 16 17 18 19 20 21	13 14 15 16 17 18 19	10 11 12 13 14 15 16	15 16 17 18 19 20 21
22 23 24 25 26 27 28	20 21 22 23 24 25 26	17 18 19 20 21 22 23	22 23 24 25 26 27 28
29 30	27 28 29 30 31	24 25 26 27 28 29 30	29 30 31



Nova College The Center For Undergraduate Studies

Nova University/New York Institute of Technology Federation

GOALS

Nova College Will

1. Be responsive to student needs, goals, and conditions through appropriate administration.
2. Offer meaningful college level curricula, long and short term.
3. Give valid recognition of experiential learning.
4. Develop experimental designs.
5. Make education accessible to those not served in the mainstream.
6. Provide quality education so that graduates have competitive and fulfilling skills and competencies.
7. Select and develop faculty who will have a professional responsibility to students, the curricula, and the University.
8. Maintain a clear statement of mission and an effective organizational structure to support it.
9. Educate the public about the successful attributes of the University, the College, and its programs.
10. Provide a cost-effective college education.

A new framework for active learning

NOVA COLLEGE

A new framework for active learning as part of Nova University, Nova College is known for its innovative educational mission. It is not just another college. It was selected in 1981 as one of 18 universities and colleges in the country to participate in a three-year project at the University of Chicago on Quality in Non-traditional Education. Nova College has a ten-year history of providing career development education to adults, a focus which only recently has become a predominant concern of colleges throughout the nation. In 1980 it inaugurated a new program for the 18 to 22 year-old youth based on the premise that it is not what students learn but what they do with the learning that counts.

Through programs that combine a mastery of traditionally important academic skills with the competencies needed to perform successfully in a dynamically changing world, Nova College has achieved an image that reflects the future. Contrary to many colleges, Nova is committed to the idea that institutions are not monuments; rather they are vehicles designed and redesigned to meet the personal, social, and career needs of people in a changing society. For the past decade, Nova University, through its undergraduate programs at Nova College, has been committed to that purpose.

CAREER DEVELOPMENT PROGRAMS

Adult undergraduate learners are people who often have limited access to higher education, be they employed managers, technicians with "terminal" education, service workers who need specific training and career credentials, housewives who have full time commitments, teacher aides who want to become teachers, or individuals seeking career changes who are trapped by their present responsibilities. These people are faced with changing careers, transitional roles, new technology, increasing information demands, and intellectual, leisure, cultural, and social needs. Usually they are returning to education to increase their competency in a variety of adult roles and to expand their career opportunities.

Nova recognizes that most adults seek higher education to enhance their career status as workers, students, spouses, parents, leisurites, even as children concerned, for example, with aging parents. A successful educational program for these individuals must intend to make each of these roles rewarding.

Two elements of the adult educational design, therefore, are related to this reward. One, the program must increase the skills and performance of the student in career related areas. Two, the program must be built around the student's present condition of family and employment. Research continues to show that the reasons adults chose *not* to go to school are time, travel, and family responsibilities—in other words, inconvenience. In order for higher education to be palatable for adults—particularly for adults in greatest need—it must not come at the sacrifice of their responsibilities on the job or in the home. Nova has successfully developed specific educational programs with these purposes and conditions in mind.

Uniqueness The following characteristics help to make the Nova College Career Development Programs effective:

- **FLEXIBLE COURSE SCHEDULING**

Because most of our students are busy working or raising a family during the day, our courses meet principally in the evening and on weekends. Flexible scheduling provides students with the opportunity to enroll frequently throughout the year.

Courses in the 8- and 9-week terms meet once each week in four or four and a half hour sessions. Courses in 16-week terms meet for two hours each week.

Occasionally it becomes necessary to close classes due to capacity enrollments or to cancel classes because of insufficient enrollment. In these cases, the College makes every effort to notify the affected students prior to the first class meeting, thereby allowing these students to register for other courses if they so desire.

- **CONVENIENT LOCATIONS**

Nova undergraduates meet on the main campus of Nova University in Fort Lauderdale, at Nova University of Coral Springs, and at various off-campus locations including Dade County, Clearwater, Venice, West Palm Beach, Gainesville, Largo, Cocoa Beach, and the countries of Jamaica and Panama.

- **PRAGMATIC TEACHING**

Undergraduate programs at Nova are designed to be meaningful to the adult student. The faculty consists primarily of working professionals who are fully qualified to teach. They, therefore, bring with them into the classroom both academic expertise and firsthand knowledge of the pragmatic application of the subject matter of their courses.

- **STUDENT POPULATION**

Ninety-five per cent of our students are over twenty-one years old. Sixty per cent are over thirty. Most have families and jobs. They are rich in experience and very diverse in background. They are highly motivated and very interested in helping each other succeed. Most have attended college previously and are now finishing a bachelor's degree in anticipation of new opportunities and possibly graduate education.

- **RESPONSIVE COUNSELING**

The Undergraduate Center staff is committed to assisting students achieve their educational goals. Counselors, faculty, and staff are eager to advise students in setting career and personal growth goals and planning for optimal progress in working toward them.

Counselors are available in the evening by appointment.

- **EXPERIENTIAL LEARNING**

Through **RECALL** (review and evaluation of career and lifelong learning) the College allows students to gain credit for certain learning experiences they have had throughout a lifetime. Credit from previous college work is transferable. Credit can also be gained from the CLEP testing program and from past experiences which have produced college level learning. As much as ninety hours of college credit may be granted through **RECALL**.

- **SPECIAL PROGRAMS**

The College has designed specialized credit and noncredit programs for working adults. Baccalaureate degree completing programs are offered in accelerated curricula to holders of the associate degree or its equivalent. The College also has the ability to respond to special requests for training and education from business, government, and nonprofit agencies by designing career programs to meet specific needs. The bachelor of science in professional management as well as adaptations of other degree and specialty certificate programs are offered in cluster format wherever there is sufficient interest of qualified students.

DAY PROGRAMS

Nova College is concerned with providing quality education to younger students. Recent high school graduates can enter a liberal arts program leading to the bachelor of science degree. Students enroll in a required core of interdisciplinary courses that range from those with heavy emphasis on effective writing and communication to those which require study and experience in fundamental and related issues of several areas in the liberal arts. This core program is intended to produce students who think clearly, communicate effectively, understand new technology and ideas, and solve problems efficiently. Equally important, students study and work in major fields which prepare them to enter careers or continue with graduate studies. Students have the opportunity for instruction and guidance from faculty in graduate centers of Nova University in the areas of business, education, behavioral sciences, law, science, and engineering. Also, students are encouraged to study independently with experts in their chosen fields in either academic settings or through intern experiences in the "real world." This unique programming is made possible through continual guidance and individualized attention by a professional staff committed to optimal achievement by each student enrolled.

Uniqueness The following characteristics help to make Nova College Day Programs effective:

• CORE CURRICULUM

A selective grouping of interdisciplinary studies is common to all Day Program students. Knowledge and skills are acquired in the areas of behavioral and social sciences; communications and humanities; management; and science, mathematics, and technology. In addition, the core emphasizes valid reasoning through inquiry, careful synthesis, and effective communication of ideas.

• PERSONALIZED ENVIRONMENT

We are dedicated to working in a humanistic and caring manner. The faculty and administration are sensitive and responsive to the needs of the individual. Students receive thoughtful academic and personal guidance by professional advisors. Classes are small and interactive and faculty are available to students throughout the day.

• EXPERIENTIAL LEARNING

A strong component of the educational program is the integration of classwork with guest speakers, films, field trips, laboratory research, and experiments. Most students will experience one or more internships or apprenticeships in a business or agency related to their field of study.



• TIME—INTENSE INSTRUCTION

Only two or three courses are taken by a student at one time. Research has shown this kind of intensive study leads to more effective learning. Classwork and assignments allow greater and deeper understanding by concentrating on fewer areas of study.

• FLEXIBLE SCHEDULING

Three trimesters per year, each divided into two terms, provide a variety of patterns of enrollment. Students can choose a course load that is appropriate to the difficulty of the subject matter or the demands of external commitments. Opportunities exist for day and evening enrollment and also for acceleration allowing students to complete a degree program in fewer than four years.

• DEDICATED TEACHING

Faculty are chosen because of their commitment to teaching and learning. They value people and interact with students in class, in advising, and in planned or spontaneous informal gatherings. Faculty are well educated in their respective academic fields. They challenge students to excel in their studies and to maintain an openness to new information.

INSTITUTE FOR RETIRED PROFESSIONALS

In order to serve the special needs of the growing retirement community in South Florida, the Undergraduate Center has established the Institute for Retired Professionals (IRP). The program focuses attention on how the educated person can creatively occupy newly found full-time leisure

Modeled after the highly successful IRP at the New School for Social Research in New York City, Nova's IRP offers an opportunity for retired professionals to renew their education. Because of their varied interests and life experience, IRP members act as teachers and students at the same time they share with and learn from one another. In the IRP, retirees from all walks of life explore new interests and directions.

The Institute meets from mid-October through May, followed by a summer session of 4-6 weeks. Classes meet Monday-Thursday, two different classes each day; one from 10:00 a.m. to 11:30 a.m., and the other from 12:30 p.m. to 2:00 p.m.

DISCUSSION GROUPS AND SEMINARS. During the week there are discussion groups, seminars and classes on a wide variety of subjects ranging from fine arts appreciation to politics, current events, self-awareness, and the law. The areas of study are chosen by the membership, and group leaders and discussion leaders are members.

LECTURE SERIES AND WORKSHOPS. Members attend lecture courses and workshops conducted by Nova University faculty and other experts exclusively for I.R.P. members.

FIELD TRIPS, SOCIAL GATHERINGS, AND SPECIAL EVENTS. I.R.P. members enjoy travel! Day field trips, weekends, and week-long jaunts are planned by a committee. Some recent visits included St. Augustine, Asolo State Theatre in Sarasota, the Edison Home in Fort Myers, and the Spoleto Festival in Charleston, South Carolina. I.R.P. members enjoy parties! Luncheons and parties are planned.

SUMMER PROGRAM. Each year a summer study program is designed to meet the needs of the membership. In addition, a travel/study experience abroad is part of our program. The most recent was at a British University; future plans include a study trip to Israel and Egypt.

Additional printed information is available.

INTENSIVE ENGLISH PROGRAM

The purpose of the Intensive English Program at Nova University is to provide educational opportunities so that students from different language backgrounds can meet academic and social needs. The goal is to prepare students for successful university and career experiences by helping them develop proficiency in the English language in the areas of conversation (speaking and listening), reading, and writing.

ADMISSION REQUIREMENTS. The program is open to students who want to learn English to prepare themselves for further study or professional work. To be eligible, a prospective student does not have to be a member of a degree program at Nova University or plan to join a University program. To apply, a prospective student should telephone or write for the necessary registration forms. Students from abroad should also request the U.S. Immigration I-20 form from the Intensive English Program.

PROGRAM DESCRIPTION. Students in the Intensive English Program receive five hours of classroom instruction per day, (Monday through Thursday) in conversation (speaking and listening), reading, writing, and grammar. A reading lab, language lab, and a microcomputer lab are also available for students who want an added hour of practice after classes. On Fridays, students have the opportunity to practice the English they have learned by participating in planned socio-cultural activities in the local community.

Students are tested and placed in one of four proficiency levels. For example, Level I is the beginning level of instruction and is designed to meet the needs of students who have limited or no ability in English. Level IV is the most advanced and is designed for students who already possess average skills in English, but who require further study for proficiency at a professional or university level.

PLACEMENT. Placement in the Intensive English Program is determined by a series of assessments designed to measure a student's English proficiency. A new student is evaluated in each skill by means of standardized tests in reading and grammar, a writing sample, and an oral interview. Based on the results, the student is placed in one of the four levels

for each skill; for example, a student conceivably could be placed in Level II for Writing, but in Level III for Reading. This individualized approach to placement provides the student with a program of study tailored to his or her individual needs.

DURATION OF STUDY. The length of time a student remains in the Intensive English Program depends on the level of the student's English ability upon entering the program. A student with minimal or no English language skills, placed in the program in Level I, can anticipate a stay of at least four semesters to attain the language facility required for certification (proficiency in English at a professional or university level). The actual length of stay for students at any given level is determined not only by their ability on entrance, but also by such factors as motivation and the capacity to learn another language.

TOEFL. Nova University is an official testing center for the Test of English as Foreign Language (TOEFL). The Intensive English Program includes emphasis on TOEFL skills for those students planning to take the test.

PROGRAM DATES. The Intensive English Program is based on a fifteen week trimester system.

FALL TRIMESTER:
September 4-December 14, 1984

HOLIDAYS:
September 27: Rosh Hashanah
October 8: Columbus Day
November 12: Veterans' Day
November 22, 23: Thanksgiving
December 17-December 31, 1984: Christmas
January 4, 1985: Teacher Administrative Day

WINTER TRIMESTER:
January 7-April 19, 1985

HOLIDAYS:
February 18: Presidents' Day
April 4: Easter
April 22/26: Teacher Administrative Work Week

SPRING TRIMESTER:
April 29-August 9, 1985

HOLIDAYS:
May 27: Memorial Day
July 4: Independence Day
August 12-September 2: No Classes
August 30: Teacher Administrative Day

FALL TRIMESTER:
September 2-December 13, 1985

COST. Tuition is \$1,350 per trimester, payable in advance or on arrival.

At the time of application and request for an I-20 form, an initial, one-time, nonrefundable registration-placement fee of \$45 is required. Also required is a \$100 deposit for the I-20, which is nonrefundable but credited toward the tuition.

REFUND POLICY. If a student has to withdraw from the program before the completion of the trimester, the following tuition refund schedule will apply:

1. Student will receive 50 percent refund on total trimester tuition if he leaves the program within the first five weeks.
2. After the fifth week, there will be no refund of tuition.

HOUSING FACILITIES. Nova University has limited housing facilities available for students. Most students will have to secure off-campus accommodations. The University will extend every assistance possible in securing housing for students and their dependents, but it remains the responsibility of the student to obtain accommodations. The Intensive English Program offers a referral service for students who wish to live with American families.

For additional information and registration forms, please write or call:

NOVA UNIVERSITY
INTENSIVE ENGLISH PROGRAM
3301 COLLEGE AVENUE
FORT LAUDERDALE, FLORIDA 33314
(305) 475-7430

FACILITIES

The administrative offices for Nova College are located on the second floor of the Parker Building, 3301 College Avenue, Fort Lauderdale, 33314. Classrooms are located in the Parker Building and the Mailman-Hollywood Building on the main campus, at Orange Plaza in Davie, in the Oceanography Center at Port Everglades and at various sites around Florida. The telephone number on the main campus is 305-475-7340.

Libraries Nova University provides appropriate learning resources at each of its academic centers. In addition, many resources within the broader community are utilized to enrich the learning environment of the students.

The Albert and Birdie Einstein Library in the Mailman-Hollywood Building contains a collection of books and periodicals in the disciplines of the behavioral sciences, education, public administration, computer sciences, business administration, public communications, and the

humanities. This facility also includes individual study carrels and a media room in addition to microform readers.

Nova University has three additional college libraries containing specialized materials in life sciences, ocean sciences and law. The combined holdings of the University library system contain extensive collections in the basic sciences, applied mathematics, and computing sciences. Through computer terminals, the Nova Libraries are connected with the DIALOG Information Retrieval System and other national data bases.

Through special cooperative arrangements, Nova University students have access to other libraries in the South Florida Educational Complex, such as the Broward Community College Library. A unique community-university arrangement exists at Coral Springs, where the local branch of the Broward County Public Library and Nova University have a joint "Communiversities" library facility. Believing in maximum interchange of community educational resources, Nova University also maintains cooperative arrangements with other academic libraries in the area, including the Professional Library of the Broward County Public Schools.

Learning Technology Laboratory Consisting of a TV studio equipped to video record in color, a well equipped audio studio, and a graphics room, the laboratory provides good media production services for students and faculty. The video recording facilities of the studio are used regularly as a means of enriching student learning.

LEARNING TECHNOLOGY houses a growing library of instructional materials such as 16mm films, videotapes, filmstrips, slide/tape presentations, audio tapes and kits for student and faculty use. Full A/V equipment services are also available through the department.

Computing and Laboratory Facilities Laboratory experiences are available in the areas of electricity, electronics, computer science, and electrical engineering, as well as in general physics and life science. These laboratory facilities are located on the second and third floors of the Parker Building and in the Oceanography Center at Port Everglades.

AFFILIATIONS

Nova University/New York Institute of Technology In July, 1970, New York Institute of Technology joined in a university federation with Nova University of Fort Lauderdale, Florida. Drawing on the combined faculties, facilities, and educational philosophies

of both institutions, the affiliation permits an interrelationship of learning in broad areas of human interest and endeavor. The interchange of academic activity and resources for the reciprocal advancement of both institutions offers students maximum educational opportunities.

Nova University at Coral Springs Nova University established an educational center at Coral Springs specifically to meet the needs of men and women living in north Broward County and Palm Beach County. The uniqueness of this branch of Nova University is its community-based mission. Classrooms and administrative offices are presently located at 3501 University Drive. Nova has recently purchased a permanent site for its university center in Coral Springs. It is located in the heart of the community services complex across from Mullins Park on N.W. 29th Street. Plans for the first building are being developed.

Undergraduate courses leading to the Bachelor of Science degree in a variety of majors are offered at Coral Springs. Classroom learning is supplemented by community research, independent study, and television.

Master of science degrees in counseling psychology and business administration are offered. Other graduate programs are in the planning stages. Continuing education courses and workshops are offered for personal enrichment and career development. Cooperating with community agencies, Nova University at Coral Springs has developed a full cultural program.

In addition to its academic programs, Nova University operates a branch of The University School in Coral Springs. The Nova University Community Mental Health Center—a nonprofit, publicly supported mental health clinic serving northwest Broward County—is located at the Coral Springs center.

ACCREDITATION

Nova University is accredited by the Southern Association of Colleges and Schools. Nova University is also a member of the College Entrance Examination Board. Courses in education are approved for certification purposes by the Florida Department of Education.

MEMBERSHIP

Nova University is a member of the Florida Association of Colleges and Universities, the Independent Colleges and Universities of Florida, the American Council on Education, the College Entrance Examination Board, the Council for the Advancement of Experiential Learning and the Southeast Florida Educational Consortium.



Becoming a Nova College Student

APPLYING FOR ADMISSION

In keeping with a humanistic philosophy valuing individual worth and differences, Nova College considers applicants in terms of their potential for success. Every attempt is made to accept students who represent differences in race, creed, color, handicap, sex and national and ethnic origin.

Applicants are required to

- 1) Submit a completed application form and the \$20 non-refundable application fee to:

Nova University
Nova College Admissions Office
3301 College Avenue
Fort Lauderdale, Florida 33314

- 2) Submit official high school or college transcript(s)
- 3) Speak to a counselor in person or by telephone

DAY PROGRAM STUDENTS are also required to

- 4) Submit three letters of recommendation indicating the applicant's academic aptitude and motivation
- 5) Submit test scores from
Preliminary Scholastic Aptitude Test (PSAT)
Scholastic Aptitude Test (SAT)—preferred
American College Test (ACT)

Acceptance to Day Programs Applicants for admission to Nova College Day Program are accepted throughout the entire year. New students may begin classes at the start of any of the six terms. Notification of acceptance normally occurs within one month after the completion of all admission requirements. Upon receiving notification of acceptance, students should promptly inform the Day Program admissions office in writing of their intention to attend, and forward a \$200.00 nonrefundable deposit to be credited toward tuition. If there are any further questions, applicants should call the Admissions Office at 475-7340.

Acceptance to Career Development Programs

1. As soon as we have the completed application form and fee on file you are eligible to take courses.
2. Acceptance into a degree program can be effected only after
 - a. You submit proof of high school graduation (or its equivalent) and official transcripts of all previous college work (if any). At this time credentials will be evaluated and you will be notified of your status.
For students who have not graduated from high school, the following will be considered in lieu of a high school diploma:
 - (1) G.E.D. certificate or its equivalent
 - (2) Documented ability to benefit from the College's program.
Such documentation may include any *one* of the following:
 - Written demonstration of the language and math skills necessary for college work
 - Two or more written recommendations from professional educators or counselors who are not affiliated with Nova University
 - Other evaluations of the student's ability as deemed appropriate by the College.
 - b. You complete six semester hours at Nova with at least a 2.0 Q.P.A.
 - c. You complete required placement tests.
 - d. You declare a major and have your program evaluated by a counselor.

After the initial evaluation of your program, your advisor or a counselor will help you update it each time you register.



Special Student You may want to take a course or several courses or a specialty program without enrolling for a degree program. In this case, check "special student" on the application form. You may then register for a course after submitting an application and application fee. As a Special Student you are not eligible for a degree unless you follow the regular admissions procedures.

International Students International students applying to Nova College must:

Demonstrate graduation from an accredited secondary school in their home country.

Demonstrate they are able to meet all costs of their education without financial aid from Nova University.

Demonstrate proficiency in the English language through testing in the Nova University Intensive English Program. Failure to achieve satisfactory scores on the test of English will require additional study in the Intensive English Program prior to registering for classes.

International students who need intensive English study prior to enrollment in regular classes should apply for admission to the Intensive English Program at Nova University.

Second Bachelor's Degree A student with a bachelor's degree from a regionally accredited institution may earn a second bachelor's degree from Nova by completing a minimum of 30 additional credits at Nova College. At least 50 per cent of all credits required in the selected major must be taken at Nova.





INFORMATION AND COUNSELING

Choosing a college is not a paper process; it requires a dialogue with people who are knowledgeable about the many choices to be made. We strongly urge you to talk with one of our counselors either in person or by phone. We would like to help you answer three important questions: Whether you should go to college, Where you should go to college, and When you should go to college. These questions have career, financial and academic implications for you. Our counselors have talked with thousands of individuals facing the same decision. For many potential students Nova has been the answer; to many others Nova is not the appropriate match for their needs, but other recommendations are made. Please take this opportunity to make the right decision.

Call 475-7340 (in Fort Lauderdale) or 753-3300 (in Coral Springs) for an application or a personal counseling appointment. From Dade, call 944-1219, extension 7340; and from Palm Beach, call 732-6600, extension 7340. Students from other locations should call 800-432-5021, extension 7340.



STUDENT LIFE

Housing A new five-story building of attractively-furnished apartments is available and provides space to accommodate most full time students. Both one-bedroom/one-bath and two-bedroom/two-bath apartments are provided, each equipped with a functionally-designed kitchen, custom book shelves and desks, spacious closets, wall-to-wall carpeting, tailored draperies, ceramic tile bath with tub-shower and TV and phone outlets.

Each apartment has separate bedroom and living room areas. Individually controlled air conditioning and heating, coin operated laundry facilities, daily mail service and 24-hour security is also provided. Nova University is close to major shopping centers and within walking distance of supermarkets, fast-food chains and many stores and services. Tennis courts, swimming pool and other facilities for sports and exercise are on the campus.

Rates for apartments are \$800 per trimester per person including air conditioning and utilities (1983-84 rate). For further information about student life, call or write to the Office of Student Affairs, 305-475-7340.

Activities A wide range of activities is available to students including social events, participation in the Student Government Association, the International Student Association or the Resident Student Association.

Nova College has an intercollegiate basketball team, cheerleaders, and club participation in soccer, cross country and volleyball.

RECALL

(Review and Evaluation of Career and Lifelong Learning)

Transfer Credits Nova College welcomes students who have earned college credits at another accredited college or university. Students who plan to transfer to Nova College should contact a Nova counselor to discuss how prior college credits can be used for their Nova degree. Community college students should contact a Nova counselor as early in their college career as possible so that they may choose courses for their associate's degree that will transfer to Nova and be appropriate for their intended bachelor's degree.

Transfer students must submit official academic transcripts from their previous colleges. Their previous academic work will then be evaluated. The Day Program requires that courses carry a grade of C or better to transfer and will transfer a maximum of 60 credits. The Career Development Program will transfer a maximum of 90 credits including credit for CLEP, Proficiency Examinations, and Experiential Learning toward their degrees. The remaining 30 credits must be earned at Nova in regular academic offerings. At least 50% of the credits in the student's major area and specialty must be earned at Nova in regular academic offerings.

Evaluation of CLEP examinations, transfer credits, and experiential learning will be made upon admission, but will only be recorded on the student's permanent record after the student has registered for and completed 12 credits at Nova.

Students may be permitted to take courses at another college while enrolled at Nova. However, credit will be transferred only if there is prior written approval from the academic director or program advisor and an earned grade of "C" or better. Students taking courses at more than one center within Nova University must also receive written approval from a counselor.

Testing Credits Students may earn college credit through the College Level Examination Program (CLEP), Proficiency Examination Program (PEP), and Advanced Placement Examinations (AP).

CLEP is administered at Nova University through the College Board. To receive credit through CLEP exams at Nova College, a student must score in at least the 50th percentile. Before applying to take any of the CLEP tests, a student should consult an academic counselor to be sure that the credits granted through the exams are applicable to the student's course of study.

Requests for AP and PEP credit should be discussed with an admissions counselor.

Students majoring in Computer Science and Electrical Engineering may obtain credit by examination in 100 and 200 level courses in computer science and electrical engineering.

Portfolio Credits At Nova College, what a student knows is more important than how it was learned. If a student can demonstrate knowledge and skills comparable to those of a college-trained student and if those skills are appropriate to the student's course of study, Nova College will award academic credit for those skills and that knowledge.

To earn credit for experiences outside the traditional college classroom, the student must be able to state and document the skills and knowledge, and the skills and knowledge must be measurable.

Applications and counseling for experiential credit are available from the Student Affairs Office. Call 475-7340.

COOPERATIVE EDUCATION PROGRAM

Cooperative Education is a program which combines professional experience with academic study. Cooperative Education students alternate trimesters at Nova with trimesters of work in a professional assignment which is related to their field of study. This program enables students to prepare more realistically for their future careers in industry and business.

To be eligible for participation in the Cooperation Education Program a student must have:

1. completed 45 semester hours of credit including transfer credit;
2. earned a CQPA of 2.25 or higher; and
3. completed specific required courses in their major as specified by the program office.

Participation in the Cooperative Education Program has many advantages. In addition to receiving a salary, the Cooperative Education students will:

- have an opportunity to utilize classroom knowledge in a professional work environment;
- have a chance to observe professionals at work in their chosen field;
- be able to test their career decision to make sure they are in the right field; and
- develop a work profile which will enable them to get a good job upon graduation.



Finances and Student Aid

TUITION AND FEE SCHEDULE

FOR 1983-84 Tuition and Fees for 1984-85 as approved by the Board of Trustees were not available at press time.

Application fee (nonrefundable)	\$ 20.00
Registration fee (nonrefundable)	per trimester 20.00
Late registration fee (nonrefundable)	5.00
Tuition—Career Development Program (per semester credit hour)	102.00
Tuition—Day Program (per semester credit hour)	120.00
Tuition—9-week Computer Science and Engineering courses (per semester credit hour)	125.00
CLEP (payable to College Level Examination Program) ... per test	28.00
Graduation Fee	15.00
Laboratory Fee (for computer courses)	35.00
Materials Fee	variable where applicable
Activity Fee (Day Program)	50.00
Lab Fee (Day Program—Writing and Math labs)	50.00
Placement Examination	no fee
Portfolio Evaluation* (per credit requested)	25.00
Standard Grant* (per credit requested)	5.00
Transcript Fee (first copy, no fee)	3.00
Credit by Examination (3 credits)	125.00

*Students seeking credit through portfolio or standard grant should talk with the Coordinator of Prior Learning. Credit requested is not necessarily granted.

Regular Registration Each term at Nova College has a designated registration period although early registrations will be accepted. Any student who completes registration after the close of the official registration period will be assessed a late fee. The registration form and tuition fee should be mailed to the Registrar's Office, Nova University, 3301 College Avenue, Fort Lauderdale, Florida 33314, or delivered in person to the Registrar's Office, Room 104, Parker Building. The office is open from 8:30 a.m. to 8:00 p.m. Monday through Thursday and 8:30 a.m. to 5:00 p.m. on Friday. Coral Springs students may register by mail or in person at Nova University at Coral Springs, 3501 University Drive, Coral Springs, Florida 33065. The office hours are the same as given above.

Nova University requires that tuition for all courses be paid in full at the time of registration. Check should be made out to Nova University.

Students may choose to pay tuition and fees by cash or check, Master Card, or Visa.

To pay by charge card when mailing a registration, clearly print the card type (Master Card or Visa), the account number, and the expiration date in the upper right hand corner of the registration form. For Master Card, also include the four-digit bank number.

Deferred Payments In certain circumstances students may satisfy the registration FULL PAYMENT policy by signing an official note which will obligate them to complete full payment within a period of time prescribed by the University. The circumstances when deferred payment is possible are as follows:

- Students who have approved bank or government loans or other forms of financial aid may obtain a promissory note allowing them to defer full payment until the loan or aid is actually disbursed.
- Students who are eligible for tuition reimbursement from their employer may execute a promissory note allowing them to defer full payment until they are actually reimbursed. Students must document that they are eligible under an approved company reimbursement policy.
- Students who wish to pay sixteen-week tuition (or twelve-week tuition in Coral Springs) in THREE INSTALLMENTS may do so by signing an installment note.

These special arrangements can be processed only by a designated accounting clerk at Nova University. In each case certain payments must be made immediately and specific procedures followed. Sufficient time must be allowed for deferred payment application. The campus accounting office*, is open between 9 A.M. and 4 P.M., Monday through Friday. Information about these plans is available in the Registrar's Office.



Change of Registration The Change of Registration Period is the first three weeks of a term. A student may drop a course during the *first two weeks* of the course by submitting a Change of Registration form, available in the Registrar's Office, or by mailing a written statement to the Registrar's Office. A course dropped in this manner will not appear on the student's record. Such a drop may be eligible for a refund by following the process described below. To withdraw from a course after the Change of Registration Period, see Withdrawal Policy, page

After a class has met once, written permission must be received from the instructor or program advisor to add a course.

Refunds Fees other than tuition are not refundable. Students who wish to receive a refund of tuition upon withdrawal from a course must complete an official change of registration form. Withdrawal (see Withdrawal Policy, page 38) in itself is not a reason for an automatic refund. In the event of a refund, the following schedule applies:

For a 75% refund: notice of drop in writing before the second week of class meetings, regardless of class attendance.

For a 50% refund: notice of drop in writing before the third week of class meetings, regardless of class attendance.

No refunds after the third week of class meetings, regardless of class attendance.

Refunds will be based on the postmark date of written notification, not on the last date of attendance.

STUDENT FINANCIAL AID AT NOVA UNIVERSITY

Nova University offers a comprehensive program of financial aid to assist students in meeting educational expenses. Financial aid is available to help cover direct educational costs such as tuition, fees and books, as well as related expenses such as food, clothing and transportation expenses.

The primary responsibility to pay for education rests with the student and his or her family. Financial aid is available to "fill the gap" between the cost of education and the amount that the family can reasonably be expected to contribute. The Financial Aid Office will determine the family's ability to pay by performing a need analysis based on the family's income and asset information.

How to Apply for Financial Aid Unless otherwise noted, the following forms must be completed in order to apply for the programs listed below:

- Nova Financial Aid Application
- College Scholarship Service Financial Aid Form (FAF)
- Financial Aid Transcripts (FATs) from all previous colleges attended
- Student's and/or Parent's 1983 Income Tax Return

Other documentation may be requested at the discretion of the Financial Aid Office. Students should complete all forms carefully and accurately. Errors or omissions will cause delays in processing.

When to Apply for Financial Aid The application deadline for priority consideration for funds is April 1, 1984. Applications are accepted all year, however, funds may not be available after April 1.

Normal processing time for a financial aid application is six to eight weeks, however, loan applications may take up to twelve weeks because of additional processing by the bank and guarantee agency. Students should apply well in advance of the date that funds will be needed.

All students must re-apply for aid annually. Applications are generally available each January for the following academic year.

GRANTS, SCHOLARSHIPS AND LOANS

Pell Grant The Pell Grant program provides federal grant aid to needy *undergraduate* students who are enrolled at least half-time (6 credits per term or module). Awards range from \$200 to \$1800 per year and no repayment is required. All undergraduates who apply for need-based assistance are required to apply for a Pell Grant as it is the base on which all other aid is awarded.

Supplemental Educational Opportunity Grant (SEOG) The SEOG program provides additional grant assistance to needy *undergraduate* students. Funds are limited and priority is given to full-time students who apply before the April 1st deadline.

Florida Student Assistance Grant (FSAG) FSAG provides grants funded by the State of Florida to needy *undergraduates*. Students must be enrolled full time, be a two-year Florida resident, and meet the April 1st priority deadline.

Florida Academic Scholars Fund The Academic Scholars program rewards outstanding high school achievement by offering scholarships of up to \$750 per year. Students must be a Florida resident and be enrolled full time. These awards are renewable provided the student maintains a 3.2 grade point average. A separate application, available from Florida high schools or the Nova Financial Aid Office, is required.

Florida Tuition Voucher Fund (FTV) Full time *undergraduate* student may receive up to \$750 per year to offset the cost of tuition and fees regardless of financial need. Students must be a two-year Florida resident to qualify. A separate application form is required.

Seminole and Miccosukee Indian Scholarships Grants of up to \$2000 per year are available to qualified members of the Seminole or Miccosukee Indian tribes. Applications are available from the Higher Education Committee of either tribe.

The Broward County Scholars Program (Day Program students) Residents of Broward County, Florida, who have attended or are attending a Broward County public or private high school and have completed application for admission to Nova College Day Programs are eligible to apply to the Scholarship Committee for a Broward County Scholars Program scholarship. Scholarship awards are given for a maximum of three academic years (or eighteen terms) and carry stipends ranging from \$500 to \$1,000 per year for full-time attendance. Scholarship awards are made strictly on merit. For further information, call the Admissions office at 475-7360.

Bogard Scholarship (Day Program students) This is an endowed scholarship fund providing scholarships from approximately one-quarter to full tuition per term and renewable for up to a total of eighteen terms. To be eligible a student must have excellent academic credentials and a demonstrated need for financial assistance. Further information is available from the Admissions Office.



The Richard P. Norman Scholarship (Day Program students) This is an endowed scholarship, renewable for up to eighteen terms. To be eligible a student must have above average academic credentials, a demonstrated need for financial assistance, and American citizenship. The amount of the award will vary up to \$1,000 per six-term academic year. For further information, contact the Admissions Office.

Athletic Scholarships (Day Program students) A limited number of half- and full-tuition athletic scholarships is available. Recipients must meet all Nova College Day Programs admission requirements and have the recommendation of the coach.

The Joseph W. Fordyce Scholarship (Career Development Program students) This is a full tuition scholarship awarded annually to a full-time adult learner from Broward Community College's Honors Program. This scholarship is funded by Nova College Career Development Programs. To be eligible a student must be an adult learner excelling academically and have earned an Honors certificate upon graduation from BCC. For further information, call the Nova College Admissions Office at 475-7360.

Broward Schools Scholarship Program Each eligible Broward County public and private high school is provided a tuition scholarship of \$500 to be awarded to a qualified student who has been accepted at Nova College and recommended by the school principal or designee. This is a renewable merit scholarship based on outstanding academic high school achievement and citizenship.

Guaranteed Student Loans (GSL) The Guaranteed Student Loan program provides low-interest, long-term educational loans through participating banks, credit unions and other financial institutions. Undergraduate students who are enrolled at least half time are eligible to apply. The interest rate for first-time borrowers whose loan period begins after September 13, 1983, is 8%. Undergraduates may borrow up to \$2500 per year. Repayment begins six months after the student ceases to be enrolled at least half time. GSL applications packets are available from the Nova Financial Aid Office.

National Direct Student Loans (NDSL) The NDSL program offers long-term, 5% interest loans to students who are enrolled at least half time. Eligibility is based on financial need. Repayment begins six months after the student ceases to be enrolled at least half time.



Parent Loans for Undergraduate Students/ Auxiliary Loans to Assist Students

(PLUS/ALAS) The PLUS/ALAS program provides non-need based loans to independent students and parents of dependent students. Annual maximum loan limits are \$3000 for parents and \$2500 for independent *undergraduates*. Repayment begins 30 to 60 days after disbursement of the loan, however, principal payments may be deferred while the student is enrolled full time. The interest rate is 12%. Application packets are available from the Nova Financial Aid Office.

BENEFITS AND EMPLOYMENT

College Workstudy (CWS) Part time jobs on campus are available for needy students through the CWS program. Generally students work 15 to 20 hours per week and are paid \$4.00 per hour. Students may also work off campus for participating non-profit agencies.

Florida College Career Work Experience

(CCWEP) Part time jobs, on or off campus, are available through this program for needy students. Students must be a two-year Florida resident and the position must be related to their academic major.

Nova Student Employment Part time employment is available in many departments on campus. Positions are open to all students regardless of financial need. Students should contact the Financial Aid Office for more information.

Veteran's Benefits The majority of Nova's programs are approved by the State Department of Education for Veteran's training. The amount of benefits payable varies with the program enrolled in and the number of credit hours taken. Eligible veterans and veterans' dependents should contact the Financial Aid Office for more information.

Other Sources of Assistance Many employers offer tuition reimbursement to their employees. In addition, a number of other scholarships and grants are available through private donors and community organizations. Students should contact their employer or the Financial Aid Office for further information.


Students who apply for a Guaranteed Student Loan or who are eligible for employer tuition reimbursement may be eligible to sign a promissory note for the cost of tuition upon approval of the University Comptroller's Office. Students receiving tuition reimbursement must present a letter from their employer certifying their eligibility.

GENERAL INFORMATION

In order to qualify and remain eligible for financial aid students must be:

- accepted for admission into a Nova College program
- eligible for continued enrollment
- a U.S. citizen, national, or permanent resident
- making satisfactory academic progress toward a stated educational objective in accordance with the University's policy on satisfactory progress for financial aid recipients
- degree-seeking

For more information and application forms, contact the Nova University Financial Aid Office, 3301 College Avenue, Parker Building, Room 225, Ft. Lauderdale, Florida 33314. Phone: (305) 475-7411. From Dade County, 940-7940, extension 7411. From Palm Beach County, 732-6600, extension 7411. In other areas of Florida, call 1-800-432-5021, extension 7411.



Academic Information

REQUIREMENTS

Skill and Competency Requirements Students are expected to demonstrate skills appropriate for college work (in reading, writing, speech and mathematics) in all courses at Nova College. Before or during the first term of enrollment, students will complete placement tests and will be advised as to appropriate course selection based on test results. The placement test must be taken before completion of more than six semester hours. Students needing further development of skills required for Nova College work will be counseled as to opportunities available for assistance. While a student is acquiring these skills, his or her enrollment is limited to courses **APPROVED BY AN ADVISOR**, generally at the 100 and 200 levels. The passing of placement tests is prerequisite to enrollment in many courses including all initial mathematics and language courses.

All students are also required to pass competency tests in college composition and mathematics. Students with high scores on placement tests may take competency tests immediately; others will take them after completing appropriate course work to acquire the competencies.

For specific placement test and competency test procedures, refer to the brochure on skill and competency requirements available at the Admissions Office.

SKILL DEVELOPMENT COURSES. Special courses designed to help students attain the skills necessary for successful college work (090-099) do not count toward graduation. Upon completion of one of these courses a student not yet achieving all required skills will receive a PR (Progress) grade and may re-enroll to continue to work toward the required competencies.

Accelerated Course Expectations To insure that students can obtain maximum benefit from the Nova course format, most Career Development courses have assignments to be completed before the first meeting. These assignments are posted and available through divisional offices during registration. The course outline is distributed at the first class meeting.

Students should anticipate spending a substantial amount of time in preparation for each session to complete the course objectives and requirements set forth in the course outline. Courses with 300 and 400 numbers are considered to be upper division college level and require in-depth preparation and performance. Students experiencing difficulty keeping up with course requirements should consider reducing their course load.

Nova programming for adult learning makes class attendance essential. If an emergency necessitates an absence, a makeup assignment should be planned in consultation with the instructor.

Books Books should be picked up *before* the first class. Career Development students usually have an assignment to be completed for the first class meeting.

Broward County: Corner Book Exchange
4134 S.W. 64th Avenue
Davie, Florida 33314
Phone: 792-7778

For Coral Springs classes, books will be sold by the Corner Book Exchange during regular office hours at Nova University at Coral Springs. At other off-campus locations, books are made available through the Nova site coordinator.



GRADES

Grade		Quality Points
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Marginal	1
F	Failure	0
W	Withdrawn Without Penalty	—
I	Incomplete	—
P	Pass	—
PR	Progress	—
NG	No Grade (not assigned by instructor)	—
NP	No Progress (090-092 courses only)	—
AU	Audit	—

Certain courses are designated Pass, Progress, and Fail only.

Grades are issued by the Registrar's office two weeks following the end of each term (two weeks after the last final exam of the term).

Quality Point Averages A student's academic standing for a specific term is the Quality Point Average (QPA). The QPA is calculated by dividing the total quality points earned by the total credits attempted at Nova College in a term.

The student's overall academic standing is the Cumulative Quality Point Average (CQPA). The CQPA is calculated by dividing the total quality points earned by the total credits attempted at Nova College.

Director's Honors List (Day Program) Each full-time student who earns a Quality Point Average of 3.50 in any one term is placed on the Director's Honors List for that term. Grades of I (Incomplete) must be made up before eligibility is determined.

Repeated Courses Students may repeat a course to improve the grade in that course, but credit toward graduation will be granted only once. Both enrollments will appear on the transcript. One enrollment will have a notation that the course has been repeated. The higher grade will be counted in the student's Quality Point Average.

Incomplete An Incomplete (I) can be awarded only in cases of actual hardship experienced by the student as judged by the instructor. Where instructor and student do agree to an I grade, both must sign the Contract for Removal of an Incomplete grade after the form is filled out completely. The student will have up to 16 weeks to complete the course. When the additional 16 weeks has passed, the I will be changed to a grade of A through F based on the course work completed by that time.

A student who is absent at the final examination without prior approval will not receive an Incomplete grade.

Withdrawal A student will be administratively withdrawn if he or she misses both the first and second class meetings. After the Change of Registration Period, a student may withdraw from a course *before the 7th week* of an 8- or 9-week course, and *before the 15th week* of a 16-week course. A Withdrawal Form must be received and date-stamped by the Registrar's Office before that headline. Such a withdrawal will appear on the transcript but not be included in the QPA. A student considering withdrawal is encouraged to meet with the instructor and/or program advisor. Progress Probation (see page 40) will be adversely affected by excessive withdrawals.

No withdrawal will be permitted after the specified withdrawal period. A student who stops attending class will receive a grade of A through F based on required coursework.

CERTIFICATES

Students who wish to apply for a certificate upon completion of a specialty must notify the appropriate academic director. They will receive their certificates when curriculum requirements have been satisfied and all financial and other obligations to the University have been met.

INDEPENDENT STUDIES AND TUTORIALS

Independent Study (courses numbered 499) provides the qualified student an opportunity to research a question of interest under faculty supervision. A *Tutorial* enables a qualified student to take a regular course from an instructor on an individual basis rather than in a classroom format. Tutorials are allowed only in exceptional circumstances. Students interested in either Independent Study or a Tutorial should see their Program Advisor to draw up a contract outlining student responsibilities. It must be signed by the student, the instructor, and the academic division director. Regular tuition rates apply to both Independent Study and Tutorial Study.

LENGTH OF PROGRAM

One of the hallmarks of Nova College is its flexible scheduling. Students, with approval, may take more than a full academic load (12 credits) during a trimester. On the other hand, students may take one course during a trimester or even none if outside responsibilities make that option advisable. It is, therefore, difficult to predict how long any student will take to fulfill his or her academic goals. Many students who are employed full time receive as much credit in a year as they would going to a traditional daytime institution. On the other hand, graduation is possible in less than four years of academic work.

INTERRUPTION OF STUDIES

A student who enrolls at Nova University has the option of graduating by meeting the program requirements of the University bulletin that was in effect when the student entered or when he/she graduates. When there is a major break in attendance (one calendar year from end of last term enrolled) the student will then meet the requirements of the bulletin in effect when he/she returns or graduates, or as agreed upon by the academic program director and the student.

SATISFACTORY ACADEMIC PROGRESS

To remain in good academic standing, undergraduate students must maintain an average of C or higher on all credits attempted (quality point average of 2.0 on a 4.0 scale), and complete at least 50% of attempted credits each trimester. In addition to the minimum quality point average (2.0) for a baccalaureate degree at Nova College, students must conform to the degree requirements of their declared major.

Although satisfactory academic progress is achieved by maintaining a 2.0 CQPA, a 2.25 CQPA in the major is required for graduation.

PROBATION AND SUSPENSION

STUDENT RESPONSIBILITY. Students are responsible for the policies set forth in this bulletin. Probation and suspension are effective as soon as grades are submitted by the instructors. Students who fall under either category as a result of these grades may be asked to withdraw from courses already begun in a succeeding term of registration.

ACADEMIC PROBATION. Students failing to earn a 2.0 average or higher after their first 12 credits of work attempted at Nova College or to maintain at least a 2.0 thereafter with at least a 2.25 average in the major will be placed on probation by the Academic Progress Committee. Academic probation is removed when the student earns a cumulative quality point average of 2.0 or higher, with at least a 2.25 in the major, at Nova College.

After being placed on probation, any student receiving financial aid must remove the probation during the next trimester enrolled in order to be eligible for further financial aid.

PROGRESS PROBATION. Students failing to complete at least 50% of their attempted credits each trimester will be placed on probation by the Academic Progress Committee. Progress probation is removed when the student completes at least 50% of attempted credits in a subsequent trimester. Students attempting less than 12 credits in a trimester will be evaluated on their last 12 credits attempted.

Students are encouraged to seek counseling when their academic progress places them in danger of probation so that a cooperative plan may be devised to assist them to improve.

After being placed on probation, any student receiving financial aid must remove the probation during the next trimester enrolled to be eligible for further financial aid.

SUSPENSION. To avoid suspension, a student on probation must maintain a quality point average of 2.0 or higher for each trimester of subsequent enrollment and must complete at least 50% of all courses attempted for each trimester of subsequent enrollment until probation is lifted. Otherwise the student will be placed on suspension for one trimester by the Academic Progress Committee.

Following this suspension, the student must receive permission from the academic director to be readmitted. Failure of students to maintain a 2.0 quality point average or complete 50% of their attempted credits in each of the two terms subsequent to being readmitted will result in final suspension.

APPEAL. Any student placed on suspension may file a petition for review by the Academic Progress Committee.

A student placed on final suspension may, after a two-term absence, request a hearing before the Academic Progress Committee to show cause for readmission.

NOVA UNIVERSITY STATEMENT OF ACADEMIC RIGHTS AND RESPONSIBILITIES

Nova University, as a community of women and men, is committed to furthering scholarship, academic pursuits, and service to our society. As an institution, our purpose is to assure every student an equal opportunity to fulfill her or his potential as a student at the highest standard of excellence.

Certain rights and obligations flow from membership in the academic community:

1. the rights of personal and intellectual freedom which are fundamental to the idea of a university
2. a scrupulous respect for the equal rights of others
3. dedication to the scholarly and educational purposes of the university and participation in promoting and assuring the academic quality and credibility of the institution.

The University expects its students to manifest a commitment to academic integrity, and to that end a definition of original work is presented for each student's information, instruction, and acceptance.

Original Work at Nova University Assignments such as course preparations, exams, tests, projects, term papers, practicums, MARPS, etc., must be the original work of the student. Original work may include the thoughts and words of another, but if this is the case, those ideas or words must be indicated by quotation marks or other accepted reference devices.

Work is not original which has been submitted previously by the author or by anyone else for academic credit. Work is not original which has been copied or partially copied from any other source including another student.



unless such copying is acknowledged by the person submitting the work for the credit at the time the work is being submitted or unless copying, sharing, or joint authorship is an expressed part of the assignment. Exams and tests are original work when no unauthorized aid is given, received, or used prior to or during the course of the examination.

Referencing the Works of Another All academic work submitted to Nova University for credit or as partial fulfillment of course requirements must adhere to the accepted rules of documentation. Standards of scholarship require that proper acknowledgement be given by the writer when the thoughts and words of another are used. It is recommended that students acquire a style manual appropriate to their program of study and become familiar with accepted scholarly and editorial practice.

Grievance When questions about procedures, decisions, or judgements occur, counseling is available for discussion and resolution of differences. Students may also have recourse to more formal avenues of appeal and redress. Students are urged to review the printed document, "Procedures on Student Rights and Grievances," which is available at all College offices.

REQUIREMENTS FOR GRADUATION

All degree-seeking students must complete the minimum credits as designated for the chosen major plus the following requirements.

1. Admission as a degree-seeking candidate in one of the majors
2. Passing Nova College competency requirements in English and mathematics
3. Completion of general distribution, core, specialty, and elective requirements as specified by the major program
4. Completion of Major requirements as specified
5. Attainment of a 2.00 Cumulative Quality Point Average
6. Attainment of a 2.25 Quality Point Average in the major area
7. Completion of at least 30 credits at Nova College (not including CLEP, Proficiency Examination, or Experiential Learning credits)
8. Completion of at least 50% of the credits in the major area and specialty at Nova College (not including CLEP, Proficiency Examination, or Experiential Learning)
9. Submission of a graduation form and payment of the graduation fee prior to completing registration for the last term
10. Fulfillment of all obligations to the library, Nova College, and the Comptroller's Office



Graduation With Honors A graduating student with a Cumulative Quality Point Average of 3.80 or higher who has completed at least 54 credits at Nova College is eligible to receive the degree "with distinction."

Degree candidates must complete all of the requirements as specified above.

Commencement A ceremony is held once a year (usually in July) for all Nova University students who have completed graduation requirements in that academic year. In order to participate, students must file a graduation application. There is an additional fee for rental of the cap and gown.



Programs of Study

GENERAL DISTRIBUTION

Career Development Studies

Recognizing that many adult students have already completed college work through prior learning experiences, Nova College allows considerable latitude in general studies credit while maintaining very specific requirements in selected skill areas. Many of the College expectations in general studies are satisfied by adult students through prior college work, testing and portfolio development. Each student, upon admission, is afforded a Review and Evaluation of Career and Lifelong Learning (RECALL, see page 22) to determine what requirements remain to be met through additional work.

GENERAL DISTRIBUTION COURSES

(Requirements vary slightly by major)

45 credits

College Composition I (competency requirement)	3
College Composition II	3
Public Speaking (not required in all majors)	3
*Math (competency requirement)	3
*Computer Literacy	3
*Humanities	6
*Psychology	3
*Natural Science	6
*Other Liberal Arts Electives and Requirements	15

*Different specific courses within these categories are required for prerequisite purposes by each major. Contact the Student Affairs Office for specific requirements.

Day Core Studies

Nova College offers students who have had little or no exposure to higher education a core of integrated experiences in behavior, natural and social science, communications, business, humanities and mathematics. This Common Core Curriculum enables students to develop fundamental analytical and expressive skills and to explore the connections between the world around them, their cultural heritage, and their own experience. Human diversity, social complexity, natural forces and technological implications are examined through an educative process devoted to reading, inquiry, formulation of ideas and experiential learning.

*CORE COURSES

(Core requirements vary slightly by major)

45-63 credits

- COR 101 Critical Reading and Writing I
 - COR 102 Critical Reading and Writing II
 - COR 103 Roots of Western Society
 - COR 104 The American Experience
 - COR 105 Humanities I
 - COR 202 Humanities II
 - COR 201 Mass Media
 - COR 111 Principles of Behavior
 - COR 112 Human Origins and Diversity
 - COR 113 Latin American and Caribbean Studies
 - COR 121 Principles of Macroeconomics
 - COR 131 Concepts in Physical Science
 - COR 132 Concepts in Life Science
 - COR 133 Mathematical Way of Thinking
 - COR 134 Computer Literacy
 - MAT 202 Statistics and Probability
- Electives and Major Prerequisite Requirements

*Specific core requirements are determined by the academic program office.



BEHAVIORAL AND SOCIAL SCIENCES

The bachelor of science degree is offered through the Behavioral and Social Sciences Division with the following major concentrations:

Community Psychology

General Psychology

Organizational Psychology

Psychology is the study of individual behavior. The psychology majors emphasize scientific research and applications to significant areas of human activity.

The **Community Psychology** major provides career preparation and enhancement in counseling and treatment services for families, the mentally retarded, mentally ill, elderly, and substance abusers. This, or the **General Psychology** major, is appropriate for those planning to go on for a M.S. in Counseling Psychology. It can also be selected in preparation for the Psy.D. in Clinical Psychology.

The **General Psychology** major provides academic training and preparation for graduate study. It meets usual prerequisites for Psy.D. and Ph.D. programs in Psychology. It may be combined with the law school preparatory courses or with courses leading to certification in Secondary Education.

The **Organizational Psychology** major combines a firm foundation in psychology and applications relevant to organizations. It provides a solid behavioral science basis for personnel and human resource management.

The Behavioral and Social Sciences division also supervises the **Criminal Justice Specialty** and the **Latin American and Caribbean Studies Specialty** as well as the **Law School Preparation** program for undergraduate students.

Community Psychology

MAJOR REQUIREMENTS

PSY 311	Interpersonal Communication	3
PSY 238	Child and Adolescent Development <u>or</u>	3
PSY 239	Adulthood and Aging	
PSY 301	Statistics for Behavioral Sciences	3
	(Day Core Requirement)	
PSY 302	Psychological Research Methods	4
PSY 345	Interviewing <u>or</u>	3
PSY 406	Psychological Tests & Measurements (Career only)	
PSY 321	Personality	3
PSY 326	Abnormal Psychology <u>or</u>	3
PSY 316	Issues in Social Psychology	
PSY 330	Behavior Modification <u>or</u>	3
PSY 213	Family Relationship Skills	
PSY 350	Community Psychology	3
PSY 451	Learning and Memory	4
PSY 481	Practicum in Community Psychology (Day only)	4
SOC 202	Introduction to Sociology	3
	(Career General Distribution Requirement)	
SOC 231	Contemporary Lifestyles <u>or</u>	3
SOC 240	Afro-American Studies (Career General Distribution Requirement)	

SUMMARY OF REQUIREMENTS for the Bachelor of Science Degree with a Community Psychology major for Career Development Students:

General Distribution Requirements	45
Community Psychology Major Requirements	32
Free Electives	43
TOTAL DEGREE REQUIREMENTS	120 sem. hrs.

SUMMARY OF REQUIREMENTS for the Bachelor of Science Degree with a Community Psychology major for Day Program Students:

Core Requirements	63
Community Psychology Major Requirements	36
Free Electives	21
TOTAL DEGREE REQUIREMENTS	120 sem. hrs.

General Psychology

MAJOR REQUIREMENTS

PSY 238	Child and Adolescent Development	3
PSY 301	Statistics for Behavioral Sciences	3
	(Day Core Requirement)	
PSY 302	Psychological Research Methods	4
PSY 321	Personality	3
PSY 326	Abnormal Psychology <u>or</u>	3
PSY 316	Issues in Social Psychology	
PSY 371	History and Theories of Psychology	3
PSY 406	Psychological Tests and Measurements	4
PSY 451	Learning and Memory	4
PSY 460	Biological Bases of Behavior	3
PSY 499	Independent Study	3

SUMMARY OF REQUIREMENTS for the Bachelor of Science Degree with a General Psychology major for Career Development Students:

General Distribution Requirements	45
General Psychology Requirements	33
Free Electives	42
TOTAL DEGREE REQUIREMENTS	120 sem. hrs.

SUMMARY OF REQUIREMENTS for the Bachelor of Science Degree with a General Psychology major for Day Program Students:

Core Requirements	63
General Psychology Major Requirements	30
Free Electives	27
TOTAL DEGREE REQUIREMENTS	120 sem. hrs.

Organizational Psychology

MAJOR REQUIREMENTS

MGT 205	Principles of Management (Day Core Requirement) . . .	3
MGT 315	Personnel Administration	3
MGT 317	Organization Behavior <u>or</u>	3
MGT 251	Supervisory Skills (Day Core Requirement)	
PSY 311	Interpersonal Communication	3
PSY 301	Statistics for Behavioral Sciences (Day Core Requirement)	3
PSY 302	Psychological Research Methods	4
PSY 316	Issues in Social Psychology	3
PSY 321	Personality	3
PSY 330	Behavior Modification <u>or</u>	3
PSY 345	Interviewing	
PSY 406	Psychological Tests and Measurements	4
PSY 451	Learning and Memory	4
PSY 482	Practicum in Organizational Psychology (Day only) . . .	3

SUMMARY OF REQUIREMENTS for the Bachelor of Science Degree with a General Psychology major for Career Development Students:

General Distribution Requirements	45
Organizational Psychology Major Requirements	36
Free Electives	39
TOTAL DEGREE REQUIREMENTS	120 sem. hrs.

SUMMARY OF REQUIREMENTS for the Bachelor of Science Degree with an Organizational Psychology major for Day Program Students:

Core Requirements	63
Organizational Psychology Major Requirements	30
Free Electives	27
TOTAL DEGREE REQUIREMENTS	120 sem. hrs.

Criminal Justice Specialty

This program provides a broad social science base for those with careers or interest in the criminal justice system. Coursework does not duplicate an Associate degree which the typical student enrolling in this specialty will have earned. This specialty program will earn a certificate and be noted on the student's transcript. However, since it is not a major, the student seeking a B.S. degree must complete this specialty in conjunction with the Community Psychology, Organizational Psychology, or Administrative Studies major. The required courses in the specialty, which are listed below, may also meet general education or major requirements so that as few as 12 credits in electives may be needed to complete the specialty.

CRJ 471	Professional Issues in Criminal Justice
CRJ/SOC 430	Juvenile Crime and Justice
HUM 201	Man His Society <u>or</u>
HUM 321	Ethical and Moral Judgments
LAW 201	Law in Action: Introduction to Legal Reasoning
MGT 317	Organization Behavior
MGT 260	Public Policy and Its Administration
PSY 311	Interpersonal Communication <u>or</u>
PSY 345	Interviewing
PSY 316	Social Psychology <u>or</u>
PSY 326	Abnormal Psychology <u>or</u>
PSY 350	Community Psychology <u>or</u>
SOC 222	The Modern City <u>or</u>
SOC 231	Contemporary Lifestyles <u>or</u>
SOC 240	Afro-American Studies

Latin American And Caribbean Studies Specialty

This program provides a broad cultural base for students who plan careers involving Latin American and Caribbean peoples in business, government, psychological services, or education. The certificate program is not a major but must be completed in conjunction with one of the Nova College majors. The requirements for this certificate program are as follows:

The student will complete 24 credits of courses with a Latin American and Caribbean emphasis. Appropriate courses taken within the major may satisfy part of these requirements. Spanish language courses at the 200 level or above also may satisfy part of this requirement.

The student will take at least 9 of the 24 required credits outside his or her major.

The student will have to demonstrate a reading and speaking knowledge of Spanish. This requirement may be satisfied either through coursework or by examination.

Courses presently offered as part of the Nova College curriculum which are automatically applicable toward the Certificate in Latin American and Caribbean Studies are:

COR 113 Latin American Caribbean Studies
LAN 121 Elementary Spanish I
LAN 122 Elementary Spanish II
LAN 221 Intermediate Spanish I
LAN 222 Intermediate Spanish II
HUM 323 Contemporary Latin American Fiction
SOC 240 Afro-American Studies
SOC 250 Native Cultures of the Americas
SOC 485 Field Study

In addition to the above mentioned courses, a large number of existing courses may be approved by the Program Coordinator as applicable toward the Certificate in Latin American and Caribbean Studies.

Law School Preparation

Nova College provides the opportunity for students to become eligible for law school and a law career. There is no undergraduate program of studies, however, which will guarantee law school admission. To be considered for admission to most law schools, including the Nova University Center for the Study of Law, a student must have a high undergraduate grade point average, qualifying LSAT score, and well developed skills in written and verbal communication. In Florida and other states, a baccalaureate degree is required prior to admission. Any Nova College undergraduate degree will meet this requirement.

Nova University provides students opportunities in law studies through its law school faculty and selected activities at the Nova Law Center. These experiences, as well as courses designed to develop analytic skills and an understanding of economics and the social context within which legal issues arise, will provide a good background for students considering further study in law.

The *Pre-Law Handbook*, prepared by the Law School Admissions Council and the Association of American Law Schools, contains material on the law and lawyers, prelaw preparation, applying to law schools, the study of law, and information on most American law schools. It may be obtained at college bookstores or ordered from Law School Admission Services, Box 2000, Newton, Pennsylvania 18940.



BUSINESS AND ADMINISTRATIVE STUDIES

The bachelor of science degree is offered through the Business and Administrative Studies Division with the following major concentrations:

Accounting

Administrative Studies

Business Administration

The **Accounting** major is offered for those students who wish to pursue a career in accounting. The major will also serve as the foundation for those preparing for the CPA examinations. The State Board of Accountancy in Florida requires an additional 30 credits beyond the bachelor's degree to qualify for the examination. Nova University offers a master's degree designed to satisfy the additional CPA requirements.

The **Administrative Studies** major is offered for those students who are already practitioners or are potential practitioners and need a general degree or certificate to prepare for a wide range of career opportunities.

The **Business Administration** major and related specialties are offered for those students who are already practitioners in the field and need a specialized bachelor's degree and/or certificate for advancement or possible career shift in business administration. Students who intend to enter the business field or plan to attend graduate school and wish a strong academic base for study in business, computer science, law, and other related fields are also candidates for this degree.

The Business and Administrative Studies division offers specialties in **Banking and Finance, Computer Science, Human Resource Management, International Business, and Marketing.**

Accounting

MAJOR REQUIREMENTS

ACT 205	Principles of Accounting I	3
ACT 207	Principles of Accounting II	3
ACT 211	Cost Accounting	3
ACT 305	Intermediate Accounting I	3
ACT 306	Intermediate Accounting II	3
ACT 311	Federal Taxation I	3
ACT 312	Federal Taxation II	3
ACT 401	Advanced Accounting	3
ACT 421	Auditing	3
BUS 101	Introduction to Business	3
BUS 209	Finite Math (Day Core Requirement)	3
BUS 215	Business Law I	3
BUS 216	Business Law II	3
BUS 309	Statistics for Business (Day Core Requirement)	3
BUS 409	Quantitative Methods	3
BUS 488	Business Strategy and Policy	3
CS 112	Introduction to Data Processing	3
ECO 202	Principles of Microeconomics (Career General Distribution Requirement)	3
FIN 301	Corporation Finance	3
MGT 205	Principles of Management	3
MKT 101	Introduction to Marketing	3

SUMMARY OF REQUIREMENTS for the Bachelor of Science Degree with an Accounting major for Career Developments Students:

General Distribution Requirements	45
Accounting Major Requirements	60
Free Electives	15
TOTAL DEGREE REQUIREMENTS	120 sem. hrs.

SUMMARY OF REQUIREMENTS for the Bachelor of Science Degree with an Accounting major for Day Program Students:

Core Requirements	63
Accounting Major Requirements	57
TOTAL DEGREE REQUIREMENTS	120 sem. hrs.

Business Administration

MAJOR REQUIREMENTS

ACT 205 Principles of Accounting I	3
ACT 207 Principles of Accounting II	3
BUS 101 Introduction to Business	3
BUS 209 Finite Math (Day Core Requirement)	3
BUS 215 Business Law I	3
BUS 216 Business Law II	3
BUS 309 Statistics for Business (Day Core Requirement)	3
BUS 409 Quantitative Methods	3
BUS 461 Research Methods	3
BUS 488 Business Strategy and Policy	3
ECO 202 Principles of Microeconomics (Career General Distribution Requirement)	3
FIN 301 Corporation Finance	3
MGT 205 Principles of Management	3
MGT 315 Personnel Administration	3
MGT 317 Organization Behavior	3
MKT 101 Introduction to Marketing	3

BUSINESS ADMINISTRATION: Specialty Requirements

All Business Administration majors in the Career Development Program must complete one of the Business and Administrative Studies specialties listed on pages 000.

SUMMARY OF REQUIREMENTS for the Bachelor of Science Degree with a Business Administration major for Career Development Students:

General Distribution Requirements	45
Business Administration Major Requirements	45
Specialty Requirements	15
Free Electives	15
TOTAL DEGREE REQUIREMENTS	120 sem. hrs.

SUMMARY OF REQUIREMENTS for the Bachelor of Science Degree with a Business Administration major for Day Program Students:

Core Requirements	63
Business Administration Major Requirements	42
Free Electives	15
TOTAL DEGREE REQUIREMENTS	120 sem. hrs.

Administrative Studies

MAJOR REQUIREMENTS

ACT 205 Principles of Accounting I	3
BUS 101 Introduction to Business	3
BUS 215 Business Law I	3
BUS 309 Statistics for Business (Day Core Requirement)	3
BUS 488 Business Strategy and Policy	3
ECO 202 Principles of Microeconomics (Career General Distribution Requirement)	3
FIN 301 Corporation Finance	3
MGT 205 Principles of Management	3
MGT 315 Personnel Administration	3
MGT 317 Organization Behavior	3
MKT 101 Introduction to Marketing	3

SUMMARY OF REQUIREMENTS for the Bachelor of Science Degree with an Administrative Studies major for Career Development Students:

General Distribution Requirements	45
Administrative Studies Major Requirements	30
Free Electives	45
TOTAL DEGREE REQUIREMENTS	120 sem. hrs.

SUMMARY OF REQUIREMENTS for the Bachelor of Science Degree with an Administrative Studies major for Day Program Students:

Core Requirements	63
Administrative Studies Major Requirements	30
Free Electives	27
TOTAL DEGREE REQUIREMENTS	120 sem. hrs.

Business and Administrative Studies Specialties

BANKING AND FINANCE SPECIALTY

(Prerequisite FIN 301)

- ECO 321 Monetary Theory and Policy
- ECO 421 Business Cycles and Forecasting
- FIN 311 Financial Management
- FIN 315 Banking and Financial Institutions
- FIN 411 Principles of Investment

COMPUTER SCIENCE SPECIALTY

(With consent of academic office)

- CS 170 Computer Programming I
- CS 200 Computer Programming II
- CS 220 Business Oriented Language (COBOL)
- CS 315 Advanced COBOL
- CS 365 Methods of Systems Analysis

HUMAN RESOURCE MANAGEMENT SPECIALTY

(Prerequisites MGT 205, MGT 317)

- BUS 305 Organization Theory
- MGT 425 Human Resource Management
- MGT 445 Labor Relations
- MGT 491-498 Advanced Special Topics
- PSY 311 Interpersonal Communication

INTERNATIONAL BUSINESS SPECIALTY

- BUS 255 Introduction to International Business
- ECO 355 International Economics
- FIN 455 International Finance
- MGT 355 International Management
- MKT 255 International Marketing

MARKETING SPECIALTY

(Prerequisite: MKT 101)

- MKT 301 Channels of Distribution
- MKT 321 Advertising and Sales Promotion
- MKT 431 Consumer Behavior
- MKT 471 Marketing Strategy
- MGT 491-498 Advanced Special Topics

SPECIALTY OPTION

In lieu of a specialty, students may take any 15 credits at the 300 and 400 levels of the following categories: ACT, BUS, ECO, FIN, MGT, MKT.

CLUSTER STUDIES

The bachelor of science degree is offered through the Cluster Studies Division with the following major concentrations:

Health Care Services

Professional Management

The **Health Care Services** degree (HCS) is designed for registered nurses and other health care professionals who have a two-year degree. The program will enable those students to draw from their specialized backgrounds and to develop professionally and personally.

The entrance requirement is at least 45 semester credits of previous college-level work. These credits may be transferred from a regionally accredited institution or attained through documented, approved prior experiential learning. All nurses who have passed the licensing examination for registered nurse (R.N.) will receive a minimum of 45 credit hours of prior experiential learning credit. Therapist and technician training will be assessed on an individual basis. Associate degree holders from accredited colleges will receive 60 semester hours of transfer credit.

When possible, the classes will be offered at hospitals. Each curriculum module will take 16 weeks to complete, meeting one evening per week and every fourth Saturday. A module is worth 9 semester hours of credit. Students take one module per trimester, three per year. Each student is required to have a total of 60 lower-level hours plus 7 nonduplicative modules (a total of 123 semester credits) to graduate with a bachelor of science degree. The course work for the Bachelor of Science in Health Care Services can be completed in approximately 27 months.

The **Professional Management** degree is designed for people working in a technical or professional field who are advancing into supervisory and management positions. Holders of the community college associate degree or equivalent college credit who have had to meet additional general requirements when seeking a higher degree are now able to transfer 60 semester hours credit toward the Bachelor of Science degree in Professional Management (BPM). * Sixty-six semester hours of credit in management, behavioral science, and humanities will be required. Courses are scheduled to meet the needs of the working student.

The accelerated, career-based, 66-credit-hour curriculum is offered in the cluster format with five or six courses (fifteen to eighteen hours) of credit completed approximately every six months. The course work for the Bachelor of Science in Professional Management can be completed in approximately twenty-seven months. Classes meet one evening per week and every third Saturday.

*Individuals with a minimum of 45 semester hours are also eligible for this degree program, but additional credit is required for graduation.

Health Care Services

MAJOR REQUIREMENTS

Communication Skills	9
LAN 311 Writing for the Professions	
LAN 312 Public Communication for the Professions	
HUM 320 Principles of Efficient Thinking	
Socio/Cultural Issues in Health Care	9
HCS 301 Ethical Issues in Health Care	
HCS 302 Community Services Systems	
HCS 303 Sociological Issues in Health Care	
Analytic Skills	9
MAT 101 General Mathematics	
MAT 102 Introductory Algebra	
CS 114 Computer Applications for Health Care Administrators	
Human Resource Management	9
MGT 205 Principles of Management	
MGT 317 Organization Behavior	
MGT 425 Human Resource Management	
Health Care Administration	9
HCS 401 Health Care Organization and Administration	
HCS 402 Legal Aspects of Health Care Administration	
HCS 403 Financial and Accounting Management in Health Care	
Humanities	9
HIS 310 History of Political Thought	
HUM 202 Man as an Individual	
HUM 381 Art and Society	

ELECTIVES: (choose one nine-credit module)

Information Management	9
Management Information Systems	
Budgeting in Community Services	
Principles of Purchasing, Materials Management and Inventory Control	
Training in Health Care	9
Curriculum Design and Instructional Materials	
Educational Psychology	
Teaching Principles and Practices	
Other elective modules are available.	

SUMMARY OF REQUIREMENTS for the Bachelor of Science in Health Care Services degree for Career Development Students:

Liberal Arts Electives	15
General Distribution Electives	45
Health Care Services Major Requirements	54
Elective Module	9
TOTAL DEGREE REQUIREMENTS	123 sem. hrs.

Professional Management

MAJOR REQUIREMENTS

Introductory Skills	
LAN 311 Writing for the Professions	3
LAN 312 Public Communications for the Professions	3
MAT 102 Introductory Algebra	3
Management of Organizations	
BUS 488 Business Strategy and Policy	3
MGT 205 Principles of Management	3
MGT 317 Organization Behavior	3
MGT 415 Legal Environment of Management	3
MGT 425 Human Resource Management	3
Behavioral and Social Science	
BUS 325 Business, Government and Society	3
ECO 315 Macroeconomics For Managers	3
PSY 311 Interpersonal Communication	3
PSY 316 Issues in Social Psychology	3

Functional Management

ACT 205 Principles of Accounting I	3
FIN 301 Corporation Finance	3
MGT 301 Statistics for Professional Management	3
MGT 366 Management Information Systems	3
MKT 391 Principles of Marketing	3

Humanities

HUM 202 Man as an Individual	3
HUM 210 Freedom and Totalitarianism	3
HUM 381 Art and Society	3
Applied Project	
BUS 461 Research Methods	3
BUS 462 Management Applied Project	3

SUMMARY OF REQUIREMENTS for the Bachelor of Science in Professional Management degree for Career Development students:

Liberal Arts Electives	15
General Distribution Electives	45
Professional Management Major Requirements	66
TOTAL DEGREE REQUIREMENTS	126 sem. hrs.

COMPUTER SCIENCE AND ENGINEERING

The bachelor of science degree is offered in cooperation with the Center for Science and Engineering with the following major concentrations:

Computer Engineering	Computer Science
Computer Information Systems	Computer Systems

Electrical Engineering

Computer Engineering deals primarily with the development of computer hardware technology. Computer engineers are educated in the design and fabrication of hardware components of computer systems and in the development of circuit logic to carry out the basic logic of the components. This program is designed to prepare students in both computer science and in electrical engineering through an interdisciplinary program. This program requires 120 credits in contrast to the electrical engineering program which requires 138 semester credits for graduation.

The goal of the **Computer Information Systems** course of study is to prepare the business applications programmer/analyst who is well-schooled in the technical aspects of computer systems, is knowledgeable of the applications area to which they are applied, and has sufficient background to be able to grow professionally in a rapidly changing field. CIS programs are career-oriented, with the expectation that these programmer/analysts will have a sufficiently rigorous background that they can, with additional experience, advance along several career paths leading to positions in systems analysis, systems design, programming and systems project leadership, and systems management. This program follows the guidelines stated in the Data Processing Management Association Model Curriculum for Undergraduate Computer Information Systems Education.

The **Computer Science** major is designed for those who wish to prepare for a career in the technical aspect of computers. Courses in hardware function, design, and application are coupled with programming and language courses to give the student a sound basis in computer science. This program will provide a substantial base for the graduate to work in a number of computer career fields and to pursue graduate work in computer science.

The **Computer Systems** major is designed for those students who wish to combine their knowledge of business with an applications approach to computer science. In addition to learning computer function, language, and programming, students will pursue classes which focus on the use of computers in the business environment. Students selecting the business option may focus their study in the areas of Management or Accounting or they may select a General Business program which gives a broad range of

business experiences and includes courses in such areas as organization theory, marketing, finance, management, business policy, legal environment, and interpersonal relations.

The **Electrical Engineering** major is a professional engineering degree with a clearly identified curriculum. The electrical engineer will be hired for such career opportunities as research, conceptual design, system synthesis and development, product innovation, and operations management. The engineer is described by A.B.E.T. as a conceptualizer, an innovator, planner/predictor, designer, developer, systematizer, judge, decision maker, producer of standard, formulator of techniques and methods, synthesizer.

Although the electrical engineer may perform many different functions when hired by different companies, there still exists a generalized concept of the basic training needed for the electrical engineer. This program contains a high level of mathematical computation which is evident both in the level of the mathematics courses required for the major and the use of the mathematics in the engineering and electronics courses. This program is generally a 4.5 to 5 year program on a full-time basis. At Nova this program will require 138 credits for graduation compared to 120 credits for other bachelor degrees.



Computer Engineering

MAJOR REQUIREMENTS

CS 160	Fundamentals of Logic Design	3
CS 210	Fortran	3
CS 240	Digital Design	3
CS 330	Structured Programming (Pascal)	3
CS 335	Assemblers and Assembly Language	3
CS 340	Data Structures	3
CS 350	Computer Circuit Design	3
CS 405	Computer Architecture	3
CS 410	Systems Design and Analysis	3
EE 210	Networks I	3
EE 255	Electricity Laboratory	1
EE 310	Networks II	3
EE 330	Electronics I	3
EE 335	Electronics Lab I	1
EE 340	Electronics II	3
EE 345	Electronics Lab II	1
EE 460	Micro-processor Applications	3
EE 470	Electrical Engineering Design	3
EE 400	Any 400 level EE course	3
MAT 305	Calculus III	3
MAT 310	Differential Equations	3
MAT 360*	Matrices and Statistics	3*
MAT 420*	Linear Algebra	3*
MAT 440	Numerical Analysis	3
MAT 450*	Probability and Statistics	3*
PHY 140	Physics I	3
PHY 150	Physics II	3
PHY 160	Physics III	3
PHY 212	Science of Matter	3

*choose one of the three * courses

SUMMARY OF REQUIREMENTS for the Bachelor of Science Degree with a Computer Engineering major.

Core or General Distribution Requirements	45
(includes 12 hours in computer science and math)	
Computer Engineering Major Requirements	75
TOTAL DEGREE REQUIREMENTS	120 sem. hrs.

Computer Information Systems

MAJOR REQUIREMENTS

CS 112	Introduction to Data Processing	3
CS 150	Introduction to Computer Organization	3
CS 170	Computer Programming I	3
CS 200	Computer Programming II	3
CS 220	Business Oriented Language (COBOL)	3
CS 315	Advanced COBOL	3
CS 330	Structured Programming (Pascal)	3
CS 340	Data Structures	3
CS 345	Distributed Data Processing	3
CS 365	Methods of Systems Analysis	3
CS 401	Organization of the Computer Environment	3
CS 450	Data Base Management Systems Design	3
CS 470	Information Systems Analysis and Design	3
CS 475	EDP Audit and Control	3
CS 490	Directed Project in Computer Science	3
CS/EE		3
CS/EE		3
MAT 315	Introduction to Statistics	3

SUMMARY OF REQUIREMENTS for the Bachelor of Science Degree with a Computer Information Systems major.

Core or General Distribution Requirements	57
(includes 12 hours in appropriate business courses)	
Computer Information Systems Major Requirements	54
Free Electives	9
TOTAL DEGREE REQUIREMENTS	120 sem. hrs.

Computer Science

MAJOR REQUIREMENTS

CS 160	Fundamentals of Logic Design	3
CS 210	Fortran	3
CS 220	Business Oriented Language (COBOL)	3
CS 240	Digital Design	3
CS 320	Organization of Programming Languages	3
CS 330	Structured Programming (Pascal)	3
CS 335	Assemblers and Assembly Language Programming	3
CS 340	Data Structures	3
CS 350	Computer Circuit Design	3
CS 370	Software Design	3
CS 405	Computer Architecture	3
CS 410	Systems Design and Analysis	3
CS 460	Systems Programming	3
CS 420	Operating System Concept	3
CS 450	Data Base Management System Design	3
CS 480	Introduction to Compilers and Interpreters	3
EE 210	Networks I	3
EE 330	Electronics I	3
MAT 220	Calculus II	3
MAT 440	Numerical Analysis	3
MAT 360	Matrices and Statistics	3
MAT 420	Linear Algebra	3
MAT 450	Probability and Statistics	3
PHY 140	Physics I	3
PHY 150	Physics II	3
PHY 160	Physics III	3
PHY 212	Science of Matter	3

*choose one of the three *courses

**choose two of three **courses

SUMMARY OF REQUIREMENTS for the Bachelor of Science Degree with a Computer Science major.

Core or General Distribution Requirements	48
(includes 12 hours in math and computer science)	
Computer Science Major Requirements	72
TOTAL DEGREE REQUIREMENTS	120 sem. hrs.

Computer Systems

MAJOR REQUIREMENTS

CS 150	Introduction to Computer Organization	3
CS 210	Fortran	3
CS 220	Business Oriented Language (COBOL)	3
CS 320	Organization of Programming Languages	3
CS 330	Structured Programming (Pascal)	3
CS 335	Assembler and Assembly Language Programming	3
CS 340	Data Structures	3
CS 370	Software Design	3
CS 450	Data Base Management Systems Design	3
CS 460	Systems Programming	3
CS 420	Operating Systems Concepts	3
CS 470	Information Systems Analysis and Design	3
CS 480	Introduction to Compilers and Interpreters	3
MAT 150	Precalculus	3
MAT 210	Calculus I	3

*Choose one of three *courses

Thirty additional credits must be taken in another discipline such as Business, Psychology, Social Work, Journalism, Health Care, or Science.

SUMMARY OF REQUIREMENTS for the Bachelor of Science Degree with a Computer Systems major.

Core General Distribution Requirements	51
(includes 12 hours in computer science and math)	
Computer Systems Major Requirements	39
Additional Major Requirements	30
TOTAL DEGREE REQUIREMENTS	120 sem. hrs.

Electrical Engineering

(Not offered in the Day Program)

MAJOR REQUIREMENTS

CS 160	Fundamentals of Logic Design	3
CS 240	Digital Design	3
CS 330	Structured Programming (PASCAL)	3
CS 335	Assemblers and Assembly Language Programming	3
CS 350	Computer Circuit Design	3
CS 405	Computer Architecture	3
CS 410	System Design and Analysis	3
EE 210	Networks I	3
EE 255	Electricity Laboratory	1
EE 310	Networks II	3
EE 330	Electronics I	3
EE 335	Electronics Lab I	1
EE 340	Electronics II	3
EE 345	Electronics Lab II	1
EE 400	Electronics III	3
EE 405	Networks III	3
EE 410	Electromagnetic Theory	3
EE 420	Field Transmission Lines	3
EE 430	Fundamentals of Communication Systems	3
EE 440	Energy Systems	3
EE 450	Control Systems	3
EE 460	Microprocessor Applications	3
EE 470	Electrical Engineering Design	3
ES 220	Engineering Drawing	3
ES 310	Engineering Applications of Materials	3
MAT 305	Calculus III	3
MAT 310	Differential Equations	3
MAT 360	Matrices and Statistics	3
MAT 420	Linear Algebra	3
MAT 440	Numerical Analysis	3
MAT 450	Probability and Statistics	3
PHY 160	Physics III	3

*Choose one *course

SUMMARY OF REQUIREMENTS for the Bachelor of Science Degree in Electrical Engineering:

General Distribution Requirements (including 21 hrs in computer science, math and science)	45
Electrical Engineering Major Requirements	84
Free Electives	9
TOTAL DEGREE REQUIREMENTS	138 sem. hrs.

Computer Education Specialty Students pursuing careers in education or training may select the computer education specialty to help them become effective users of the microcomputer in learning. Following an introduction to the use of the microcomputer students will learn to apply various learning theories to the microcomputer to improve motivation and learning effectiveness. Although programming languages are not part of this specialty, participants will learn to use authoring systems to create original software including instruction, tests, and management of instruction. Experience in the evaluation of software and hardware will make the participant a more intelligent user and purchaser of microcomputer systems. Use of word processing programs will facilitate paperwork.

Participants in the computer education specialty do not have to pursue the entire bachelor's degree. They may pursue a 21-credit certificate program and still learn to use the microcomputer effectively. These credits may later be applied toward the B.S. degree if they choose.

The courses contained in the specialty area and in the certificate program are:

CS 111	Computer Literacy
CED 132	Learning Theories and the Microcomputer
CED 222	Authoring Languages
CED 232	Introduction to Programming and Documentation
CED 322	Microcomputer Software and Hardware Evaluation
CED 422	Assessment Using the Microcomputer
CED 432	An Instructional Program for the Microcomputer

These programs are offered cooperatively by Nova College and the Office of Computer Studies. The fully-equipped Microlab on the third floor of the Parker Building is utilized for these classes and for individual student lab time.



EDUCATION

The bachelor of science degree is offered through the Education Division with the following major concentrations:

- Elementary Education
- Exceptional Education
- Secondary Education

The education degree programs prepare students for teacher certification in the areas of **Elementary, Exceptional, and Secondary Education**. A student who has already completed a bachelor's degree in an area other than education may apply for admission to one of the education certificate programs which will prepare the student for State Teacher Certification. Individualized programs may be designed for those students who wish to apply for state certification in early childhood, reading, gifted, and certain other areas. The role of Nova College is to provide the student with appropriate courses that have been approved by the state for specific certification purposes. **Actual teacher certification is awarded by the State Department of Education, NOT by Nova University.**

Any student interested in pursuing a degree in Education must contact the Education academic office before declaring an Education major.

Elementary Education

MAJOR REQUIREMENTS

EDU 222	Sociological Foundations of Education	3
ELE 318	Teaching Language Arts	3
ELE 331	Reading Skills in Elementary School	3
ELE 332	Reading Evaluation	3
EDU 336	Educational Psychology	3
EDU 434	Learning Assessment: Principles & Practices	3
*ELE 342	Designing the Elementary School Curriculum	3
*ELE 345	Child in the Classroom	3
*EDU 447	Teaching: Principles & Practices	3
*EDU 448	Classroom Management	3
EDU 452	Internship	3

*Choose two of the asterisked courses; one must have ELE prefix

SPECIALTY REQUIREMENTS

Methods of Teaching

ELE 311	Teaching Social Studies in the Elementary School	3
ELE 312	Teaching Science in the Elementary School	3
ELE 313	Teaching Music in the Elementary School	3
ELE 314	Teaching Art in the Elementary School	3
ELE 315	Teaching Health and Physical Education in the Elementary School	3
ELE 316	Teaching Mathematics in the Elementary School	3
EDU 317	Instructional Materials	3

SUMMARY OF REQUIREMENTS for the Bachelor of Science Degree with an Elementary Education major for Career Development Students:

General Distribution Requirements	45
Elementary Education Major Requirements	33
Specialty Requirements	21
*Electives Requirements	21
TOTAL DEGREE REQUIREMENTS	120 sem. hrs.

*The electives may be used as free electives, or combined to meet the requirements of one or more specialized certificates.

SUMMARY OF REQUIREMENTS for the Bachelor of Science Degree with an Elementary Education major for Day Program Students:

Core Requirements	45
Elementary Education Major Requirements	33
Elementary Education Specialty Requirements	21
**Elective Requirements	21
TOTAL DEGREE REQUIREMENTS	120 sem. hrs.

**The electives may be used as free electives or combined to meet the requirements of one or more specialized certificates.

Exceptional Education

(Not offered in the Day Program)

MAJOR REQUIREMENTS

EDU 222	Sociological Foundations of Education	3
ELE 313	Teaching Music in the Elementary School or	3
ELE 314	Teaching Art in the Elementary School	
ELE 316	Teaching Mathematics in the Elementary School	3
EDU 317	Instructional Materials or	3
EDU 412	Children's Literature	
ELE 331	Reading Skills in Elementary School	3
ELE 332	Reading Evaluation	3
EDU 336	Educational Psychology	3
ELE 342	Designing Elementary School Curriculum	3
*ELE 345	Child in the Classroom	3
*EDU 447	Teaching: Principles & Practices	3
*EDU 448	Classroom Management	3
EDU 435	Survey in the Education of Exceptional Children	3
EDU 438	Educational Assessment of Exceptional Children	3
EDU 440	Introduction to Language Development and Speech Disabilities	3
EDU 452	Internship	9

*Choose one asterisked course

SPECIALTY REQUIREMENTS

Each student in Exceptional Education must complete 9 additional credits in the specific exceptionality in which certification is desired. Those offered at Nova College are in Learning Disabilities, Mental Retardation, Varying Exceptionalities, and Emotionally Disturbed.

SUMMARY OF REQUIREMENTS for the Bachelor of Science Degree with an Exceptional Education major for Career Development Students:

General Distribution Requirements	45
Exceptional Education Major Requirements	45
Specialty Requirements	9
*Elective Requirements	21
TOTAL DEGREE REQUIREMENTS	120 sem. hrs.

*The electives may be used as free electives or combined to meet the requirements of one or more specialized certificates.

Secondary Education

(Not offered in the Day Program)

MAJOR REQUIREMENTS

EDU 222	Sociological Foundations of Education	3
EDU 336	Educational Psychology	3
*ELE 342	Designing the Elementary School Curriculum	3
*ELE 345	Child in the Classroom	3
*EDU 447	Teaching: Principles & Practices	3
*EDU 448	Classroom Management	3
EDU 434	Learning Assessment: Principles & Practices	3
EDU 452	Internship	9

*Choose two of the asterisked courses; one must have EDU prefix

SPECIALTY REQUIREMENTS

Each student in secondary education must complete a major program in an academic area in a field of specialization which includes a minimum of 27 credits. The student must meet state certification requirements for the specialization. One 3-credit Methods of Teaching course in the academic area at the secondary level is also required.

SUMMARY OF REQUIREMENTS for the Bachelor of Science Degree with a Secondary Education major for Career Development Students:

General Distribution Requirements	45
Secondary Education Major Requirements	24
Specialty Requirements	30
*Electives Requirements	21
TOTAL DEGREE REQUIREMENTS	120 sem. hrs.

*The electives may be used as free electives, or combined to meet the requirements of one or more specialized certificates.

Early Childhood Administration Certificate The Certificate in Early Childhood Administration has been designed to benefit individuals presently working in kindergarten and pre-school facilities. Courses have been developed by educational specialists and practicing experts in the field. The Early Childhood Administration Specialty can be taken apart from a degree program.

- EDU 226 Administration of Early Childhood Programs
- EDU 340 Administrative Leadership and Decision Making for Early Childhood
- EDU 341 Curriculum Decisions of Administration of Early Childhood Programs
- PSY 238 Child and Adolescent Development



SCIENCE

The bachelor of science degree is offered through the Science Division with the following major concentration:

Life Science

The **Life Science** major offers broad training in basic biological disciplines with specialties in pre-professional medical preparation and general biology.

Students interested in the Pre-professional Specialty must coordinate their program with the pre-medical advisor. Only students who show evidence of excellent academic promise and who can meet the exacting demands of the medical profession are encouraged to enroll in this specialty.

It is imperative that both the common and specialty course requirements be completed in the first 90 hours of enrollment. Acceptance to medical school is determined by academic performance, standardized test scores (MCAT) and evidence of good character and emotional temperament.

The General Biology Specialty is designed to provide students with the broadly-based scientific preparation necessary for their employment as technicians by ecological consulting firms and environmental regulatory and managerial agencies; as university or industrial researchers; or in the field of secondary education.

Life Science

(Not offered in the Career Development Program)

MAJOR REQUIREMENTS

CS 170	Computer Programming I	3
LSC 230	Animal Structure and Function I	4
LSC 231	Animal Structure and Function II	4
LSC 330	Cellular Biology and Physiology I	4
LSC 331	Cellular Biology and Physiology II	4
LSC 332	Cellular Biology and Physiology III	4
MAT 202	Statistics and Probability	3
MAT 210	Calculus I	3
PHY 140	Physics I	3
PHY 150	Physics II	3
PHY 160	Physics III	3
PHY 230	General Chemistry I	4
PHY 231	General Chemistry II	4
PHY 330	Organic Chemistry I	4
PHY 331	Organic Chemistry II	4

SPECIALTY REQUIREMENTS: (choose one)

GENERAL BIOLOGY (A minimum of 15 credits from the following)

LSC 220	General Botany	4
LSC 222	Marine Biology	3
LSC 310	Plant Physiology	3
LSC 320	General Ecology	3
LSC 322	Biological Aspects of Pollution	3
LSC / PSY 460	Biological Bases of Behavior	3
LSC		

PRE-PROFESSIONAL (A minimum of 15 credits from the following)

LSC 340	Vertebrate Comparative Anatomy	4
LSC 360	Genetics and Evolution	3
LSC 430	Histology	4
LSC 440	Embryology	3
LSC 450	Physical Biochemistry	3
LSC 451	Advanced Biochemistry	3
PHY 350	Quantitative Analysis	4

SUMMARY OF REQUIREMENTS for the Bachelor of Science Degree with a Life Science major for Day Program Students:

Core Requirements	51
Life Science Major Requirements	54
Life Science Specialty Requirement	15
TOTAL DEGREE REQUIREMENTS	120 sem. hrs.



Medical School Preparation Nova College has developed a preprofessional specialty within its life science major for students interested in medicine and dentistry. It consists of

required core courses

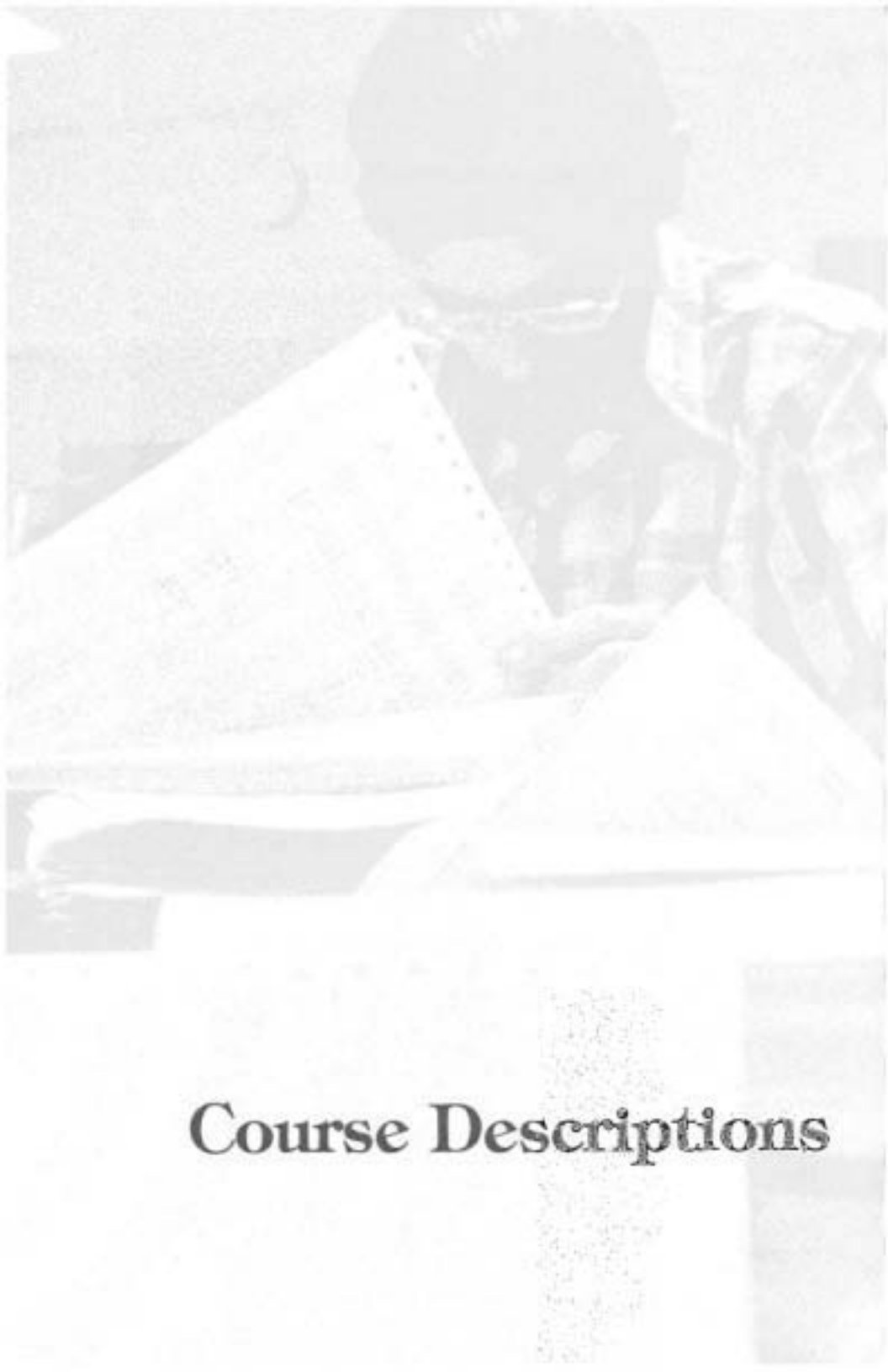
Life Science major courses

completing a minimum of 15 additional hours in courses strongly recommended or required by medical schools

The preprofessional specialty should provide appropriate course requirements for schools of osteopathy, dentistry, optometry, and podiatry as well as medical school. Students can consult the latest edition of *Medical School Admission Requirements* for details.

It is necessary to apply for admission to medical and dental schools about a year in advance of the entry date. Students should have completed the admission requirements before they apply and should have taken Medical College Admission Test.

Nova College has a pre-medical advisor who will coordinate a student's progress and, in conjunction with the proper faculty, will monitor that progress and prepare letters of recommendation.



Course numbers in parentheses indicate that the course was previously offered with a different prefix or course number. See ACT 205 and ACT 207 for examples.

ACCOUNTING (ACT)

ACT 205 Principles of Accounting I/3 sem. hrs. (Formerly called Introduction to Financial Accounting; ACT 101, 203) The conceptual framework of accounting including the entity concept, materiality, unit of measure, continuity, and periodicity. Basic double entry bookkeeping including journalizing of transactions, posting, preparing a trial balance, adjusting, closing, and basic financial statement presentation.

ACT 207 Principles of Accounting II/3 sem. hrs. (Formerly called Introduction to Managerial Accounting; ACT 102, 206) A continuation of ACT 205. Topics include corporate structure, stockholders, equity, long-term liabilities, department and branch accounting, costing methods, cost-volume-profit analysis, and financial statement analysis. **Prerequisite:** ACT 205.

ACT 211 Cost Accounting/3 sem. hrs. (ACT 111) The role of cost accounting as a tool for managerial decision-making. Cost volume-profit analysis, job order costing, and absorption costing. Application of these skills to the overall operation of a business. **Prerequisite:** ACT 207.

ACT 305 Intermediate Accounting I/3 sem. hrs. (ACT 201) A continuation and expansion of Principal of Accounting. The concepts underlying valuation, accounting for leases, accounting for warranty costs. Application of these concepts to financial statement presentation. **Prerequisite:** ACT 207.

ACT 306 Intermediate Accounting II/3 sem. hrs. (ACT 202) A continuation and expansion of Intermediate Accounting I. The conceptual foundations of sources and applications of funds from both a cash and working capital basis, reporting earnings per share, and accounting for other selected transactions. **Prerequisite:** ACT 305.

ACT 311 Federal Taxation I/3 sem. hrs. The fundamentals of individual income taxation. A background of accounting courses is not essential for this course. The course may be of special interest to non-business majors. Topics include: exemptions, exclusions, and deductions available to the individual. These concepts will aid the student in the preparation of an individual tax return.

ACT 312 Federal Taxation II/3 sem. hrs. An overview of the Internal Revenue Code as it applies to partnerships, corporations, estates, and trusts.

ACT 401 Advanced Accounting/3 sem. hrs. (ACT 301) A continuation and expansion of Intermediate Accounting II. Accounting principles for consolidations and combinations, branches accounting, accounting for liquidations. Accounting for non-profit organizations and other selected topics. **Prerequisite:** ACT 306.

ACT 421 Auditing/3 sem. hrs. (ACT 321) An overview of basic auditing concepts, auditing standards and audit programs. Special emphasis on preparing the student for the auditing section of the CPA examination. **Prerequisite:** ACT 305.

ACT 491-498 Advanced Special Topics/3 sem. hrs. Advanced topics in accounting that are not included in the regular course offerings. Specific content and prerequisites are announced in the course schedule for a given term. Student may re-enroll for Special Topics covering differing content.

BUSINESS (BUS)

BUS 101 Introduction to Business/3 sem. hrs. (BUS 105, 1018) A basic course in the study of the private enterprise system. A brief history and background of the system, its components, functions, disciplines, laws. The future of enterprise as a network is discussed.

Course Descriptions

BUS 209 Finite Mathematics/3 sem. hrs. (BUS 201, MAT 201) Study of mathematical concepts and models and their practical application to problem solving techniques in the areas of business, social science, and economics. The main topics covered in this course will be review of algebra, graphs of functions, permutations, linear equations and an introduction to statistics. **Prerequisite:** MAT 102 or higher.

BUS 215 Business Law I/3 sem. hrs. (BUS 201) The fundamentals of business law. Contract law, property law, and negotiable instruments as these areas apply to business organizations.

BUS 216 Business Law II/3 sem. hrs. (BUS 202) A continuation and expansion of Business Law I. Agency law, bailments and the Uniform Commercial Code as these areas apply to business organizations. **Prerequisite:** BUS 215

BUS 225 Principles of Purchasing & Materials Management/3 sem. hrs. This course is an introduction to the function and role of purchasing and materials management in the organization and emphasizes the principles, tools, methods, and techniques used in this field.

BUS 255 Introduction to International Business/3 sem. hrs. (MGT 491) Survey of the field which would include legal and cultural environment of international business; international financial system; management of international operations; personnel and labor relations; international marketing; international economics, trade, and finance; multinational enterprise; international accounting. **Prerequisite:** BUS 105.

BUS 305 Organization Theory/3 sem. hrs. (BUS 311) Emphasizes modern organizations, their structure and systems. The special problems of large research and development organizations; project and/or program management; matrix management; venture management; contingency management. **Prerequisite:** MGT 205.

BUS 309 Statistics For Business/3 sem. hrs. (BUS 121) Graph theory, data sets, frequency distributions, probability sampling, estimation, hypothesis testing, chi-square and ANOVA, regression and correlation, and non-parametric measures. **Prerequisite:** BUS 209 or MAT 102 or higher math course. Students may not receive credit for this course and MAT 202, MGT 301, PSY 301.

BUS 310 Small Business Management/3 sem. hrs. (BUS 351, 210) A study of management problems that relate to the small-scale entrepreneur. The evaluation of options available and decisions to be made in initiating a business, such as, implementing financial and administrative controls, operating systems, pricing and marketing strategy and understanding the legal environment in which the business must function.

BUS 325 Business, Government and Society/3 sem. hrs. (BTM 315, POL 315) Consideration of relationships between business enterprises and the social and political milieu in which these enterprises operate. New concepts in business ethics and corporate responsibility. Governmental regulation of business.

BUS 332 Procurement and Contracting/3 sem. hrs. This course builds on the concepts of BUS 225 and provides an overview of competitive and non-competitive procurement principles and techniques. Course content includes the concepts of standardization, "make-versus buy" decisions, value analysis, contract administration, and contract incentives. **Prerequisite:** BUS 225.

BUS 303 Contract and Procurement Law/3 sem. hrs. This course examines the legal aspects of contracts and procurement methodology, including the evaluation of contract clauses and case law. Course content includes contract administration responsibilities, quality assurance, minority contracting requirements, and the Uniform Commercial Code as applied to the field. **Prerequisite:** BUS 332.

BUS 371 Manufacturing Processes/3 sem. hrs. Application to management procedures and techniques to analyze, plan, control, and evaluate production methods and processes in industrial enterprises. Focus on the management of interface between inventory and technology as they relate to labor and capital. Reference will be made to quality assurance functions, sampling plans, and control charts. **Prerequisite:** Approval of Academic Division.

BUS 409 Quantitative Methods/3 sem. hrs. (BUS 321) Emphasis on specific decision-making tools and their applications in various business situations. How to solve problems of cost-volume profit analysis; linear programming; Markov-chain gaming; the assignment problem; the transportation problem; PERT and other network models; decision theory; inventory problems; computer simulation; and waiting line models. **Prerequisite:** BUS 309 or MAT 202.

BUS 437 Negotiations and Price Analysis/3 sem. hrs. This course analyzes and reviews the factors involved in the evaluation of vendor price proposals and the negotiation process. Course content includes negotiation theory and dynamics, price/cost analysis techniques, use of incentives, etc. **Prerequisite:** BUS 225, 332.

BUS 461 Research Methods/3 sem. hrs. (BUS 409) This course introduces a set of conceptual tools and techniques which will be applied to the analysis and proposed solution of real problems in an organization setting. Students will submit a research proposal as part of the course requirements. For BPM students, the proposal will be the first step in the fulfillment of their management applied project requirement. **Prerequisite:** LAN 112 or 311, BUS 309 or MGT 301 or IMAT 202.

BUS 462 Management Applied Project/3 sem. hrs. This is a course registration number for students in the BPM program who must complete an applied project, or Practicum, as part of their degree requirements. Students will meet in peer-study-review groups on an occasional basis rather than a regularly scheduled class. **Prerequisite:** BUS 461 and approved project proposal.

BUS 488 Business Strategy and Policy/3 sem. hrs. (BUS 498) An integrative senior year course in which the disciplines of management, finance and the behavioral sciences and marketing will be focused on the solution of specific business problems. Case studies will be employed in this course. **Prerequisite:** FIN 301 and Senior standing.

BUS 489 Purchasing Policy/3 sem. hrs. This capstone course examines the field of purchasing/procurement relating and integrating it with other functional areas as a vital part of total corporation strategy. Review preparing students for the National Purchasing Management certification in Purchasing Management exam will be presented as part of this course. **Prerequisite:** BUS 225, 332, 363, 437.

BUS 491-498 Advanced Special Topics/3 sem. hours Advanced topics in business that are not included in regular course offerings. Specific content and prerequisites are announced in the course schedule for a given term. Students may re-enroll for Special Topics covering differing content.

BUS 499 Independent Study in Business/1-12 sem. hrs. (BUS 197, 297, 397, 497) The student selects and carries out independently library and/or empirical research. Faculty supervision is provided on an individual basis. **Prerequisite:** Written consent of instructor and Division Director.

COMMUNICATIONS (COM)

COM 101 Public Communications in Society/3 sem. hrs. The role of the mass media in contemporary society. Persuasion and propaganda. Ethics and responsibilities of public communications media. Identical to SOC 201.

COM 201 Introduction to Journalism/3 sem. hrs. Training in the elements of reporting with emphasis on the modern news story. Students will learn the elements of news, the style and structure of news writing, and the mechanics of newspaper production. **Prerequisite:** COR 102 or its equivalent.

COM 203 Elements of Non-Written Communications/3 sem. hrs. (COM 1038) An examination of speech, sign and symbol, and gesture and body language as forms of communication. Students will learn how to analyze and organize the speaking-listening process and how to recognize different forms of interpersonal and group communications.

COM 225 Introduction to Public Relations/3 sem. hrs. The standards and functions of public relations practices in corporate and institutional settings and relationships with other modes of communication.

COM 261 The Telecommunications Industry/3 sem. hrs. (COM 260) The broadcasting industry of America; its history, economic picture, regulatory position, current issues, and future. Coverage of established media (radio and television) and innovations (cable and satellite transmission; videotape).

COM 310 Communications Law/3 sem. hrs. (COM 350) Emphasis on the freedom and control of expression and the laws that shape the legal control of mass communications. **Prerequisite:** COM 101.

COM 471 Professional Issues in Public Communications/3 sem. hrs. Current concerns in the field of Public Communications. Typical topics include public perceptions, relevant legislation, and ethical issues; professional identity, education, and personal development; future directions.

COM 491-498 Advanced Special Topics/3 sem. hrs. Advanced topics in Communications that are not included in regular course offerings. Specific content and prerequisites are announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.

COMPUTER EDUCATION (CED)

CED 132 Learning Theories and the Microcomputer/3 sem. hrs. Following an explanation of relevant learning theories, the principles of curriculum design will be applied to the use of the microcomputer in education and in nonschool training settings. Techniques for the management of learning situations and motivation for learning through the use of technology will be examined. **Prerequisite:** CS 111.

CED 222 Authoring Languages/3 sem. hrs. Using a systematic process for curriculum design and training theories, students will utilize an appropriate microcomputer authoring language to develop a brief instructional sequence. **Prerequisite:** CS 111.

CED 232 Introduction to Programming and Documentation/3 sem. hrs. Students will be given an overview of easy-to-use programming languages, such as PILOT and BASIC. They will then develop the skills to write a simple instructional program including clear and extensive documentation. **Prerequisite:** CS 111.

CED 322 Microcomputer Software and Hardware Evaluation/3 sem. hrs. Principles of software design will be reviewed to help develop an evaluative check list of the desirable characteristics of software and hardware. Various examples of software and hardware will be explained and evaluated including an instructional program developed by the student. **Prerequisite:** CED 222 or 232.

CED 422 Assessment Using the Microcomputer/3 sem. hrs. A brief survey of educational statistics, evaluation techniques, use of surveys, and the principles of assessment provide students with a foundation to use the microcomputer to make assessment more efficient. One or more of these techniques will be applied to an instructional program. **Prerequisite:** CS 111.

CED 432 An Instructional Program for the Microcomputer/3 sem. hrs. An individualized, self-paced course in which students use the principles, techniques, and skills of instructional design with the microcomputer to pull together the instructional program developed in prior CED courses into a single significant product that has been utilized, evaluated, and revised. **Prerequisites:** CED 132, 322, and 422.

CORE COURSES—Day Program

COR 101 Critical Reading and Writing I/3 sem. hrs. (COM 1018) Emphasis on expository writing and reading for comprehension. **Prerequisite:** Placement Examination.

COR 102 Critical Reading and Writing II/3 sem. hrs. (COM 1028) Emphasis on argumentative writing and analytical reading. Includes an introduction to the conventions of the research paper. **Prerequisite:** COR 101.

COR 103 Roots of Western Society/3 sem. hrs. (SSI 1118, 1128, 2118, 2128) An historical examination of western society prior to the rise of modern nations emphasizing such interdisciplinary subjects as politics, social order, economics, and the religious and philosophical ideas that have created the western heritage.

COR 104 The American Experience/3 sem. hrs. An examination of several of the key structures and ideas that have shaped the development of the United States as a particular political, social, and cultural entity.

COR 105 Humanities I/3 sem hrs. (HUM 1018, 1028) An examination of how verbal, visual, and other art forms are constructed. Students will study the works of accomplished artists and will also work creatively in order to enhance their appreciation and understanding of the nature and use of aesthetic works.

COR 111 Principles of Behavior/3 sem. hrs. (BES 1018) An introduction to theory, research, and application in psychology. Topics include biological bases of behavior, perception, motivation, learning and memory, psychological development, personality, social psychology, and abnormal psychology. Students may not receive credit for this course and PSY III.

COR 112 Human Origins and Diversity/3 sem. hrs. (BES 2028) The discoveries of physical anthropology concerning early hominids and their ecological adaptations. Neolithic cultural patterns and technologies. Ethnographies of diverse cultures.

COR 113 Latin American and Caribbean Studies/3 sem. hrs. Latin America and the Caribbean: its peoples, states, and geography. The emergence of national political systems and stratified societies, changing economic and population patterns, and the conflict between authoritarian and revolutionary approaches to modernization.

COR 121 Principles of Macroeconomics/3 sem. hrs. A study of basic economic concepts, emphasizing analysis of the aggregate economy. Fundamental concepts of national income and its determination, economic fluctuations, monetary and fiscal policies, and economic growth. Identical to ECO 201.

COR 131 Concepts in Physical Science/3 sem. hrs. (SCI 1018) Interactions of the geosphere-hydrosphere-atmosphere are used as a means of exploring basic concepts in Physical Science. Emphasis is on scientific processes and skills with an equal mix of field experiences, readings and class participation.

COR 132 Concepts in Life Science/3 sem. hrs. (SCI 2018) Interactions of plants and lower animals, higher animals, and humans are used as means of exploring basic concepts in life science. Emphasis is on scientific processes and skills with an equal mix of field experiences, readings, and class participation.

COR 133 Mathematical Way of Thinking/3 sem. hrs. (MAT 1018) Designed for students who do not intend to major in computer science, science, or mathematics. Emphasis is on mathematical models, algorithms, BASIC programming, introductory statistics, algebra, and graph theory.

COR 134 Computer Literacy/3 sem. hrs. (COM 105, 1058) Introduction for the non-technical person. Computer literacy, principles of computer operation, uses of computers in small businesses, schools, social service agencies, hospitals. Hands-on experience with microcomputers and specialized software. This course is for non-computer science majors. Identical to CS 111.

COR 201 Mass Media/3 sem. hrs. (COM 1048) An examination of the impact of technology on the way we receive and process information and images, the basic legal and economic structure of the mass media, the new cultural forms that have emerged with the mass media, and the nature and implications of developing media technologies.

COR 202 Humanities I/3 sem hrs. (HUM 2018, 2028) An examination of imaginative works for what they reveal about how we shape our perception of the world, how concepts such as nature and the good are affected by culture, and how imagination and cultural values interact when we attempt to constitute meaning. **Prerequisite:** COR 101. Prior completion of COR 102 or simultaneous enrollment in COR 102 is also recommended.

COMPUTER SCIENCE (CS)

CS 111 Computer Literacy/3 sem. hrs. Introduction for the non-technical person. Computer literacy, principles of computer operation, uses of computer in small businesses, schools, social service agencies, hospitals. Hands-on experience with micro-computers and specialized software. This course is for non-computer science majors. Identical to COR 134.

CS 112 Introduction to Data Processing (CS 101)/3 sem. hrs. Topics include basic computer theory, file storage media, input devices, number systems and programming techniques. This course is for non-computer science majors. **Prerequisite:** CS 111.

CS 113 Business Applications of Microcomputers/3 sem. hrs. Theory and applications of programs for microcomputers which are useful in the business environment. Accounting, data base management, and information system management programs will be included. Computer laboratory-oriented course. **Prerequisite:** CS 111 or familiarity with microcomputers.

CS 114 Computer Applications for Health Care Administrators/3 sem. hrs. Theory and applications of programs for computers which are useful in the health care environment. Will include discussion of computerized monitoring and testing in addition to hands-on experience with microcomputers.

CS 150 Introduction to Computer Organization/3 sem. hrs. An introduction to principles of digital computer operation and organization, data representation, the central processing unit, memory, input/output devices, number systems, logic systems. **Prerequisite:** Demonstrated competency equivalent to MAT 182.

CS 160 Fundamentals of Logic Design/3 sem. hrs. An introduction to elementary digital logic circuits, Boolean algebra, Karnaugh maps, digital counters, other basic circuit elements. Number set modules, binary, octal and hexadecimal number systems are investigated and related to digital computing structures. **Prerequisite:** demonstrated competency equivalent to MAT 135.

CS 170 Computer Programming I/3 sem. hrs. (CS 201) An introduction to good programming techniques including flowcharting, code design, debugging techniques and documentation, problem-solving methods and algorithm development to be used in the design of computer programs. The language, BASIC, will be taught as part of this course. An introduction to the use of microcomputers and computer terminals. **Prerequisite:** demonstrated competency equivalent to MAT 102.

CS 200 Computer Programming II/3 sem. hrs. Continuation of Computer Programming I including introduction to random and sequential files, program design, modular design, structured programming, large programming design, documentation. **Prerequisite:** CS 170.

CS 210 Fortran/3 sem. hrs. Introduction to the language FORTRAN with reference to the latest standards, special techniques for programming in FORTRAN. **Prerequisite:** CS 200.

CS 220 Business Oriented Language (COBOL)/3 sem. hrs. A study of the COBOL programming language with emphasis on business applications. Topics covered will include program structure and breakdown, report generation and file handling. **Prerequisite:** CS 200.

CS 240 Digital Design/3 sem. hrs. Application of the principles of logic design in digital systems. Arithmetic logic units, parallel and serial interfaces, information transfer in a digital system, major hardware components and peripheral devices, digital computers. **Prerequisite:** CS 180.

CS 291 Special Topics in Computer Science/3 sem. hrs. Topics in computer science that are not included in regular course offerings and may be taken without prerequisites. Specific content is announced in the course schedule for a given term. Students may re-enroll for Special Topics covering differing content.

CS 315 Advanced COBOL/3 sem. hrs. A continuation of CS 220, with emphasis on advanced computer problem solving. **Prerequisite:** CS 220.

CS 320 Organization of Programming Languages/3 sem. hrs. Development of an understanding of the organization of programming languages, introduction to formal study of programming language specification and analysis, comparison of two or more high level modern programming languages. **Prerequisite:** CS 210, CS 330, CS 340.

CS 330 Structured Programming (PASCAL)/3 sem. hrs. Basic principles of structured programming and language foundation. PASCAL will be taught as an example of a structured programming language. **Prerequisite:** CS 200, and CS 210 or CS 220.

CS 335 Assemblers and Assembly Language Programming/3 sem. hrs. A detailed analysis of the operation of assemblers. Assembler features, assembly language programming, macrofacilities. Assembly language programs will be written as part of this course. **Prerequisite:** CS 210 or CS 330.

CS 340 Data Structures/3 sem. hrs. An introduction to the concepts and techniques of structuring data on bulk storage devices, introduction to data structures and file processing including arrays, records, strings, lists, trees, stacks, queues, manipulation and limitations of files. **Prerequisite:** CS 330.

CS 345 Distributed Data Processing/3 sem. hrs. An examination of the features and impact of distributed systems in the business environment. **Prerequisite:** CS 112, CS 220.

CS 350 Computer Circuit Design/3 sem. hrs. Design of combinational and sequential digital circuits, programmable logic design, and firmware design. **Prerequisite:** CS 240.

CS 365 Methods of Systems Analysis/3 sem. hrs. An overview of systems development with emphasis on techniques and tools of system documentation and logical system specification. **Prerequisite:** CS 220.

CS 370 Software Design/3 sem. hrs. Algorithm analysis, software design, management of large software projects, functional specification, design and testing phase of large scale projects, quality control. **Prerequisite:** CS 330.

CS 401/501 Organization of the Computer Environment/3 sem. hrs. Management of the computer environment, personnel, customer interface, budgeting, coordination, policy development, staffing, department interface, hardware and software selection planning, maintenance, and management. **Prerequisite:** Requires senior standing.

CS 405/505 Computer Architecture/3 sem. hrs. The analysis and design of computer systems; the interrelation of software and hardware design in the final computer system, interrelation between the operating system and the architecture of computer systems, concurrent processes and resource allocation. **Prerequisite:** CS 350/3 sem. hrs. Suggested prerequisite: CS 335.

CS 410 System Design and Analysis/3 sem. hrs. Advanced topics in design of digital computer systems and components. **Prerequisite:** CS 405.

CS 420/520 Operating System Concepts/3 sem. hrs. Methods in the analysis and design of large scale systems, including concepts of semaphores, processed, linear address space, resource allocation, protection and basic topics in operating system development. **Prerequisite:** CS 400.

CS 430/530 Simulation and Modeling/3 sem. hrs. Construction and use of complex models on digital computers; structures of simulation language, verification and validation of models, statistical analysis of results. Students will design and run a number of simulations. **Prerequisite:** CS 210, CS 330.

CS 440/540 Microcomputers/3 sem. hrs. Design elements of microcomputers including both hardware and software aspects. **Prerequisite:** Senior standing.

CS 450/550 Data Base Management Systems Design/3 sem. hrs. Concepts and structures necessary to design and implement a data base management system, including physical file organization and data organization techniques, data models, networks, data integrity, and file security. **Prerequisite:** CS 220, CS 346.

CS 460/560 Systems Programming/3 sem. hrs. A study of various system programming techniques, hardware-software interface, software controlled hardware. A comparison of several existing computer systems will be made. **Prerequisites:** CS 335, CS 340.

CS 470/570 Information Systems Analysis and Design/3 sem. hrs. Information processing systems, project planning, software packages. **Prerequisite:** CS 450.

CS 475 EDP Audit and Control/3 sem. hrs. Introduction to EDP auditing with emphasis on EDP controls, audit types, and audit techniques including their effects on computer system development. **Prerequisites:** CS 315 and CS 345.

CS 480/580 Introduction to Compilers and Interpreters/3 sem. hrs. An introduction to compiler/interpreter design. Topics include lexical analysis, parsing, intermediate code, final code generation, optimization, and error recovery. **Prerequisite:** CS 320 or CS 631.

CS 485/585 Theory of Computation/3 sem. hrs. Theoretical approach to computer science. Topics include correctness, automata and Turing machines, finite state machines, grammars. **Prerequisite:** CS 210, MAT 210.

CS 490 Directed Project in Computer Science/3 sem. hrs. A major project in computer science will be completed by the student under the direction of a faculty member. **Prerequisite:** requires senior standing.

CRIMINAL JUSTICE (CRJ)

CRJ 101 Introduction to Criminal Justice/3 sem. hrs. A survey of the criminal justice system: agencies and processes involved in the administration of justice. Nature of crime.

CRJ 291-199 Special Topics/3 sem. hrs. Topics in Criminal Justice that are not included in regular course offerings and may be taken without prerequisites. Specific content is announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.

CRJ 310 Criminology/3 sem. hrs. (CRJ 401) Advanced study of criminal behavior: its classification and prevalence. Emphasis on theories of causes of crime. **Prerequisite:** CRJ 101 or SOC 101.

CRJ 430 Juvenile Crime and Justice/3 sem. hrs. Advanced study of special characteristics and causes of juvenile crime. Principles and practices for its prevention and control. The administration of juvenile justice. **Prerequisite:** CRJ 101 or SOC 101. Identical to SOC 430.

CRJ 471 Professional Issues in Criminal Justice/3 sem. hrs. Examines current concerns by those in the field of Criminal Justice. Typical topics include public perceptions, relevant legislation, and ethical issues; professional identity, education, and personal development, future directions. **Prerequisite:** CRJ 101.

CRJ 491-498 Advanced Special Topics/3 sem. hrs. Advanced topics in criminal justice that are not included in regular course offerings. Specific content and possible prerequisites are announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.

ECONOMICS (ECO)

ECO 201 Principles of Macroeconomics/3 sem. hrs. A study of basic economic concepts, emphasizing analysis of the aggregate economy. Fundamental concepts of national income and its determination, economic fluctuations, monetary and fiscal policies, and economic growth. **Identical to** CDR 121.

ECO 202 Principles of Microeconomics/3 sem. hrs. The processes of price determination output and resources allocation in perfect and imperfect competition. Topics include Labor economics, international trade and finance, and alternative economic systems.

ECO 315 Macroeconomics for Managers/3 sem. hrs. (ECO 203, 215) An examination of basic economic concepts emphasizing analysis of current economic issues of the aggregate economy. An historical overview of economic philosophers provides perspective to the modern emphasis.

ECO 321 Monetary Theory and Policy/3 sem. hrs. (FIN 321) The structure and function of the American banking system, the Federal Reserve System, and the function of monetary policy in the regulation of the national economy. **Prerequisites:** ECO 201/CDR 121, ECO 202.

ECO 355 International Economics/3 sem. hrs. Theory and practice of trade, comparative advantage, trade barriers, balance of payments, economic development, regional economic integration. **Prerequisites:** BUS 255, ECO 201/CDR 121, ECO 202.

ECO 421 Business Cycles and Forecasting/3 sem. hrs. (FIN 421) Emphasizes the aggregate fluctuation in business, tracing the main stages of development from upswing through prosperity to downswing. The leading theories on the causes of business cycles. How to describe the methods of measuring business cycles and forecast the cyclical behavior with the aid of indicators. **Prerequisite:** ECO 201/CDR 121.

ECO 491-498 Advanced Special Topics/3 sem. hrs. Advanced topics in economics that are not included in regular course offerings. Specific content and possible prerequisites are announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.

EDUCATION (EDU)

EDU 222 Sociological Foundations of Education/3 sem. hrs. A study of major sociological changes of the past 50 years and their impact on education.

EDU 226 Administration of Early Childhood Programs/3 sem. hrs. A survey course identifying the responsibilities of the early childhood administration and the competencies needed to discharge them successfully.

EDU 317 Instructional Materials/3 sem. hrs. The use of a variety of materials in an educational program, including literature, media, and independent learning material.

EDU 322 Use of Microcomputer in Classroom/3 sem. hrs. A course to prepare teachers for the use of microcomputers in the elementary and secondary instructional programs, featuring hands-on experiences in a laboratory setting.

EDU 336 Educational Psychology/3 sem. hrs. Principles of psychology and their application in education. Consideration of learning, individual differences, development, and teacher effectiveness. **Prerequisite:** PSY 101.

EDU 340 Administrative Leadership and Decision Making for Early Childhood/3 sem. hrs. A review of various leadership styles and decision making techniques as they apply to the administrator's responsibilities in finance and budget, program development and evaluation, and home and school relationships.

EDU 341 Curriculum Decisions of Early Childhood Programs/3 sem. hrs. A study of curriculum and activities to meet the needs of the student population, with the subsequent decisions as to appropriate methods, necessary materials and the use of time and space. Leadership in staff development to implement the decisions is included.

EDU 350 Teaching Styles and Student Achievement/3 sem. hrs. A survey of various teaching styles as used in presentations, activities, evaluations and classroom relationships, and their effect on student achievement.

EDU 406 Foundations of Mental Retardation/3 sem. hrs. A study of the biological, psychological and sociological foundations of mental retardation. **Prerequisite:** EDU 435.

EDU 407 Curriculum for Mental Retardation/3 sem. hrs. A study of the development of curricula appropriate for various levels of mental retardation including the teaching techniques and materials for implementation. **Prerequisite:** EDU 435.

EDU 408 Classroom Procedures for Mental Retardation/3 sem. hrs. A study of management techniques, teaching strategies and instructional materials appropriate for educational programs for the trainable and educable mentally retarded. **Prerequisite:** EDU 435.

EDU 412 Children's Literature/3 sem. hrs. A study of children's literature, including history, techniques of writing, trends, examples of different forms, and techniques for teaching literature to children.

EDU 413 Instructional Use of Audio-Visual Material/3 sem. hrs. A general course for teachers at all grade levels. Methods of using audio-visual materials on the instructional program. The selection, production, and evaluation of instructional materials and techniques for their inclusion in curriculum.

EDU 429 Educational Programming for the Emotionally Disturbed/3 sem. hrs. A study of program designs for curriculum objectives, with delivery formats appropriate for the emotionally disturbed students. **Prerequisite:** EDU 435.

EDU 430 Classroom Management of the Emotionally Disturbed/3 sem. hrs. A study of major theoretical models of emotional disturbances in children, and specific classroom strategies suggested by each model. **Prerequisite:** EDU 435.

EDU 432 Precision Teaching and Behavior Modification/3 sem. hrs. The format of a precision program in academics coupled with techniques of behavior modification are evaluated for instructing the emotionally disturbed. **Prerequisite:** EDU 435.

EDU 433 Identification and Remediation of Learning Disabilities/3 sem. hrs. A discussion of the nature and variety of learning disabilities, as well as techniques for their identification and remediation and for the assessment of learning potential. **Prerequisite:** EDU 435.

EDU 434 Learning Assessment: Principles and Practices/3 sem. hrs. Test and measurements, the construction and evaluation of tests; methods and theories, including the use of test results, in curriculum selection.

EDU 435 Survey in the Education of Exceptional Children/3 sem. hrs. Identification of the range of defects which cause children to be classified as exceptional. A survey of the problems of such children and the need for providing appropriate educational experiences.

EDU 436 Methods of Teaching Reading in Middle School/3 sem. hrs. Identifying reading skills, evaluating skills, and recognizing and diagnosing reading problems in the middle school. A discussion of prescriptive methods and materials to increase the reading performance of students in the middle school.

EDU 438 Educational Assessment of Exceptional Children/3 sem. hrs. Educational assessment, including evaluative and instructional techniques, for exceptional children to provide an objective data base for individualized instruction. **Prerequisite:** EDU 435.

EDU 439 Individualization of Diagnosis and Instruction for the Learning Disabled Child/3 sem. hrs. Skills for the diagnosis of various learning disabilities and the planning of individual programs for the learning disabled child. Various models of curriculum, instructional and individual classroom designs for learning disabled children will be discussed with an emphasis on the techniques needed for developing individualized programs for learning disabled children. **Prerequisite:** EDU 435.

EDU 440 Introduction to Language Development and Speech Disabilities/3 sem. hrs. A study of language development and various speech and language disorders in children, with an emphasis on the assessment of individual problems and programming for their remediation within the classroom. **Prerequisite:** EDU 435.

EDU 441 Techniques of Corrective of Remedial Reading/3 sem. hrs. Techniques and instructions for the identification of problems of reading, and a discussion of the prescriptive techniques for corrective or remedial procedures in reading. **Prerequisite:** ELE 332 or equivalent.

EDU 447 Teaching: Principles and Practices/3 sem. hrs. Principles of effective teaching, different teaching styles, micro-techniques, and use of materials.

EDU 448 Classroom Management/3 sem. hrs. A study of the factors that contribute to classroom management, i.e., curriculum, methods and materials, and student and teacher behavior.

EDU 450 The Gifted Student: Nature and Needs/3 sem. hrs. A study of the characteristics of the gifted, identification procedures, and the utilization of assessed strength and weaknesses to maximize educational and social growth.

EDU 451 Educational Procedures for the Gifted/3 sem. hrs. A study of learning styles of the gifted and matching teaching strategies appropriate to their needs and interests with an attempt to parallel opportunities for cognitive and affective growth.

EDU 452 Internship/9 sem. hrs. Comprehensive review and practical application of educational philosophy, method, and strategies through a seminar and a nine-week supervised student-teaching assignment. **Prerequisite:** written consent of Program Director.

EDU 455 Guiding and Counseling the Gifted Student/3 sem. hrs. A study of basic counseling techniques to help the classroom teacher guide the gifted student toward optimum academic and social growth. **Prerequisite:** EDU 435.

EDU 458 Classroom Management of the Exceptional Student/3 sem. hrs. (Formerly Classroom Management of the Learning Disabled Child). Identification and implementation of classroom management procedures appropriate for specific exceptionalities. **Prerequisite:** EDU 435.

EDU 463 Principles of Coaching/3 sem. hrs. Emphasis on theory and practice in coaching sports.

EDU 464 Administration of Athletic Programs/3 sem. hrs. A study of the duties and responsibilities of the athletic director for the purpose of improving the athletic program.

EDU 468 Structural Linguistics/3 sem. hrs. A study of the structure of language, basic principles of linguistics. Survey of different approaches and techniques used in language study.

EDU 491-498 Advanced Special Topics/3-sem. hrs. Advanced topics in education that are not included in regular course offerings. Specific content and prerequisites are announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.

EDUCATION (ELE)

ELE 110 Introduction to Early Childhood Education I/3 sem. hrs. Meeting the physical and intellectual needs of the preschool child. Characteristics of the learning environment conducive to safety and good health, as spelled out in state and local licensing procedures and rules for healthful living; a program to foster the growth of physical, affective and cognitive competencies in the preschool child.

ELE 111 Introduction to Early Childhood Education II/3 sem. hrs. Fostering language growth and the development of a health self-concept. Stages in language development and implementation to assure optimum growth for the individual child; identification of the child's strengths and their potential contributions to his positive self-image.

ELE 112 Introduction to Early Childhood Education III/3 sem. hrs. Promoting development through management skills and parent-community involvement. The child as a member of his school, home and play groups; principles of good management that contribute to an orderly, productive classroom setting; establishing mutual respect in teacher/parent relationships and an effective reporting procedure of a child's progress; teacher/staff relationships that assure a commitment to the goals of the center.

ELE 311 Teaching Social Studies in Elementary Schools/3 sem. hrs. Study of Content, including conservation of natural resources, methodology, program development, appropriate activities and evaluative techniques for elementary social studies.

ELE 312 Teaching Science in Elementary Schools/3 sem. hrs. Content and methods for teaching science in the elementary school; "hands-on" approaches, resources, material and ideas drawn from the student's experiences will all be discussed. **Prerequisite:** PHY 101 or equivalent.

ELE 313 Teaching Music in Elementary School/3 sem.hrs. Study of the fundamentals of music, contents of a music program, and special methods of teaching and using music in the elementary school curriculum.

ELE 314 Teaching Art in Elementary School/3 sem. hrs. Contents and methods of teaching art in the elementary school. Problems in the selection of materials and the evaluation of activities, as well as ideas and art projects will be included.

ELE 315 Health and Physical Education in Elementary School/3 sem.hrs. Curriculum, content and methods in effective health education in the elementary school. Methods and materials for physical education.

ELE 316 Teaching Mathematics in Elementary School/3 sem. hrs. Content, materials and methods for teaching mathematics in the elementary school. **Prerequisites:** MAT 102 and Applied Arithmetic Test.

ELE 318 Teaching Language Arts/3 sem. hrs. Curriculum content, materials and methods for teaching the language arts including, but not limited to, spelling, grammar, and handwriting, composition, and children's literature.

ELE 331 Reading Skills in Elementary School/3 sem. hrs. An introduction to the teaching of reading in the elementary school; approaches to reading instruction; evaluation of reading skills. **Prerequisite:** Basic personal reading skills to be evaluated by the program.

ELE 332 Reading Evaluation/3 sem. hrs. Diagnosing reading problems, prescribing a variety of methods to increase reading ability. How to use a variety of approaches to the teaching of reading. **Prerequisite:** ELE 331 and basic personal reading skills to be evaluated by the program.

ELE 342 Designing the Elementary School Curriculum/3 sem. hrs. A study of the selection of appropriate curricula to achieve objectives for each of the content areas in the elementary program.

ELE 343 Use of Aides, Volunteers and Auxiliary Personnel/3 sem. hrs. A study of the roles and use of aides, volunteers and auxiliary personnel in the elementary and secondary school.

ELE 345 The Child in the Classroom/3 sem. hrs. This course describes principles of teaching and general classroom management with particular emphasis on the relationship of the teacher to the child as an individual learner, and the relationship of the teacher to the class as a learning group.

ELE 361 Special Methods of Early Childhood Education I/3 sem. hrs. A study of various approaches to early childhood education.

ELE 362 Special Methods of Early Childhood Education II/3 sem. hrs. A study of the methods and materials in early childhood education with emphasis on the learning process. Kindergarten observation will be included in this course.

EDUCATION (SEC)

SEC 311 Teaching Social Studies in Secondary School/3 sem. hrs. Content and methods for teaching social studies in the secondary grades. Program development, appropriate activities and evaluation techniques will be discussed. Development of teaching skills and analysis of materials, methods and programs for teaching social studies, in the secondary schools. Reading skills necessary for the use of appropriate materials in this content area will be identified.

SEC 312 Teaching Science in Secondary School/3 sem. hrs. Content and methods for teaching science in the secondary school: "hands-on" approaches, resources, material and ideas drawn from the student's experiences will all be discussed. Development of teaching skills and analysis of materials, methods and programs for teaching science in the secondary school. Reading skills necessary for the use of appropriate materials in this content area will be identified.

SEC 313 Teaching Music in Secondary School/3 sem. hrs. Study of the fundamentals of music, contents of a music program and special methods of teaching and using music in the secondary school curriculum. Development of teaching skills and analysis of materials, methods and programs for teaching music in the secondary schools. Reading skills necessary for the use of appropriate materials in this content area will be identified.

SEC 314 Teaching Art in Secondary School/3 sem. hrs. Contents and methods of teaching art in the secondary school. Problems in the selection of materials and the evaluation of activities as well as ideas and art projects will be included. Development of teaching skills and analysis of materials, methods and programs for teaching art in secondary schools. Reading skills necessary for the use of appropriate materials in this content area will be identified.

SEC 315 Health and Physical Education in Secondary School/3 sem. hrs. Curriculum, content and methods in effective health education in the secondary school. Methods and materials for physical education. Development of teaching skills and analysis of materials and methods in programs for teaching health and physical education in the secondary schools.

SEC 316 Teaching Mathematics in Secondary School/3 sem. hrs. Content, materials and methods for teaching mathematics in the secondary school. Development of teaching skills and analysis of materials, methods and programs for teaching mathematics in the secondary school. Reading skills necessary for the use of appropriate materials in this content area will be identified.

SEC 320 Teaching Foreign Language in Secondary School/3 sem. hrs. Content and methods of teaching foreign language in the secondary school. Language development and expression and analysis of materials, methods and programs for teaching foreign language in the secondary school. Reading skills necessary for the use of appropriate materials in this content area will be identified.

SEC 322 Teaching Business in Secondary Schools/3 sem. hrs. Teaching business subjects in the secondary school. Methods and materials, program development, evaluation techniques, resources, teaching principles will all be discussed. Reading skills necessary for the use of appropriate materials in this content area will be identified.

SEC 323 Teaching English in Secondary School/3 sem. hrs. Content and methods of teaching English in the secondary school. Language development and expression. Development of teaching skills and analysis of materials, methods and programs for teaching English in the secondary school. Reading skills necessary for the use of appropriate materials in this content area will be identified.

SEC 324 Teaching Speech in Secondary Schools/3 sem. hrs. Content and methods of teaching speech in the secondary schools including fundamentals, discussion and debate, and drama. **Prerequisite:** 18 hrs. in speech.

ELECTRICAL ENGINEERING (EE)

EE 210 Networks I/3 sem. hrs. Definitions of charge, current, voltage, resistance, capacitance and inductance. Ohm's law, Kirchoff's laws, nodal analysis and mesh analysis. Principles of superposition, maximum power theorem, Thevenin's theorem and Norton's theorem. **Prerequisites:** PHY 150, MAT 210.

EE 255 Electricity Laboratory/1 sem. hrs. Basic laboratory to complement Networks I. **Prerequisite or Corequisite:** EE 210.

EE 310 Networks II/3 sem. hrs. Phasors, sinusoidal steady-state analysis, rms value, average power, balanced three-phase circuits, resonance, frequency response, two-port networks and Laplace transforms. **Prerequisites:** MAT 220, EE 210.

EE 330 Electronics I/3 sem. hrs. Introduction to the physical theory of semi-conductor devices, diodes, diode circuit applications, transistor characteristics, transistor equivalent circuits and single-stage amplifiers. **Prerequisite:** EE 210.

EE 335 Electronics Lab I/1 sem. hrs. Laboratory work to complement electronics theory course. **Prerequisite or Corequisite:** EE 330.

EE 340 Electronics II/3 sem. hrs. Analysis and design of single-stage and multi-stage amplifiers, difference amplifiers and operational amplifiers. Frequency response and other performance criteria with feedback. Oscillators. **Prerequisites:** EE 210, EE 310.

EE 345 Electronics II Lab/1 sem. hrs. Lab work to complement electronics theory course. **Prerequisites:** EE 335, EE 340.

EE 400 Electronics III/3 sem. hrs. Wave shaping, pulse and digital circuits, multi-vibrators, logic circuits. Emphasis on analysis and design. **Prerequisites:** EE 340, EE 405, MAT 305, MAT 310.

EE 405 Networks III/3 sem. hrs. Continuation of Networks II emphasizing Laplace transforms for solving advanced network problems. **Prerequisites:** EE 310, MAT 305, MAT 310, EE 340.

EE 410 Electromagnetic Theory/3 sem. hrs. Fundamentals of electric and magnetic fields, Ampere's law, Gauss' law and Maxwell's equations, coordinate systems and boundary conditions. **Prerequisites:** PHY 150, MAT 305, MAT 310, EE 310.

EE 420 Field Transmission Lines/3 sem. hrs. Transmission lines and plane waves in uniform homogeneous media, reflection and transmission at discontinuities, Poynting's theorem. Time averages, power, energy attenuation, wave guides, cavities. Antennas and radiation. **Prerequisite:** EE 410.

EE 430 Fundamentals of Communication Systems/3 sem. hrs. Fourier series and transforms, modulation systems, sampling, digital data transmission, noise, channel capacity, design and analysis of communication systems. **Prerequisites:** EE 405, EE 340. (Same as EGR 530).

EE 440 Energy Systems/3 sem. hrs. Electromechanical, electrochemical, photoelectric, thermoelectric and other energy conversion. Transmission and distribution of electric power, electrical power system analysis. **Prerequisites:** PHY 140, PHY 150, PHY 160, EE 310, EE 330 (Same as EGR 540).

EE 450 Control Systems/3 sem. hrs. Differential equations, Laplace transforms, systems with feedback, transfer functions, stability, frequency response, and other performance characteristics, compensation. Analysis and design of control systems. **Prerequisites:** EE 405, EE 440. (Same as EGR 550).

EE 460 Microprocessor Applications/3 sem. hrs. Applications in the design of microprocessor-based circuits. **Prerequisites:** CS 350. **Suggested prerequisite:** Assemblers and Assembly Language Programming. (Same as EGR 565).

EE 470 Electrical Engineering Design/3 sem. hrs. Application of design techniques to special projects in Electrical Engineering. **Prerequisite:** This is a senior-level Electrical Engineering course and requires that most Electrical Engineering courses be completed.

FINANCE (FIN)

FIN 213 Personal Finance/3 sem. hrs. (FIN 101) Survey of personal financial strategy. Provides guidelines in many areas including borrowing money, investments, insurance, home ownership taxes, and consumer rights.

FIN 301 Corporation Finance/3 sem. hrs. (FIN 211) Financial management as it applies to organizations. Ratio analysis; leverage; cash budgeting; capital structure; and other concepts of financial management applied to business organizations. **Prerequisite:** ACT 205.

FIN 311 Financial Management/3 sem. hrs. A continuation and expansion of Corporation Finance. Present value analysis; rate of return; and other techniques used in the evaluation of investment alternatives. **Prerequisite:** FIN 301.

FIN 315 Banking and Financial Institutions/3 sem. hrs. Nature of the operation in commercial banks, savings and loan associations, and savings banks. Structure and function of the loan, mortgage, bond, investment, trust, marketing, audit, and other departments within the institution. Impact of federal and state agencies and their regulations these upon institutions.

FIN 411 Principles of Investments/3 sem. hrs. (FIN 331) Investment management is emphasized including financial statements and portfolio management. How to analyze financial statements, use rating services such as Moody's and Standard and Poor's, compare growth and income investments. **Prerequisite:** ECO 201/COR 121.

FIN 455 International Finance/3 sem. hrs. International monetary systems, foreign exchange markets, exchange rates, international financial institutions, capital markets. **Prerequisites:** BUS 255, FIN 301.

FIN 491-498 Advanced Special Topics/3 sem. hrs. Advanced topics in finance that are not included in regular course offerings. Specific contents and prerequisites are announced in the course schedule for a given term. Students may re-enroll for Special Topics covering differing content.

GENERAL STUDIES (GEN)

GEN 327 Respiratory Care For Health Professionals/3 sem. hrs. A review and update of knowledge and skills of health professionals in management and care of the adult with respiratory problems. **Prerequisite:** A professional health license; employment in a health agency.

GEOGRAPHY (GEO)

GEO 205 Survey of Geography/3 sem. hrs. Study of geographic characteristics, area relationships, and major regional problems and their impact on the western world. Study of physical, human, economic, and political resources.

GEO 222 The Modern City/3 sem. hrs. Origins of the city. Cities as physical, social, and economic systems. Comparative studies of cities. Identical to SOC 222.

GEO 226 Conservation of Natural Resources/3 sem. hrs. (SSI 426) Study of the natural resources within the framework of the man-environment system. Included are problems relating to pollution, populations, technology, growth, conservation of the environment and developmental planning as they relate to the various geographic areas of the western and non-western world. Identical to PHY 226.

GEO 291-299 Special Topics/3 sem. hrs. Topics in geography that are not included in regular course offerings and may be taken without prerequisites. Specific content is announced in the course schedule for a given term. Students may re-enroll for Special Topics covering differing content.

GEO 491-498 Advanced Special Topics/3 sem. hrs. Advanced topics in geography that are not included in regular course offerings. Specific content and prerequisites are announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.

GEOLOGY (GLY)

GLY 210 Historical Geology/3 sem. hrs. (SCI 301). Evolution of the earth and its life. Major physical and evolutionary changes as recorded in the geologic past.

GLY 310 Environmental Geology/3 sem. hrs. (SCI 305) Relation of Geology to human activities. Geologic resources and energy, geologic hazards, human modification of nature, and environmental management will be covered.

GLY 410 Optical Mineralogy/3 sem. hrs. (SCI 405). Theory and use of the petrographic microscope in rock and mineral analysis with emphasis on oil immersion techniques.

GLY 420 Structured Geology/3 sem. hrs. Structural features of the earth, their recognition, interpretation, and causes. Includes the mechanics of folding and faulting in relation to plate techniques.

GLY 430 Principles of Stratigraphy/3 sem. hrs. Introduction to the concepts of stratigraphic units, their definition, purpose and use in geologic interpretations.

HEALTH CARE SERVICES (HCS)

HCS 301 Ethical Issues in Health Care/3 sem. hrs. Surveys the concepts, issues, conflicts and technical decisions with moral problems in health care. Identification of problems health care professionals face in human, moral, and ethical conflicts.

HCS 302 Community Services Systems/3 sem. hrs. An overview of community service institutions to assist the health care professional in meeting patient's needs. Discussion of professional issues related to community services.

HCS 303 Sociological Issues in Health Care/3 sem. hrs. Concepts of the social sciences as they relate to the work of the health professional. Identification of economic, social, cultural, and environmental factors which effect health care.

HCS 401 Health Care Organization and Administration/3 sem. hrs. An examination of health care organization in the U.S. from a systems perspective. Administrative implications of the various types of health care organization models.

HCS 402 Legal Aspects of Health Care Administration/3 sem. hrs. A study of legal liabilities and responsibilities of health care institutions and professionals. Federal, state and local statutes for provision and regulation of health services and facilities.

HCS 403 Financial and Accounting Management in Health Care/3 sem. hrs. Using accounting information to make managerial decisions. Topics include third party payers, volume forecasting, budgeting procedures, and rate setting techniques.

HISTORY (HIS)

HIS 101 History of Western Civilization to 1648/3 sem. hrs. (SSI 101) The growth and development of Western Civilization from the ancient period through the religious wars of the Reformation. Special emphasis is given to the contributions of the Greco-Roman world and the Judeo-Christian heritage.

HIS 102 History of Western Civilization Since 1648/3 sem. hrs. (SSI 102) The growth and development of Western Civilization from the Scientific Revolution to the present. Special emphasis is given to understanding the meaning of the massive changes occurring in all phases of Western Society.

HIS 201 American History to 1865/3 sem. hrs. (SSI 201) American history from its Colonial origins through the Civil War. Special emphasis is given to analyzing and evaluating the major forces and ideas which have shaped American political, social and economic life.

HIS 202 American History Since 1865/3 sem. hrs. (SSI 202) American history from Reconstruction to the present. Special emphasis is given to analyzing and evaluating the major forces and ideas which have shaped American political, social and economic life.

HIS 291-299 Special Topics/3 sem. hrs. Topics in history that are not included in regular course offerings and may be taken without prerequisites. Specific content is announced in the course schedule for a given term. Students may re-enroll for Special Topics covering differing content.

HIS 310 History of Political Thought/3 sem. hrs. (POL 401) A study of political philosophy from the Ancients to the present. To include the major philosophical schools and their major spokesmen. Presented within the context of major historical trends. **Identical to POL 310.**

HIS 321 The Great Individual in History/3 sem. hrs. (HUM 380) The role of the great individual in historical events. Included is an examination of the power of genius which underlies the great individual and the extent to which the great individual influences the course of history.

HIS 410 Emerging Nations/3 sem. hrs. (HIS 400) Begins with the study of indigenous cultures of Latin America and Africa, through their colonial eras, with emphasis on their emergence as independent nations.

HIS 427 Florida History/3 sem. hrs. (SSI 427) An indepth survey of Florida history from 1500 to the present. **Prerequisite:** HIS 201, 202 or consent of instructor.

HIS 460 Studies in Revolution/3 sem. hrs. (SSI 460) Major forces which have shaped the revolutionary impulse in the 18th through the 20th century. Emphasis upon the great revolutions: American, French, Russian, Chinese—the background, the underlying reasons, ideals, patterns of their growth and their effect upon the course of history. **Identical to POL 460.**

HIS 491-498 Advanced Special Topics/3 sem. hrs. Advanced topics in history that are not included in regular course offerings. Specific content and prerequisites are announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.

HUMANITIES (HUM)

HUM 171 Nova Community Singers I/1 sem. hrs. Participation in the Community Singers requires attendance at rehearsals and group performances. **Prerequisite:** Audition.

HUM 172 Nova Community Singers II/1 sem. hr. Continued participation in Community Singers. Rehearsals and performances. **Prerequisite:** Audition.

HUM 173 Nova Community Singers III/1 sem. hr. Continued participation in Community Singers. Rehearsals and performances. **Prerequisite:** Audition.

HUM 201 Man and His Society/3 sem. hrs. (HUM 101) An interdisciplinary study of humanistic values and insights, focusing on the principal questions of man and his place in society. Drawing from thought in literature, drama, philosophy and poetry, the course reveals conclusions of those who have sought to find the balance and harmony between the individual, his desires and the requirements of society.

HUM 202 Man as an Individual/3 sem. hrs. (HUM 102) An interdisciplinary humanities approach to the profound questions which confront man in the process of evolution. The meaning of individual responsibilities, individual freedom, the nature and meaning of man's mortality, the place of virtue and destiny (or fate) in man's life.

HUM 210 Freedom and Totalitarianism/3 sem. hrs. (HUM 200, 411) An interdisciplinary humanities approach to the philosophical, psychological and social aspects of freedom, totalitarianism, and related issues. Special interest in trends of modern society.

HUM 240 The Theatre Arts/3 sem. hrs. (HUM 217) The arts of the theater: drama, music, dance, play production; with study of plays representing major theatrical trends.

HUM 291-299 Special Topics/3 sem. hrs. Topics in humanities that are not included in regular course offerings and may be taken without prerequisites. Specific content is announced in the course schedule for a given term. Students may re-enroll for Special Topics covering differing content.

HUM 301 Art History/3 sem. hrs. (HUM 183) A survey of art history and principles. An understanding of the relationship between art and the civilization of its period.

HUM 310 The American Character/3 sem. hrs. (SSI 356) The nature of character in the American within the context of modern personality theory, seeking the underlying social and historical forces which have shaped the American. An evaluation of the goals and values which this character depicts and an analysis of these values in light of ideals expressed in certain strands of American philosophy and literature.

HUM 312 Women's Studies/3 sem. hrs. An examination of women's roles in society, the history of those roles through feminist perspectives in the humanities and arts, and the nature and significance of women's contribution to society. **Prerequisite:** COR 101.

HUM 315 Philosophical Issues/3 sem. hrs. A study of the various philosophical schools centering on such questions as: what is the nature of man; what is reality; how do we know; what is true; what is beautiful; what is right; etc.

HUM 320 Principles of Efficient Thinking/3 sem. hrs. Everyman's Logic: The principles of analytical and critical thinking including deduction, induction, principles and clear statement, valid and reliable reasoning, fallacies of argument and debate, and the methods of which theories and laws are established.

HUM 321 Ethical and Moral Judgments/3 sem. hrs. Study and comparison of major writers on ethics. Includes discussion of the problems of making ethical and moral judgments; the conflicts between right and wrong, good and evil; and ways of resolving moral and ethical dilemmas.

HUM 322 Science and Modern Thought/3 sem. hrs. An examination of the role of science in the modern world including the nature of the scientific object, the nature of the scientific method and scientific revolutions, the relation of scientific revolutions, the relation of science to other modes of knowing, and the relation of science to technology. **Prerequisite:** COR 101.

HUM 323 Contemporary Latin American Fiction/3 sem. hrs. A survey of Latin American fiction from 1940 to present. Lectures in English; students may read books and write papers in English or Spanish. **Prerequisite:** COR 102 or its equivalent.

HUM 351 American Literature/3 sem. hrs. (HUM 251) Survey of American literature with emphasis on the growth of American thoughts as expressed in the writings of selected American authors.

HUM 352 English Literature/3 sem. hrs. (HUM 261) A survey of selected English classics from Beowulf to contemporary authors. Literature as an expression of various periods will be discussed.

HUM 353 Films as Literature/3 sem. hrs. An examination of the film's position as a medium in literature. Includes viewing of outstanding films.

HUM 354 Introduction to Film Criticism/3 sem. hrs. An examination of film as an art form. Topics include the "grammar" of film, film genres, the documentary, the avant garde film, and critical approaches to film. **Prerequisite:** COR 101.

HUM 375 Music Through History/3 sem. hrs. An interdisciplinary approach which introduces the student to the basic structure of musical forms, as well as the evolution of these forms, the relationship between musical evolution and basic philosophical and historical trends. The music of each period will be listened to and the students will be introduced to the major composers and works of each period.

HUM 381 Art and Society/3 sem. hrs. A study of the development primarily of painting and music in the period from Baroque to the Modern times. Focuses on the relationship between artistic style and expression and the historical climate.

HUM 451 Eastern Thought/3 sem. hrs. (Formerly called Asian Thought) Study of the major philosophical and religious systems of thought from East and South Asia, such as Hinduism, Buddhism, Confucianism, and Taoism. Includes discussion of the relevant history and cultural background.

HUM 491-498 Advanced Special Topics/3 sem. hrs. Advanced topics in humanities that are not included in regular course offerings. Specific content and prerequisites are announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.

LANGUAGE AND COMPOSITION (LAN)

LAN 090 Reading and Study Skills/3 sem. hrs. A basic course emphasizing textbook reading, vocabulary development, note taking and preparing for tests. Students not achieving all of the required competencies will receive a grade of PR and may re-enroll. Credit does not count toward graduation.

LAN 092 Writing Skills/3 sem. hrs. A review of basic writing skills emphasizing usage and organization. Students not achieving all of the required competencies will receive a grade of PR and may re-enroll. Credit does not count toward graduation.

LAN 111 College Composition I/3 sem. hrs. Instruction in the principles and skills of effective expository writing. **Prerequisite:** Placement examination.

LAN 112 College Composition II/3 sem. hrs. A continuation of LAN 111 that includes instruction in use of the library and requires the student to develop a documented paper. **Prerequisite:** LAN 111.

LAN 150 Intensive English-level I/3 sem. hrs. The beginning level of instruction in English as a foreign language. The course consists of classes in each of the three skill areas of the language—conversation, writing and reading. It is designed for students who possess very limited or no knowledge of English. Offered only at Panama Center.

LAN 121 Elementary Spanish I/3 sem. hrs. Essentials of Spanish language with emphasis on grammar, vocabulary, writing, and oral skills. Introduction to Spanish culture.

LAN 122 Elementary Spanish II/3 sem. hrs. Continued introduction to Spanish language and culture. **Prerequisite:** LAN 121.

LAN 201 Fundamentals of Public Speaking/3 sem. hrs. (HUM 201) Training and practice in the fundamentals of speech including methods of obtaining and organizing materials and of presenting speeches effectively.

LAN 211 Intermediate Expository Writing/3 sem. hrs. A workshop course for students seeking to extend their command of exposition, argumentation and persuasion and their mastery of prose style. **Prerequisite:** COR 102.

LAN 221 Intermediate Spanish I/3 sem. hrs. Readings in Spanish literature and culture. Study of Spanish idioms and syntax. Further development of oral and written Spanish. **Prerequisite:** LAN 122.

LAN 222 Intermediate Spanish II/3 sem. hrs. Continued development of Spanish skills. **Prerequisite:** LAN 221.

LAN 250 Intensive English-Level II/3 sem. hrs. The lower intermediate level of instruction in English as a foreign language. The course consists of classes in the three skill areas of the language and is designed for students who already possess certain minimal skills in English. Offered only at Panama Center.

LAN 291-299 Special Topics/3 sem. hrs. Topics in language that are not included in regular course offerings and may be taken without prerequisites. Specific content is announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.

LAN 301 Oral Interpretation/ 3 sem. hrs. (HUM 205) Relation of appreciation of literature to oral interpretation; evaluation and analysis of selections of prose and poetry from the viewpoint of oral reading; basic techniques of reading aloud. **Prerequisite:** LAN 201.

LAN 311 Writing for the Professions/3 sem. hrs. (Formerly Business Communication) A survey of English composition skills, and their applications to various writing assignments. The course emphasizes the selection and employment of appropriate styles for functional uses of written communication. **Prerequisite:** LAN 111.

LAN 312 Public Communication for the Professions/3 sem. hrs. Emphasis on public communication skills required of the person in business or other professions. Topics include: public speaking, conference speaking, visual and audio aids, listening and public interviews. **Prerequisite:** LAN 311.

LAN 350 Intensive English-Level III/3 sem. hrs. The higher intermediate level of instruction in English as a foreign language. The course consists of classes in the three skill areas of the language and is designed for students who possess more than minimal skills in English. Offered only at Panama Center.

LAN 450 Intensive English-Level IV/3 sem. hrs. The advanced level of instruction in English as a foreign language. The course consists of classes in the three skill areas of the language and is designed for students who already possess average skills in English. Offered only at Panama Center.

LAN 491-498 Advanced Special Topics/3 sem. hrs. Advanced topics in language that are not included in regular course offerings. Specific content and prerequisites are announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.

LAW (LAW)

LAW 201 Law in Action: Introduction to Legal Reasoning/3 sem. hrs. (BUS 1026) Introduction to the legal structure and basic decisional processes in the creation of the American legal system. Includes: what is law, how to read and understand court decisions, how the American system of courts works, how to read and understand statutes and analyzing constitutional law.

LIFE SCIENCES (LSC)

LSC 102 Introduction to Life Sciences/3 sem. hrs. An introductory course emphasizing concepts, principles and problems of the life sciences and their relevance to significant issues confronting man. Emphasis is placed upon interdisciplinary approaches essential to the improvement of the resources, environment, culture, and well-being of man.

LSC 104 Environmental Studies/3 sem. hrs. Overview of environmental science that integrates social, economic, technical, and political issues. Problems of ecological disruptions, growth of human populations, land use, energy, nuclear power, food supplies, pesticides, and pollution are covered. Identical to PHY 104.

LSC 105 Concepts in Biology/3 sem. hrs. This course is designed to explore the major concepts in biology from the cell to the behavior of the whole integrated plant and animal. This course is intended for nonscience students.

LSC 201 Psychology: Experimental-Biological Emphasis/3 sem. hrs. Scientific method in psychology. Theory, research, and application in learning and memory, motivation, sensation and perception, biological bases of behavior, and comparative psychology. **Prerequisite:** PSY 101. Identical to PSY 201.

LSC 211 Human Sexuality/3 sem. hrs. Anatomy and physiology of the human sexual system, human sexual response, the range of sexual behaviors, and sources of attitudes and beliefs about sexuality. Identical to PSY 211.

LSC 220 General Botany/4 sem. hrs. Introduction to basic structure, life processes and taxonomy of algae, fungi, and plants; emphasis on structure and function of tissues and organs; ecology; and reproduction of flowering plants. Includes laboratory sessions.

LSC 222 Marine Biology/3 sem. hrs. Description of major groups of attached, free floating, and swimming marine organisms including their form, function, distribution, community interaction, and environmental relationships.

LSC 230 Animal Structure and Function I/4 sem. hrs. Basic invertebrate zoology including introductory anatomy, physiology, phylogeny, and ecology of major animal phyla from protozoa through echinoderms. First half of Animal Structure and Function Continuum. Includes laboratory sessions. **Must be taken concurrently with LSC 231.**

LSC 231 Animal Structure and Function II/4 sem. hrs. Second half of Animal Structure and Function Continuum. Basic Anatomy, physiology, and ecology of the chordates, including man. Includes laboratory sessions. **Must be taken concurrently with LSC 230.**

LSC 291-299 Special Topics/3 sem. hrs. Topics in life science that are not included in regular course offerings and may be taken without prerequisites. Specific content is announced in the course schedule for a given term. Students may re-enroll for Special Topics covering differing content.

LSC 310 Plant Physiology/3 sem. hrs. Functional treatment of life processes of plants including photosynthesis, respiration, growth, genetics, reproduction, water economy and translocation, nutrient uptake and assimilation, and gas exchange. Includes laboratory sessions. **Prerequisite:** LSC 220.

LSC 320 General Ecology/3 sem. hrs. Basic principles governing the interaction of organisms and their environment including food webs, energy flow, biogeochemical cycles, factors controlling distribution and abundance, biological and species interaction, species diversity, ecosystem stability, ecological succession, and impact of man.

LSC 322 Biological Aspects of Pollution/3 sem. hrs. Impact of air, water, and terrestrial pollution on natural ecosystems and man. Pollution, indicators, sources, and alternatives are discussed.

LSC 330 Cellular Biology and Physiology I/4 sem. hrs. Part one of a three course continuum considering the subcellular architecture and function, growth, and reproduction of prokaryotic and eukaryotic cells. Includes laboratory sessions. **Prerequisites:** LSC 230, 231.

LSC 331 Cellular Biology and Physiology II/4 sem. hrs. Part two of a three course continuum. Functions of important biochemicals and macromolecules and their metabolism. Includes laboratory sessions. **Prerequisite:** LSC 330.

LSC 332 Cellular Biology and Physiology III/4 sem. hrs. Third part of a three part continuum. Culture, control, ecology, pathogenicity, and use of bacteria and viruses. Includes laboratory sessions. **Prerequisite:** LSC 331.

LSC 350 Vertebrate Comparative Anatomy/4 sem. hrs. Architecture and function of vertebrate organ systems with an evolutionary perspective. Compares structural modifications from fish through mammals. Includes laboratory sessions. **Prerequisites:** LSC 230, 231.

LSC 360 Genetics and Evolution/3 sem. hrs. Review of principles of Mendelian and quantitative inheritance considered at the morphological and molecular levels including a survey of population genetics and theories of natural selection and the study of amino acids and nucleotide substitutions as "evolutionary clocks". **Prerequisite:** LSC 332.

LSC 430 Histology/4 sem. hrs. Microanatomy of cells, tissues, organs, and systems of the human body. Includes laboratory sessions. **Prerequisites:** LSC 230, 231.

LSC 440 Embryology/3 sem. hrs. Principles of human cellular differentiation, morphogenesis, and development with comparisons to lower animal forms. **Prerequisites:** LSC 230, 231.

LSC 450 Physical Biochemistry/3 sem. hrs. Review of acid-base behavior of macromolecules; metabolites and polyprotic acids; colligative properties; optical properties and methods; behavior of molecules in centrifugal and electrical fields; and thermodynamics of metabolism. **Prerequisites:** LSC 332, PHY 331.

LSC 451 Advanced Biochemistry/3 sem. hrs. Consideration of enzyme mechanisms and kinetics, protein and nucleic acid structure and advanced aspects of intermediary metabolism, specialized biosynthetic and degradative pathways, and biochemical detoxification mechanisms. **Prerequisites:** PHY 350, LSC 332.

LSC 460 Biological Bases of Behavior/3 sem. hrs. Genetic, neural, and endocrine bases of behavior. Neuroanatomy, chemical and electrical events in the nervous system. Sensory processes, motivation, emotion, and arousal. **Prerequisite:** COR/PSY 111; COR 132 or LSC 105. Identical to PSY 460.

LSC 491-498 Advanced Special Topics/3 sem. hrs. Advanced Topics in life sciences that are not included in the regular course offerings. Specific content and prerequisites are announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.

MANAGEMENT (MGT)

MGT 205 Principles of Management/3 sem. hrs. (BUS III, 205) An overview of the historical development of management theory, the distinct schools of management thought, the functions and processes of management, and the environment within which the modern manager operates.

MGT 221 Budgeting, Controlling, and Planning/3 sem. hrs. Fundamental concepts of budgeting with emphasis on process. Management uses of planning and controlling in business. Historical and standard costing, funds flow analysis, tax planning, and business decision rules. Essentials of risk management, long term financing of firms. Analysis of appropriate methods to manage static risk, capital budgeting, mergers, and failures. **Prerequisite:** ACT 205, CS 112.

MGT 251 Supervisory Skills/3 sem. hr. (BUS 251) A study of the fundamentals of supervision. Leadership styles, responsibility, and authority, and how they relate to efficient supervision. **Prerequisite:** MGT 205.

MGT 260 Public Policy and Its Administration/3 sem. hrs. (POL 360) The nature and scope of public administration: principles, societal protection, assistance to various groups, governmental proprietary enterprises, and regulation of business. Bureaucratic organization, administration relationships, and policy making are also included.

MGT 291-299 Special Topics/3 sem. hrs. Topics in management that are not included in regular course offerings and may be taken without prerequisites. Specific content is announced in the course schedule for a given term. Students may re-enroll for Special Topics covering differing content.

MGT 301 Statistics for Professional Management/3 sem. hrs. Descriptive and inferential statistics relevant to applied research. Coverage of measures of central tendency and variability, correlations, chi-squares, and t-test. **Prerequisites:** MAT 182 or higher math course. Students may not receive credit for this course and BUS 309, MAT 202, or PSY 301.

MGT 302 Organizational Communication/3 sem. hrs. Survey course of communications in organizations. Topics covered are formal and informal communication networks, communication roles, communication audits, and organizational barriers to effective communication. Skills building emphasis.

MGT 315 Personnel Administration/3 sem. hrs. (BUS 231, 315) Modern personnel policies, techniques, and methods. The development of sound wage and salary structures; the development of valid standards of personnel selection and placement; the use of psychological testing; interviewing techniques. **Prerequisite:** MGT 205.

MGT 317 Organization Behavior/3 sem. hrs. (BUS 241, 317) An overview of the informal, people-centered aspects of organization. Topics include: motivation, leadership style, and various human relations-oriented theories. The interaction of the individual and the organization as a dynamic interplay that affects total organizational effectiveness. The role of effective communications in the organization. **Prerequisite:** MGT 205.

MGT 355 International Management/3 sem. hrs. The context of international management, organization of multinational firms, cultural and environmental issues, organizational problems in international operations, planning and control, international financial management, international personnel management, relations with host governments, comparative management. **Prerequisites:** BUS 255, MGT 205.

MGT 366 Management Information Systems/3 sem. hrs. (BUS 300) This course offers a broad coverage of computer use, data base management, and information system/fundamentals for managers living in an increasingly complex information society.

MGT 377 Production and Inventory Control/3 sem. hrs. Analysis of production systems, materials flow networks, methods of control and forecasting of market and resource activities. Examination of criteria for determining output, pricing (economic order quotients and capital cost), investment (capital budgeting), concept of profit centers, and cost functions. **Prerequisite:** BUS 371.

MGT 388 Operations Management/3 sem. hrs. Management of operations within the manufacturing sector; control of production operations, maintenance of quality of output and techniques for planning and scheduling manufacturing operations. **Prerequisite:** MGT 377.

MGT 415 Legal Environment of Management/3 sem. hrs. Interaction of business and legal system. Includes rights and responsibilities of corporate shareholder officers and directors, policy power of the state, dealing with actions by courts, and administrative agencies, regulatory commissions, health and safety codes, labor-management relations, consumer protection, eminent domain, anti-trust, tax and securities regulations.

MGT 425 Human Resource Management/3 sem. hrs. (BUS 415, 425, 441) A capstone course in the behavioral management area which is in a seminar format. Topics to be covered are the HRM function in organizations, with specific emphasis on training, development and career pathing of employees; stress management; labor relations and negotiations. **Prerequisites:** MGT 315, 317.

MGT 441 Physical Distribution and Transportation/3 sem. hrs. Nature, organization, and administration of physical distribution and transportation systems. Fundamentals and development of transport networks and economic changes due to demographic exchanges, technology advancements, or political pressures. Focus on distribution activities and transport modes as they relate to problems and solutions of logistics for material in process of transit and for the finished product. **Prerequisites:** ECO 201, 202, and approval of Academic Division.

MGT 445 Labor Relations/3 sem. hrs. An examination of labor relations in depth covering collective bargaining, contract negotiation, contract administration, mediation, and arbitration. Includes an in-depth examination of labor legislation. **Prerequisite:** MGT 315.

MGT 477 Inventory Systems/3 sem. hrs. Inventory processes analyzed through stochastic (forecasting) models. Concepts of optimal policy in a constrained inventory system. Analysis of distribution systems for multi-item and single-item production and marketing. Application of dynamic programming utilizing deterministic and probabilistic inventory models, economic order quotients, and other financial ratios. **Prerequisite:** BUS 409 and MGT 368.

MGT 491-498 Advanced Special Topics/3 sem. hrs. Advanced topics in management that are not included in regular course offerings. Specific content and possible prerequisites are announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.

MARKETING (MKT)

MKT 101 Introduction to Marketing/3 sem. hrs. An overview of the field with special attention to formulating an effective marketing mix. Topics include estimation of demand, consumer behavior, adaptation of products to markets, selection of channels of distribution, and development of effective promotional and pricing strategies. Students may not receive credit for this course and MKT 391.

MKT 211 Sales Management/3 sem. hrs. Emphasizes sales force management. Topics include selection, training, compensation, motivation, and evaluation of sales personnel. Various sales strategies appropriate to different markets are covered. **Prerequisite:** MKT 101.

MKT 221 Retail Management/3 sem. hrs. Establishing an effective marketing mix specific to the retail establishment. Basic concepts behind organizational structure, store location, personnel selection, merchandising, promotion, and service. Use of certain analytical tools to aid in establishing the appropriate mix. **Prerequisite:** MKT 101.

MKT 255 International Marketing/3 sem. hrs. (MKT 492) The scope of international marketing, the structure of multinational markets, foreign market research, international advertising and promotion, international distribution channels, international product policy, international pricing policy, export/import management. **Prerequisites:** BUS 255, MKT 101.

MKT 291-299 Special Topics/3 sem. hrs. Topics in marketing that are not included in regular course offerings and may be taken without prerequisites. Specific content is announced in the course schedule for a given term. Students may re-enroll for Special Topics covering differing content.

MKT 301 Channels of Distribution/3 sem. hrs. The particular role of marketing channels in establishing an effective marketing mix. Physical distribution problems as well as the role of wholesalers, retailers, and the various types of specialized middlemen. **Prerequisite:** MKT 101.

MKT 321 Advertising and Sales Promotion/3 sem. hrs. (MKT 311) Introduces the basic principles and concepts of marketing communication. Focus is on the development and implementation of effective advertising campaigns and sales promotional plans for business on a local, regional, and national basis. **Prerequisite:** MKT 101.

MKT 391 Principles of Marketing/3 sem. hrs. (MKT 491) A survey course in marketing for professional managers. Topics include meeting customer needs through product planning, pricing, promotion, and distribution. Students apply principles through marketing planning assignments. Students may not receive credit for this course and MKT 101.

MKT 431 Consumer Behavior/3 sem. hrs. The analysis of the effectiveness of various marketing strategies in terms of yielding the desired consumer responses. The push versus pull strategy, the selling approach versus the marketing approach, and other topics. **Prerequisites:** MGT 317, MKT 101.

MKT 471 Marketing Strategy/3 sem. hrs. (MKT 451, 452, 453, 481, 483) The planning, organization, implementation, and control of marketing activities from the viewpoint of the marketing executive. Topics include strategic planning and policy formulation; the use of marketing research; test marketing of products and intercompany coordination of pricing, promotion, and physical distribution strategies. **Prerequisites:** MKT 101, 301, 321.

MKT 491-498 Advanced Special Topics/3 sem. hrs. (BUS 3409, MKT 331) Advanced topics in marketing that are not included in the regular course offerings. Specific content and prerequisites are announced in the course schedule for a given term. Students may re-enroll for Special Topics covering differing content.

MATHEMATICS (MAT)

MAT 092 Foundations of Mathematics/3 sem. hrs. A basic course which will prepare the student for college level mathematics courses. Students not achieving all of the required competencies will receive a grade of PR and may re-enroll. Credit does not count toward graduation.

MAT 101 General Mathematics/3 sem. hrs. Application of basic mathematical operations. Problem solving techniques. Introduction to basic algebraic concepts and graphs. Appropriate for non-math and non-science majors. **Prerequisite:** Placement examination required satisfied.

MAT 102 Introductory Algebra/3 sem. hrs. A basic review of algebra including algebraic terminology, polynomials and applications. Appropriate for non-math and non-science majors. **Prerequisite:** Placement examination requirement satisfied or MAT 101.

MAT 105 College Algebra/3 sem. hrs. Includes topics such as fundamental operations, functions and graphs, linear and quadratic equations, and conic sections. **Prerequisite:** Placement examination requirement satisfied or MAT 102.

MAT 135 Technical Mathematics/3 sem. hrs. Prepares the technical major for Precalculus. Including a basic review of algebraic terminology, polynomials, fundamental operations, functions and graphs, linear and quadratic equations, and conic sections. **Prerequisite:** Placement examination requirement satisfied or MAT 102. Credit not given for those students who have taken MAT 105.

MAT 150 Precalculus/3 sem. hrs. Review of algebra, trigonometric functions, graphs of functions, logarithms, exponents, functions of the natural number. Introduction to calculus, concept of limits, integrals. **Prerequisite:** Placement examination requirement satisfied or MAT 135 or MAT 105.

MAT 202 Statistics and Probability/3 sem. hrs. An introduction to basic principles of statistics and probability. Topics to be covered include: frequency distribution, statistical descriptions, possibilities and probabilities, some rules of probability, expectations and decisions, probability distributions, the normal distribution, sampling distributions, inference about means, and inference about standard deviations. Students may not receive credit for this course and BUS 309, MGT 301, or PSY 301.

MAT 210 Calculus I/3 sem. hrs. Functions, limits, derivatives of algebraic functions. Introduction to derivatives of trigonometric functions, logarithmic functions, application of derivatives to physics problems, related rates and maximum/minimum problems, definite and indefinite integrals with applications. **Prerequisite:** MAT 150.

MAT 220 Calculus II/3 sem. hrs. Riemann sums, the definite integral, methods of integration, continuation of exponential, logarithmic functions, inverse trigonometric functions, L'Hopital's rule and improper integrals. **Prerequisite:** MAT 210.

MAT 305 Calculus III/3 sem. hrs. Sequences and series. Taylor series, vector analysis, functions of several variables, partial derivatives, total differential chain rule, multiple integral and application functions of a complex variable. **Prerequisite:** MAT 220.

MAT 310 Differential Equations/3 sem. hrs. Solving first order ordinary differential equations, exact, separable and linear. Applications to rates and mechanics, theory of higher order linear differential equations. Methods of undetermined coefficients and variation of parameters, application to vibration, mass and electric circuits, power series solutions. Partial differential equations, the methods of separation of variables, linear partial differential equations and their application to electronics and electrical engineering problems, solutions of initial boundary problems. Fourier series and Fourier transforms, inhomogeneous problems, introduction to numerical methods. Laplace transforms. **Prerequisite:** MAT 305.

MAT 315 Introduction to Statistics/3 sem. hrs. An introduction to the analysis of variance including chi-square and contingency tables. Non-parametric statistical methods and applications. Use of statistical packages for computers will be included. **Prerequisite:** MAT 105 or MAT 135.

MAT 320 Advanced Calculus/3 sem. hrs. Infinite series and sequences, uniform convergence, vector functions of several variables, the Jacobian matrix, inverse function theorem, the Laplacian in cylindrical and spherical coordinates. Lagrange multipliers. Vector differential and integral calculus including Green's, Stokes and Gauss' theorem. The change of variable in multiple integrals. **Prerequisite:** MAT 305.

MAT 360 Matrices and Statistics/3 sem. hrs. Systems of linear equations, matrix algebra, determinants, eigenvalues and eigenvectors, applications to differential equations, introduction to statistics. **Prerequisites:** MAT 220.

MAT 420 Linear Algebra/3 sem. hrs. Matrices and systems of linear equations, vector spaces, linear transformations, determinants, eigenvalues and eigenvectors, canonical forms, inner product spaces. **Prerequisite:** MAT 220.

MAT 430 Functions of a Complex Variable/3 sem. hrs. The general theory of functions of a complex variable including analytical functions, the Cauchy-Riemann equations, the Cauchy integral theorem and formulas. Taylor series. Laurent series, singularities and residues, conformal mappings with application to problems in applied science and engineering. **Prerequisite:** MAT 305.

MAT 440 Numerical Analysis/3 sem. hrs. Solution of algebraic and transcendental equations by a number of iterative methods, discussion of convergence considerations, probability and statistical theory, numerical integrator of a number of types of problems will be discussed both in theory and in practice through the use of computer problem-solving. **Prerequisites:** MAT 220 and PHY 140, PHY 150 and PHY 160, CS 210 or CS 330.

MAT 450 Probability and Statistics/3 sem. hrs. Probability function, random events, expectation, conditional probability distribution functions, foundations of statistics. **Prerequisite:** MAT 210.

OCEANOGRAPHY (OCE)

OCE 350 Introductory Oceanography/3 sem. hrs. Study of the physical and life sciences as they apply to the ocean. Techniques of oceanographic sampling and laboratory analysis are covered.

PHYSICAL SCIENCES (PHY)

PHY 101 Introduction to Physical Sciences/3 sem. hrs. A survey course in physical sciences for non-science majors. Topics include the concepts of motion, electricity and light, matter, atoms and nuclei and the solar system.

PHY 103 Introduction to Geology/3 sem. hrs. An introductory course that will provide an understanding of the earth's composition and structure; an explanation of the processes that affect the earth and the resulting features; a description of the physical evolution of the major mountains and oceans; a description of biological evolution in relation to ancient geologic environments; and an analysis of earth's resources and implications for the future.

PHY 104 Environmental Studies/3 sem. hrs. Overview of environmental science that integrates social, economic, technical and political issues. Problems of ecological disruptions, growth of human populations, land use, energy, nuclear power, food supplies, pesticides and pollution are covered. Identical to LSC 104.

PHY 105 Introduction to Chemistry/3 sem. hrs. Non-laboratory course which presents an introduction to the elementary principles of chemistry. A study of the structure of matter and the transformation it undergoes.

PHY 140 Physics I/3 sem. hrs. Basic principles of mechanics including vectors, force, equilibrium, displacement, velocity, acceleration, mass, Newton's Laws, work energy, gravitation, momentum, rotational motion, mechanics of systems of particles and rigid bodies. **Prerequisite:** MAT 210.

PHY 150 Physics II/3 sem. hrs. Electrostatics, electric currents, electric fields and electric potential, AC and DC circuits, magnetic fields, capacitance, inductance and electromagnetic waves. **Prerequisite:** MAT 210.

PHY 160 Physics III/3 sem. hrs. Thermodynamics, entropy, wave motion and optics, temperatures, heat and kinetic theory, reflection and refraction of light, interference and diffraction, polarization, radiation. **Prerequisite:** MAT 210.

PHY 212 Science of Matter/3 sem. hrs. Introductory course in the science of materials, review of atomic theory, atomic bonding and periodic table, chemical equations; states of matter, structure of crystals, nature of crystal imperfections and atom movements, metallic and ceramic materials and their properties, multiphase materials, equilibrium relationships. **Prerequisites:** PHY 140, PHY 150, PHY 160.

PHY 220 Introduction to Astronomy/3 sem. hrs. An introduction to astronomy which examines in brief both solar system and the universe. Topics include: fundamentals and history of astronomy, study of the earth, moon, planets, and optical instruments used in astronomy. In addition, the sun, stars, galaxies, and cosmology are also examined.

PHY 226 Conversation of Natural Resources/3 sem. hrs. Study of the natural resources within the framework of the man-environment system. Included are problems relating to pollution, populations, technology, growth, conservation of the environment and developmental planning as they relate to the various geographic areas of the western and non-western world. **Identical to UED 226.**

PHY 230 General Chemistry I/4 sem. hrs. Basic chemical calculations, periodicity, bonding, inorganic reactions, kinetics. First half of General Chemistry Continuum. Includes laboratory sessions. Must be taken concurrently with PHY 231.

PHY 231 General Chemistry II/4 sem. hrs. Continuation of General Chemistry Continuum including thermodynamics, acid-base reactions, electrochemistry, and nuclear chemistry. Includes laboratory sessions. Must be taken concurrently with PHY 230.

PHY 291-299 Special Topics/3 sem. hrs. Topics in physical science that are not included in regular course offerings and may be taken without prerequisites. Specific content is announced in the course schedule for a given term. Students may re-enroll for Special Topics covering differing content.

PHY 310 Modern Physics/3 sem. hrs. An introduction to modern concepts of physics including atomic structure and microscopic structure of matter, quantum mechanics, elementary particles, special relativity, wave particle duality, statistical physics, X-rays, molecular binding, nuclear physics, including nuclear structure. **Prerequisites:** PHY 140, PHY 150, PHY 160, MAT 210.

PHY 330 Organic Chemistry I/4 sem. hrs. Basic chemistry of carbon compounds, including basic organic reaction mechanisms, stereochemistry and molecular bonding. First half of Organic Chemistry Continuum. Includes laboratory sessions. Must be taken concurrently with PHY 331. **Prerequisites:** PHY 230, 231.

PHY 331 Organic Chemistry II/4 sem. hrs. Chemistry of hydrocarbons, alcohols, phenols, ethers and epoxides, glycols, aldehydes and ketones, carboxylic acids, lipids, amines, amino acids and carbohydrates. Second half of Organic Chemistry Continuum. Includes laboratory sessions. Must be taken concurrently with PHY 330. **Prerequisites:** PHY 230, 231.

PHY 350 Quantitative Analysis/4 sem. hrs. Principles of chemical analysis using gravimetric, volumetric, colorimetric, chromatographic, and instrumental methodologies. Includes laboratory sessions. **Prerequisites:** PHY 230, 231.

PHY 491-498 Advanced Special Topics/3 sem. hrs. Advanced Topics in physical sciences that are not included in the regular course offerings. Specific content and possible prerequisites are announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.

POLITICS AND PUBLIC AFFAIRS (POL)

POL 101 American Government and Politics/3 sem. hrs. (HUM 2700) An introduction to the processes of the American national and local forms of government. Included are the nature and structure of government, its characteristics and functions, and the intimate relation of government to other interests.

POL 201 Comparative Government/3 sem. hrs. Major foreign political systems including political forces, parties, ideologies and institutions. Attention will also be given to the characteristics and development of statehood and power, conditions of stability, constitutions and the comparative political process.

POL 291-299 Special Topics/3 sem. hrs. Topics in politics and public affairs that are not included in regular course offerings and may be taken without prerequisites. Specific content is announced in the course schedule for a given term. Students may re-enroll for Special Topics covering differing content.

POL 310 History of Political Thought/3 sem. hrs. (POL 401) A study of political philosophy from the Ancients to the present. To include the major philosophical schools and their major spokesmen. Presented within the context of major historical trends. **Identical to HIS 310.**

POL 312 Judicial Behavior/3 sem. hrs. The American judicial branch of government with emphasis on the behavior of judges and other participants in the legal system, the social impact of judicial decisions and policies, and the methods of selecting judges. **Prerequisite:** POL 101.

POL 460 Studies in Revolution/3 sem. hrs. (SSI 460) The major forces which have shaped the revolutionary impulse in the 18th through the 20th century. Emphasis upon the great revolutions: American, French, Russian, and Chinese - the background, the underlying reasons, ideals, patterns of their growth and their effect upon the course of history. **Identical to HIS 460.**

POL 491-498 Advanced Special Topics/3 sem. hrs. Advanced topics in politics and public affairs that are not included in regular course offerings. Specific content and possible prerequisites are announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.

POL 499 Independent Study in Political Science 1-12 sem. hrs. The student selects and carries out independently library and/or empirical research. Faculty supervision is provided on an individual basis. **Prerequisite:** Written consent of instructor and Division Director.

PSYCHOLOGY (PSY)

PSY 111 Principles of Behavior/3 sem. hrs. (PSY 101/PSY201) An introduction to the theory, research, and application in psychology. Topics include biological bases of behavior, perception, motivation, learning and memory, psychological development, personality, social psychology, and abnormal psychology. Students may not receive credit for this course and COR 111.

PSY 211 Human Sexuality/3 sem. hrs. (PSY 413, BES 350) Anatomy and physiology of the human sexual system, human sexual response, the range of sexual behaviors, and sources of attitudes and beliefs about sexuality. **Identical to LSC 211.**

PSY 213 Family Relationships Skills/3 sem. hrs. (BES 305) Approaches to effective living together in family units. Coverage of both adult and parent-child relationships. Emphasis on communication, supportiveness, and contingency management. Experiential learning included.

PSY 238 Child and Adolescent Development/3 sem. hrs. (EDU 338, PSY 201, 338) Aspects of growth and development during childhood and adolescence: physiological, cognitive, personality, and social. **Prerequisite:** COR/PSY 111.

PSY 239 Adulthood and Aging/3 sem. hrs. (PSY 202, 339) Developmental experiences of maturity. Physiological and psychological aspects of aging. **Prerequisite:** COR/PSY 111.

PSY 301 Statistics for Behavioral Sciences/3 sem. hrs. (HSC 301) Descriptive and inferential statistics as applied in the behavioral sciences. Coverage of measures of central tendency and variability, correlation, chi-squares, t-test, and analysis of variance. **Prerequisite:** MAT 102. Students may not receive credit for this course and BUS 309, MAT 202, or MGT 301.

PSY 302 Psychological Research Methods/4 sem. hrs. (HSC 302) Research designs commonly used in psychology: observational, experimental, and quasi-experimental. Steps in doing research including APA format for writing reports. Includes laboratory/discussion sessions. **Prerequisites:** PSY 301, LAN 112, and passed Writing Competency Exam.

PSY 311 Interpersonal Communication/3 sem. hrs. Study of human communications, interpersonal relationships, and small group dynamics. Topics include verbal and non-verbal behavior, development of relationships and groups, assertiveness and leadership. Experiential learning included.

PSY 316 Issues in Social Psychology/3 sem. hrs. Social determinants of individual behavior. Psychological issues of current social relevance such as attraction, propaganda and TV advertising, aggression and TV violence, prejudice, and conformity. **Prerequisite:** PSY 111 or COR 111.

PSY 321 Personality/3 sem. hrs. (PSY 310) Survey of psychoanalytic, humanistic, and behavioral theories of personality. Current issues and personality research. **Prerequisite:** COR/PSY 111.

PSY 326 Abnormal Psychology/3 sem. hrs. (PSY 440) Diagnosis, causes, and prognosis for the various categories of psychological disorders. Case studies supplement and illustrate theory and research. **Prerequisites:** COR/PSY 111.

PSY 330 Behavior Modification/3 sem. hrs. (PSY 441) Application of conditioning and social learning principles to mild and severe behavioral problems of individuals and families. **Prerequisites:** COR/PSY 111.

PSY 345 Interviewing/3 sem. hrs. (PSY 202) General principles of effective interviewing. Skills and techniques necessary for achieving various interview goals; with an emphasis upon the establishment of helping relationships. Experiential learning included.

PSY 350 Community Psychology/3 sem. hrs. Prevention, recognition and mobilization of individual and community resources for helping solve psychological problems. Psychologically trained change agents in human service roles. **Prerequisite:** COR/PSY 111.

PSY 371 History and Theories of Psychology/3 sem. hrs. (PSY 471) The major historical and contemporary theories of psychology. Enduring issues in psychology. Psychology as a science. **Prerequisite:** COR/PSY 111.

PSY 406 Psychological Tests and Measurements/4 sem. hrs. (PSY 340) Theory and use of psychological tests of ability and personality. Emphasis on administration, scoring, and interpretation. Includes laboratory sessions. **Prerequisites:** COR/PSY 111; PSY 301 or MAT 201.

PSY 451 Learning and Memory/4 sem. hrs. (PSY 320, 351) Theories and research of conditioning, reinforcement, verbal learning, memory, and cognitive processes. Includes laboratory sessions. **Prerequisite:** PSY 302.

PSY 460 Biological Bases of Behavior/3 sem. hrs. (PSY/LSC 461) Genetic, neural, and endocrine bases of behavior. Neuroanatomy, chemical and electrical events in the nervous system. Sensory processes, motivation, emotion, and arousal. **Prerequisite:** COR/PSY 111; COR 132 or LSC 105. Identical to LSC 460.

PSY 481 Practicum in Community Psychology/1-12 sem. hrs. A field experience to broaden the student's education through placement in a community agency under supervision of the Academic Division. **Prerequisites:** PSY 202, PSY 350, and written consent of the Supervisor and Division Director.

PSY 482 Practicum in Organizational Psychology/1-12 sem. hrs. A field experience to broaden the student's education through placement in an organization under supervision of the Academic Division. **Prerequisites:** MGT 315, PSY 406, and written consent of the Supervisor and Division Director.

PSY 491-498 Advanced Special Topics/3 sem. hrs. Advanced topics in psychology that are not included in regular course offerings. Specific content and possible prerequisites are announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.

PSY 499 Independent Study in Psychology/1-12 sem. hrs. The student selects and carries out independently library and/or empirical research. Faculty supervision is provided on an individual basis. **Prerequisite:** PSY 302 and written consent of instructor and Division Director.

SOCIOLOGY (SOC)

SOC 202 Introduction to Sociology/3 sem. hrs. (SOC 101/201, BES 201B) The nature and needs of man and society, groups and institutions, social processes, and social change. Special emphasis will be placed on American culture and the impact of technology on modern man.

SOC 211 Cultural Anthropology/3 sem. hrs. (SOC 205) The comparative studies of cultures and societies, primitive and advanced. Appreciation of ethnic differences and human diversity.

SOC 222 The Modern City/3 sem. hrs. Origins of the city. Cities as physical, social, and economic systems. Comparative studies of cities. Identical to GEO 222.

SOC 231 Contemporary Life Styles/3 sem. hrs. (SOC 331) The emergence of alternative lifestyles in American culture. Contemporary patterns of marriage, the family, and single life. Family disorganization and divorce.

SOC 240 Afro-American Studies/3 sem. hrs. Historical and contemporary analysis of Afro-Americans. A comparison of blacks' social position in the United States, the Caribbean, and Latin America. Contemporary expressions of the black experience.

SOC 250 Native Cultures of the Americas/3 sem. hrs. The Inca, Maya, and Aztec civilizations. Indian cultures of North Central, and South Americas.

SOC 291-299 Special Topics/3 sem. hrs. Topics in sociology that are not included in regular course offerings and may be taken without prerequisites. Specific content is announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.

SOC 430 Juvenile Crime and Justice/3 sem. hrs. Advanced study of special characteristics and causes of juvenile crime. Principles and practices for its prevention and control. The administration of juvenile justice. **Prerequisite:** CRJ 101 or SOC 101. Identical to CRJ 430.

SOC 485-488 Field Study/3-12 sem. hrs. A field experience relating to selected topics in Latin American and Caribbean Studies. Specific content and prerequisites are announced in the course schedule for a given term. Students may re-enroll for Field Study experiences covering different topics and cultures.

SOC 491-498 Advanced Special Topics/3 sem. hrs. Advanced topics in sociology that are not included in regular course offerings. Specific content and prerequisites are announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.

BARRY CENTINI

Director of Math, Science, and Technology Programs for Nova College
 B.S. Franklin and Marshall College
 M.S. North Carolina State University
 Ph.D. University of North Carolina

SHENNYU CHAO

Mathematics
 B.A. University of Missouri
 B.S. University of Missouri
 M.A. Southwest Missouri State University
 M.S. Georgia Institute of Technology
 Ph.D. North Carolina State University

CHRISTINE C. CHILDREE

Director of Cooperative Education
 B.S. Miami University
 M.S. Miami University
 Ed.D. Nova University

ROBERT DHEIN

Electrical Engineering
 B.S.E.E. Worcester Polytechnic Institute
 M.S.E.E. Johns Hopkins University

FRANK DI PIANO

Chair and Assistant Professor of Psychology
 B.A. Montclair State College
 Ph.D. University of South Carolina

PATRICK J. DISTASIO

Director, Nova University at Coral Springs
 A.B. Syracuse University
 M.A. Syracuse University
 Ed.D. Syracuse University

KENNETH DOSE

Director of Admissions for Nova College
 B.A. University of Charleston
 M.A. Nova University
 Ed.D. Nova University

MASSOUD FARAHBAKHS

Assistant Director of Business and Administrative Studies for Nova College
 B.A. Shiraz (Pahlavi) University
 M.B.A. Oklahoma City University

JANE W. GIBSON

Director of Business and Administrative Studies for Nova College
 B.A. Fairleigh Dickinson University
 M.S. Nova University
 D.B.A. Nova University

RICHARD GOLDMAN

Director, Center for the Advancement of Education
 B.A. University of Pittsburgh
 M.Ed. University of Pittsburgh
 Ph.D. University of Pittsburgh

HELEN F. GRAHAM

Personnel Director
Curriculum Specialist in Human Resource Management
 B.S. Nova University
 M.S. Nova University

ELMER HALL

Lecturer in Business and Administrative Studies
 B.A. University of South Florida
 M.B.A. University of South Florida

CHARLES W. HANSLEY

Coordinator of Student Affairs
Varsity Basketball Coach
 B.S. American International College
 M.Ed. Springfield College

WILLIAM J. HARRINGTON

Director, Institute for Banking and Financial Institution Studies
 B.A. St. Anselm's College
 M.A. Boston College
 Ed.D. Nova University

ALICE C. HILL

Curriculum Specialist in Language and Education
 B.S. University of Chattanooga
 M.S. University of Tennessee

STUART HORN

Coordinator of Humanities Programs
 B.B.A. City College of New York
 Ph.D. City University of New York Graduate School

TIMOTHY HUNT

Director of Communications and Humanities Programs for Nova College
 M.A. Cornell University
 Ph.D. Cornell University

JAMES KAIKABOD

Coordinator, Behavioral Sciences Advanced Study Programs
 B.B.A. University of Karachi
 B.S. Wilmington College
 M.S. Nova University

KEVIN F. KEATING

Administrative Director of Undergraduate Studies at Coral Springs
 B.A. Marquette University
 M.A. Northwestern University
 Ph.D. Northwestern University

JAMES H. KLEIN

Director, Doctoral Programs in Public Administration
 A.A. St. Joseph's College
 B.A. Midwestern University
 Ph.D. Princeton University
 J.D. Temple University School of Law

SYROUS K. KOOROS

Director, Institute for International Development
 B.S. Rensselaer Polytechnic Institute
 M.S. Rensselaer Polytechnic Institute
 Sc.D. University of Paris
 Ph.D. Rensselaer Polytechnic Institute

PIJUSH KUNDU

Mathematics
 B.S. Calcutta University, India
 M.S. Rooker University, India
 Ph.D. Pennsylvania State University

KATHERINE F. LABELLE

Director of Education Programs for Nova College
 B.A. Rosary College
 M.Ed. University of Miami
 Ed.D. Barry College

NOREEN LAHUE

Assistant Director of Education Programs for Nova College
 B.Ed. Marguerite Bourgeoys College
 B.A. Barry College
 M.S. Barry College

OTIS LANCASTER

Electrical Engineering
 B.S. Central Missouri State University
 M.A. University of Missouri
 A.E.E. California Institute of Technology
 Ph.D. Harvard University

FRANK E. LEACH

Director of Student Affairs for Nova College
 A.A. Miami-Dade Junior College
 B.S. Florida State University
 M.Ed. Florida Atlantic University
 Ed.S. Florida Atlantic University

JEAN LEWIS

Counselor
 B.A. Wellesley College
 M.A. Northwestern University

OVID C. LEWIS

Professor of Law
Dean, Law School
 A.B. Duke University
 A.B. Rutgers University
 J.D. Rutgers University
 LL.M. Columbia University
 J.S.D. Columbia University

NATHALIE MARSHALL-NADEL

Senior Lecturer in Humanities and Communications
 A.F.A. Silvermine College of Art
 B.F.A. University of Miami
 M.A. University of Miami
 Ph.D. University of Miami

ROBERT W. MEINHOLD

Director of Student Services
 B.B.A. Hofstra University
 M.B.A. St. Johns University
 Ed.D. Nova University

ROBERT A. MENZIES

Professor of Biochemistry and Oceanography
 B.S. University of Florida
 M.S. University of Florida
 Ph.D. Cornell University

DAVID MILLMAN

Director of Institute for Professional Studies
 B.S. New York University
 M.A. New York University

AL MIZELL

Director, Office of Computer Studies
 B.Ed. University of Miami
 M.S. Florida State University
 Ed.S. Indiana University
 Ed.D. Indiana University

CONNIE PERHAM

Registrar/Admissions Counselor
 A.A. Webster College

PEDRO F. PELLET

Instructor of Economics and Statistics
 B.Sc. University of Madrid
 B.A. University of Puerto Rico
 M.A. University of Puerto Rico



Personnel

NOVA COLLEGE FACULTY

ALEXANDER SCHURE

Chancellor, Nova University
Ph.D. New York University
Ed.D. New York University

ABRAHAM S. FISCHLER

President, Nova University
B.S.S. College of the City of New York
M.A. New York University
Ed.D. Columbia University

PHILIP H. DeTURK

Director, Nova College
B.A. Dartmouth College
M.A. Columbia Teachers College
Ed.D. University of Massachusetts

STEVEN E. ALFORD

Lecturer in Humanities and Communications
B.A. University of Texas
M.A. University of North Carolina
Ph.D. University of North Carolina

ROBERT H. BAER

Associate Professor of Public Administration
A.A. Georgia Military College
B.A. University of Miami
M.A. University of Miami
M.P.A. Nova University
D.P.A. Nova University

DAVID F. BARONE

Associate Professor of Psychology
Director of Behavioral and Social Science
Programs for Nova College
B.A. University of Chicago
M.A. University of California
Ph.D. University of California

THOMAS H. BEEBE

Microcomputer Lab Coordinator
A.A.S. McHenry County College
B.S. Southern Illinois University,
Carbondale
M.S. Southern Illinois University,
Carbondale
Ph.D. Southern Illinois University,
Carbondale

CHARLES W. BLACKWELL

Associate Professor of Business and Public
Administration
B.A. Howard College
M.B.A. Samford University
M.P.A. Nova University
D.P.A. Nova University

MICHAEL BOEHLER

Curriculum Specialist in Mathematics
B.S. University of Tennessee
M.S. University of Tennessee

FRANCES BOHNSACK-LEE

Coordinator of Intensive Studies
B.A. University of North Carolina
M.A. University of Miami

BARBARA BRODMAN

Lecturer in Behavioral Sciences and
Communications
B.A. University of Vermont
M.A. University of New Hampshire
Ph.D. University of Florida

ANNA MAE WALSH BURKE

Science and Engineering
B.A. Manhattan College
M.S. Fordham University
Ph.D. Fordham University

CURTIS BURNEY

Science and Mathematics
B.S. Nebraska Wesleyan University
M.S. University of Rhode Island
Ph.D. University of Rhode Island

JOHNNY C. BURRIS

Assistant Dean and Assistant Professor of Law
B.G.S. University of Kentucky
J.D. Salmon P. Chase College of Law,
Northern Kentucky University

EDWARD EUGENE BUTLER

Coordinator of Education Programs in Dade
County
B.A. Morehouse College
M.Ed. Florida Atlantic University

WILLIAM P. CAHILL

Coordinator of Behavioral and
Social Sciences Programs
B.S. St. John's University
M.A. Fordham University
Ed.S. Florida Atlantic University

NEUMAN F. POLLACK

*Director, Center for the Study of Administration
Associate Professor of Public and Business
Policy*

B.A. Stetson University
M.A. Texas A & M University
Ph.D. Florida State University

GARY J. FUDALOFF

Curriculum Specialist in Psychology
B.A. Hamilton College
J.D. Georgetown Law Center

ETHEL RADDON

Director of Learning Technology
B.A. University of Miami
M.S. Nova University
Ed.D. Nova University

DEBORAH B. ROBIN

Director of Cluster Studies for Nova College
A.A. Miami-Dade Junior College
B.A. Florida State University
M.A. Florida State University
Ed.D. Nova University

JOAN M. SAMPSON

Student Advisor/Evaluator
B.A. Clark College
M.A. Atlanta University

ANN MARIE SCHOFIELD

Coordinator of Cluster Studies
B.A. University of Maryland
M.S. Long Island University

WILLIAM R. SPADE

*Cluster Operations Manager,
Master's Programs in Business and Public
Administration*
B.A. Florida Atlantic University
M.A. Florida Atlantic University

DANIEL SULLIVAN

Admissions and Career Counselor
A.A. Broward Community College
B.A. University of Florida
M.S. Nova University

GEORGE W. TRIVOLI

Professor of Finance
B.S. Grove City College
M.B.A. Duquesne University
Ph.D. University of Virginia

NANCY G. VARNER

*Curriculum Specialist in Administrative
Studies*
B.A. Indiana University of Pennsylvania
M.S. Nova University

KEITH G. WALLACE

Curriculum Specialist in Engineering
B.S. University of Florida
M.S. University of Miami

IRVING WASHINGTON

Admissions Counselor for Nova College

MARION WOLFSON

Coordinator of Cluster Studies
B.A. Barnard College

NOVA UNIVERSITY BOARD OF TRUSTEES

MRS. MARY R. McCAHILL, Chairman

N.A. KARR, Co-Chairman
ROBERT A. STEELE, Vice President
W. TINSLEY ELLIS, Secretary
ALEXANDER SCHURE, Chancellor
ABRAHAM S. FISCHLER, President
MORRIS BROAD
JAMES FARQUHAR*
RAY FERRERS, JR.
LENNARD GOODMAN
GEN. BRUCE K. HOLLOWAY,
U.S.A.F. (Ret.)

LEONARD J. KNUTH

JACK L. LaBONTE
MARSHALL LYTTLE II
AUGUST C. PAOLI
DAVID H. RUSH
DAVID G. SALTEN
MRS. HENRY SCHIFF
EDWIN F. SHELLEY
EDWIN E. SHERIN
JOHN J. THEOBALD
RICHARD ZIRINSKY
*Chairman Emeritus

ROBERT O. BARBER, Honorary Trustee

JAMES DONN, JR., Honorary Trustee (deceased)
GEORGE W. ENGLISH, Honorary Trustee
HAMILTON FORMAN, Honorary Trustee
WILLIAM D. HORVITZ, Honorary Trustee
L.C. JUDD, Honorary Trustee
A.L. MAILMAN, Honorary Trustee (deceased)
LOUIS W. PARKER, Honorary Trustee
MYRON I. SEGAL, M.D., Honorary Trustee
MRS. DOROTHY SCHURE, Honorary Trustee (deceased)
J. WALLACE WRIGHTSON, Honorary Trustee

About Nova University



Nova University was chartered by the State of Florida in 1964. Numerous graduate programs offer master's and doctoral programs and postgraduate education. Nova College offers undergraduate education, and the University School, a demonstration school, serves children from preschool through high school. In addition, nondegree, continuing education and certificate programs are available.

From the beginning, the University has distinguished itself by its innovative outlook, its unique programs that provide both traditional and nontraditional choices in educational programs, and its research in many fields aimed at solving the problems of immediate concern to mankind.

In 1970, Nova University joined in an educational consortium with the New York Institute of Technology, an independent, nonprofit institution with campuses in Manhattan and at Old Westbury and Commack, Long Island.

The Nova University campus is located on a 200-acre site west of Fort Lauderdale, Florida, at 3301 College Avenue in the town of Davie.

Nova University Degree Offerings

Doctoral and Professional Degrees

Doctor of Arts (D.A.) in:

Information Science

Training and Learning Technology

Doctor of Business Administration (D.B.S.)

Doctor of Education (Ed.D.) in:

Early and Middle Childhood

Educational Leadership

Higher Education

Leadership in Adult Education

School Administration

Vocational, Technical, and Occupational Education

Juris Doctor (J.D., Law)

Doctor of Philosophy (Ph.D.) in:

Applied Development Psychology

Clinical Psychology

Oceanography

Doctor of Psychology (Psy.D.) in:

Clinical Psychology

Doctor of Public Administration (D.P.A.)

Specialist Degrees

Educational Specialist (Ed.S.) in:

Computer Education

Education (23 majors)

Microcomputer Applications in Higher Education

Microcomputer Applications in Leadership in Adult Education

Microcomputer Applications in Vocational, Technical, and Occupational Education

School Psychology

Master's Degrees

Master of Accounting (M.Acc.)

Master of Arts in Teaching (M.A.T.)

Master of Business Administration (M.B.S.)

Master of Public Administration (M.P.A.)

Master of Science (M.S.) in:

Admissions of Registration

Applied Psychology

Child and Youth Care Administration

Coastal Studies

Computer Applications

Computer Education

Computer Management

Computer Science
Computer Studies
Counseling
Criminal Justice
Education (23 majors)
Gerontology
Health Education
Human Resource Management
Human Services
Learning Resources
Microcomputer Applications in Higher Education
Microcomputer Applications in Leadership in Adult Education
Microcomputer Applications in Management
Microcomputer Applications in Vocational, Technical, and Occupational Education
Microcomputer Laboratory Courses
Psychology (Applied)
Psychometry
School Guidance
Security Management
Speech and Language Pathology
Telecommunications Management

Bachelor's Degrees

Bachelor of Science (B.S.) in:

Accounting
Administrative Studies
Business Administration
Community Psychology
Computer Engineering
Computer Information Systems
Computer Science
Computer Systems
Electrical Engineering
Elementary Education
Exceptional Education
General Psychology
Health Care Services
Organizational Psychology
Prelaw Studies
Professional Management
Science (including Pre dental, Pre medical, and Pre veterinary Studies)
Secondary Education

The provisions set forth in this bulletin are not to be regarded as an irrevocable contract between the student and Nova University. The regulations and requirements herein, including tuition and fees, are necessarily subject to change without notice at any time at the discretion of the administration. The University further reserves the right to require a student to withdraw at any time, as well as the right to impose probation on any student whose conduct is unsatisfactory. Any admission on the basis of false statements or documents is void upon the discovery of the fraud, and the student is not entitled to any credit for work which he may have done at the University. Upon dismissal or suspension from the University for cause, there will be no refund of tuition and fees. The balance due Nova University will be considered receivable and will be collected.

A transcript of a student's academic record cannot be released until all his/her accounts, academic and non-academic, are paid.

Nova University maintains a system of records which includes application forms, letters of recommendation, admission test scores and transcripts of students' previous academic records and Nova University transcripts. These records may be made available upon written request through the Office of Registrar. The law limits access and disclosure to a third party. Such access is given only upon consent of the student or if required by law. A person does not have the right of access to educational records until he or she has been admitted and has actually begun attending Nova University. There is no prohibition from disclosing such information to the parents of students who are listed on their parents' federal income tax forms.

Parents or eligible students will be provided a hearing by Nova University if they wish to challenge the content of the record. If still not satisfied, the parents or eligible student may add explanatory or rebuttal matter to the record. If the student or parents are denied access to a hearing or if records are alleged to have been illegally disclosed to a third party, the student or parents may file a complaint with the Family Educational Rights and Privacy Act (FERPA) Office, U.S. Department of Health, Education and Welfare, Washington, D.C. 20201.

Nova University does not discriminate on the basis of handicap, sex, race, religion, national or ethnic origin in admission, access or employment for any of its programs and activities. The University Registrar and Director of Personnel have been designated as student and employee coordinators, respectively, to assure compliance with the provisions of the applicable laws and regulations relative to non-discrimination. Nova University programs are approved by the coordinator for Veterans Approval, State of Florida, Department of Education, for veterans' educational benefits.

The school is authorized under Federal Law to enroll non-immigrant alien students.

The Nova University general policies on Student Relations are on file in the office of the registrar.

INDEX

Academic Calendar	1
Academic Rights and Responsibilities	41
Accelerated Course Expectations	35
Acceptance to Career Development Programs	18
Acceptance to Day Program	17
Accounting Course Descriptions (ACT)	79
Accounting Major	55
Accreditation	15
Activities	21
Administrative Studies Major	56
Affiliations	14
Applying for Admission	17
Bachelor of Science Degree in:	
Accounting	55
Administrative Studies	56
Business Administration	57
Community Psychology	48
Computer Engineering	64
Computer Information Systems	65
Computer Science	66
Computer Systems	67
Electrical Engineering	68
Elementary Education	71
Exceptional Education	72
General Psychology	49
Health Care Services	60
Life Science	76
Organizational Psychology	50
Professional Management	61
Secondary Education	73
Behavioral and Social Sciences Division	47
Books	36
Business Administration Major	57
Business and Administrative Studies Division	54
Business and Administrative Studies Specialties	58
Business Course Descriptions (BUS)	79
Calendar	1

Career Development General Distribution Courses	45
Career Development Programs	6
Certificates	38
Change of Registration	27
CLEP (College Level Examination Program)	22
Cluster Studies Division	59
Commencement	43
Communications Course Descriptions (COM)	81
Community Psychology Major	48
Competency Tests	35
Computer Education Course Descriptions (CED)	82
Computer Education Specialty	69
Computer Engineering Major	64
Computer Information Systems Major	65
Computer Science and Engineering Division	62
Computer Science Course Descriptions (CS)	84
Computer Science Major	66
Computer Systems Major	67
Cooperative Education Program	23
Core Studies, Day Program	46
Cost	25
Counseling	20
Course Descriptions	79
ACT (Accounting)	79
BUS (Business)	79
COM (Communications)	81
CED (Computer Education)	82
COR (Core Studies)	83
CS (Computer Science)	84
CRJ (Criminal Justice)	86
ECO (Economics)	86
EDU (Education)	87
EE (Electrical Engineering)	91
ELE (Education)	89
FIN (Finance)	92
GEN (General Studies)	93
GEO (Geography)	93

GLY (Geology)	93
HCS (Health Care Services)	94
HIS (History)	94
HUM (Humanities)	95
LAN (Language and Composition)	96
LAW (Law)	97
LSC (Life Sciences)	98
MAT (Mathematics)	102
MGT (Management)	99
MKT (Marketing)	101
OCE (Oceanography)	103
PHY (Physical Sciences)	103
POL (Politics and Public Affairs)	105
PSY (Psychology)	105
SEC (Education)	90
SOC (Social Sciences)	107
Criminal Justice Course Descriptions (CRJ)	86
Criminal Justice Specialty	51
Day Core Studies	46
Day Program	8
Deferred Payments	26
Director's Honors List	37
Early Childhood Administration Certificate	74
Economics Course Descriptions (ECO)	86
Education Course Descriptions (EDU)	87
Education Course Descriptions (ELE)	89
Education Course Descriptions (SEC)	90
Education Division	70
Electrical Engineering Course Descriptions (EE)	92
Electrical Engineering Degree	68
Elementary Education Major	71
Employment, Student	32
Exceptional Education Major	72
Facilities	13
Faculty	109
Fees	25
Financial Aid	28

General Distribution Courses, Career Development Programs ..	45
General Psychology Major	49
General Studies Course Descriptions (GEN)	93
Geography Course Descriptions (GEO)	93
Geology Course Descriptions (GLY)	93
Goals	5
Grades	37
Graduation Requirements	42
Graduation With Honors	43
Grants	29
Grievance	42
Health Care Services Course Descriptions (HCS)	94
Health Care Services Major	60
History Course Descriptions (HIS) ..	94
Housing	21
Humanities Course Descriptions (HUM)	95
Incomplete	38
Independent Study	38
Institute for Retired Professionals ..	10
Intensive English Program	11
International Students	19
Interruption of Studies	39
Language and Communications Course Descriptions (LAN)	96
Latin American and Caribbean Studies Specialty	52
Law Course Descriptions (LAW) ..	97
Law School Preparation	53
Length of Program	39
Life Science Major	76
Life Sciences Course Descriptions (LSC)	98
Loans	29

Majors:

Accounting	55
Administrative Studies	56
Business Administration	57
Community Psychology	48
Computer Engineering	64
Computer Information Systems	65
Computer Science	66
Computer Systems	67
Electrical Engineering	68
Elementary Education	71
Exceptional Education	72
General Psychology	49
Health Care Services	60
Life Science	76
Organizational Psychology	50
Professional Management	61
Secondary Education	73
Management Course Descriptions (MGT)	99
Marketing Course Descriptions (MKT)	101
Mathematics Course Descriptions (MAT)	102
Medical School Preparation	77
Organizational Psychology Major ..	50
Original Work at Nova	41
Physical Sciences Course Descriptions (PHY)	103
Placement Tests	35
Plagiarism	41
Politics and Public Affairs Course Descriptions (POL)	105
Portfolio Credits	23
Preparation for Law School	53
Probation	40
Professional Management Major ..	61
Psychology Course Descriptions (PSY)	105
Quality Point Averages	37
RECALL (Review and Evaluation of Career and Lifelong Learning) ..	22

Refunds	27
Registration	26
Registration, Change of	27
Repeated Courses	37
Returning After Absence	39
Rights and Responsibilities	40
Satisfactory Academic Progress ..	39
Scholarships	29
Science Division	75
Second Bachelor's Degree	19
Secondary Education Major	73
Skill and Competency Requirements	35
Skill Development Courses	35
Sociology Course Descriptions (SOC)	107
Special Student	19
Specialties:	
Banking and Finance Specialty ..	58
Computer Education Specialty ..	69
Computer Science Specialty	58
Criminal Justice Specialty	51
Human Resource Management Specialty	58
International Business Specialty ..	58
Latin American and Caribbean Studies Specialty	52
Marketing Specialty	58
Specialty Option	58
Student Employment	32
Suspension	40
Testing Credits	22
Textbooks	36
Transfer Credits	22
Tuition	25
Tutorials	38
Veteran's Benefits	33
With Distinction	43
Withdrawal	38
Workstudy Program	32