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# 1993-1994 Nova College James M. Farquhar Center for Undergraduate Studies Catalog

Nova Southeastern University

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*Carmen Soke*

UNDERGRADUATE PROGRAMS

1993-1994 Catalog

THE JAMES M. FARQUHAR CENTER

# **Nova University**

**The James M. Farquhar Center  
Liberal and Professional Studies  
Career Development Studies**

**1993-94 Catalog  
Published June 1993**

Policies and programs in this catalog are effective through June 1994. Regulations and requirements, including fees, are necessarily subject to change without notice at any time at the discretion of the Nova University administration.

Nova University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's, educational specialist, and doctoral degrees. Nova University admits students of any race, color, sex, age, nondisqualifying handicap, religion or creed, or national or ethnic origin.

Nova University is a member of the American Association of Colleges for Teacher Education.



Nova University has distinguished itself as an innovative, student-oriented private institution. The University's growth in just over a quarter-century has been remarkable, and equally impressive are its ambitious plans for expansion of both its academic programs and physical plant.

Several new construction projects on the main campus in Fort Lauderdale have recently been completed, including the Law Center's Leo Goodwin, Sr., Hall; a new dormitory; a state-of-the-art science laboratory; a central services building; and additions to the student center, the University School, and the Ralph J. Baudhuin Oral School. Nova has an exciting new "look" -- in keeping with a progressive institution conscious of its commitment to future generations and its role in society.

At a time when many universities and colleges are experiencing funding constraints and cutbacks, it is heartening to know that Nova is prospering and looking to the future. Among the reasons for this growth is Nova's adherence to its mission of educating professionals in an ethical manner, while placing the student at the center of the educational process.

With an outstanding faculty, new facilities, and dedicated trustees and administrators, Nova is well positioned to continue its expansion into the 21st century.

*Stephen Feldman, Ph.D.*  
*President, Nova University*

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## ACADEMIC CALENDAR

### FALL 1993

	Liberal and Professional Studies	Career Development Studies	Computer Science and Engineering
Registration	July 26-Aug. 14	July 26-Aug. 14	July 27-Aug. 7
Late Registration	After Aug. 14	After Aug. 14	After Aug. 14
New Student Orientation	Aug. 16-18		
Classes Begin	Aug. 19	Aug. 23	Aug. 16
Change of Registration (prior to 2nd week)	Aug. 19-25	Aug. 23-28	Aug. 16-21
LABOR DAY - University Closed	Sept. 6	Sept. 6	Sept. 6
ROSH HASHANAH - University Closed	Sept. 16		
NO EVENING CLASSES		Sept. 15	Sept. 15
End of Withdrawal (prior to 7th week)	Oct. 1	Oct. 6	Oct. 2
YOM KIPPUR - University Closed	Sept. 25		
No Evening Classes		Oct. 19	Oct. 19
Classes End	Oct. 15	Oct. 20	Oct. 15
Registration	Sept. 20-Oct. 9	Sept. 20-Oct. 9	Sept. 20-Oct. 9
Late Registration	After Oct. 9	After Oct. 9	After Oct. 9
Classes Begin	Oct. 20	Oct. 21	Oct. 18
Change of Registration (prior to 2nd week)	Oct. 20-26	Oct. 21-27	Oct. 18-23
Priority Registration	Nov. 17-19		
THANKSGIVING - University Closed	Nov. 25-26	Nov. 25-26	Nov. 25-26
End of Withdrawal (prior to 7th or 15th week)	Nov. 24	Dec. 4	Dec. 4
Classes End	Dec. 16	Dec. 18	Dec. 17

## ACADEMIC CALENDAR

### WINTER 1994

	Liberal and Professional Studies	Career Development Studies	Computer Science and Engineering
Registration	Nov. 29-Dec. 18	Nov. 29-Dec. 18	Nov. 29-Dec. 18
Late Registration	After Dec. 18	After Dec. 18	Dec. 18
New Year's Day - University Closed	Jan. 1	Jan. 1	Jan. 1
Classes Begin	Jan. 10	Jan. 10	Jan. 3
Change of Registration (prior to 2nd week)	Jan. 10-15	Jan. 10-15	Jan. 3-8
MARTIN LUTHER KING DAY - University Closed	Jan. 17	Jan. 17	Jan. 17
End of Withdrawal (prior to 7th week)	Feb. 19	Feb. 21	Feb. 19
Classes End	March 6	March 7	March 4
Registration	Feb. 7-26	Feb. 7-26	Feb. 7-26
Late Registration	After Feb. 26	After Feb. 26	After Feb. 26
Classes Begin	March 10	March 8	March 7
Change of Registration (prior to 2nd week)	March 10-16	March 8-14	March 7-14
GOOD FRIDAY - University Closed	April 1	April 1	April 1
SPRING BREAK	April 4-8		
Priority Registration	April 19-21		
End of Withdrawal (prior to 7th or 15th week)	April 29	April 18	April 23
Classes End	May 13	May 2	May 6

### SPRING/SUMMER 1994

Registration	April 18-May 7	April 18-May 7	April 18-30
Late Registration	After May 7	After May 7	After April 30
Classes Begin	May 16	May 3	May 9
Change of Registration (prior to 2nd week)	May 16-21	May 3-9	May 9-14
MEMORIAL DAY - University Closed	May 30	May 30	May 30
End of Withdrawal (prior to 7th week)	June 29	June 11	June 25
INDEPENDENCE DAY - UNIVERSITY CLOSED	July 4	July 4	July 4
Classes End	July 13	June 25	July 8
Registration		May 23-June 11	May 23-June 4
Late Registration		After June 11	After June 4
Monday Classes <u>Only</u> Begin		June 20	
Classes Begin		June 27	June 13
Change of Registration (prior to 2nd week)		June 27-July 2	June 13-18
End of Withdrawal (prior to 7th week)		Aug. 6	July 30
Classes End		Aug. 20	Aug. 12

# 1993-94 CALENDAR

1993

JANUARY							MAY							SEPTEMBER								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
					1	2	2	3	4	5	6	7	8	5	6	7	8	9	10	11		
3	4	5	6	7	8	9	9	10	11	12	13	14	15	12	13	14	15	16	17	18		
10	11	12	13	14	15	16	16	17	18	19	20	21	22	19	20	21	22	23	24	25		
17	18	19	20	21	22	23	23	24	25	26	27	28	29	26	27	28	29	30				
24	25	26	27	28	29	30	30	31														
31																						
FEBRUARY							JUNE							OCTOBER								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
					1	2	6	7	8	9	10	11	12	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		
14	15	16	17	18	19	20	20	21	22	23	24	25	26	17	18	19	20	21	22	23		
21	22	23	24	25	26	27	27	28	29	30				24	25	26	27	28	29	30		
28														31								
MARCH							JULY							NOVEMBER								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
					1	2	1	2	3					1	2	3	4	5	6			
7	8	9	10	11	12	13	4	5	6	7	8	9	10	7	8	9	10	11	12	13		
14	15	16	17	18	19	20	11	12	13	14	15	16	17	14	15	16	17	18	19	20		
21	22	23	24	25	26	27	18	19	20	21	22	23	24	21	22	23	24	25	26	27		
28	29	30	31				25	26	27	28	29	30	31	28	29	30						
APRIL							AUGUST							DECEMBER								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
					1	2	1	2	3	4	5	6	7						1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11		
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18		
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25		
25	26	27	28	29	30		29	30	31					26	27	28	29	30	31			

1994

JANUARY							MAY							SEPTEMBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2	1	2	3	4	5	6	7	4	5	6	7	8	9	10	
2	3	4	5	6	7	8	8	9	10	11	12	13	14	11	12	13	14	15	16	17	
9	10	11	12	13	14	15	15	16	17	18	19	20	21	18	19	20	21	22	23	24	
16	17	18	19	20	21	22	22	23	24	25	26	27	28	25	26	27	28	29	30		
23	24	25	26	27	28	29	29	30	31					29	30						
30	31																				
FEBRUARY							JUNE							OCTOBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2	5	6	7	8	9	10	11	2	3	4	5	6	7	8	
6	7	8	9	10	11	12	12	13	14	15	16	17	18	9	10	11	12	13	14	15	
13	14	15	16	17	18	19	19	20	21	22	23	24	25	16	17	18	19	20	21	22	
20	21	22	23	24	25	26	26	27	28	29	30			23	24	25	26	27	28	29	
27	28													30	31						
MARCH							JULY							NOVEMBER							
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	8	9	6	7	8	9	10	11	12	
6	7	8	9	10	11	12	10	11	12	13	14	15	16	13	14	15	16	17	18	19	
13	14	15	16	17	18	19	17	18	19	20	21	22	23	20	21	22	23	24	25	26	
20	21	22	23	24	25	26	24	25	26	27	28	29	30	27	28	29	30				
27	28	29	30	31			31														
APRIL							AUGUST							DECEMBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2	7	8	9	10	11	12	13						1	2	3
3	4	5	6	7	8	9	14	15	16	17	18	19	20	4	5	6	7	8	9	10	
10	11	12	13	14	15	16	21	22	23	24	25	26	27	11	12	13	14	15	16	17	
17	18	19	20	21	22	23	28	29	30	31				18	19	20	21	22	23	24	
24	25	26	27	28	29	30								25	26	27	28	29	30	31	



# NOVA UNIVERSITY

## MISSION

Nova University provides educational programs of distinction from prekindergarten through the doctoral level at times and in locations convenient to students, prepares students for leadership roles in business and the professions, encourages research and community service, and fosters an atmosphere of creativity and innovation utilizing technology where appropriate.

Approved by the Board of Trustees  
June 22, 1992

Nova University provides quality education leading to the bachelor of science or bachelor of arts degree. Undergraduate Studies at Nova are designed to produce students who think clearly, communicate effectively, understand new technology and ideas, and analyze and solve problems. Knowledge and skills are acquired in the areas of behavioral and social sciences, communications, humanities and arts, economics, science, mathematics, and technology. Moreover, students will specialize in a preferred area of concentration, preparing them to enter or advance in careers or continue with graduate studies.

Faculty and administration are sensitive and responsive to the needs of the individual. They are available to students throughout the day. Faculty are chosen because of their commitment to teaching and learning. They challenge students to excel in their studies and maintain an openness to new information. Students receive thoughtful academic and personal guidance by professional advisers. Classes are small and interactive.

At Nova, students will have the advantage of studying at a major university with nationally recognized graduate programs and research. Eligible Nova College graduates will have the opportunity to move directly into Nova's graduate degree programs, which include an array of master's, educational specialist, and doctoral programs. Graduates will enter their chosen career or graduate program highly qualified; they will have acquired the skills, knowledge, and understanding necessary to excel in a rapidly changing international, multicultural, and technological society.

## THE FARQUHAR CENTER

### Liberal and Professional Studies

The Liberal and Professional Studies Program provides recent high school graduates a quality education leading to either the bachelor of science or the bachelor of arts degree. Students enroll in a general education program that combines an integrated curriculum of interdisciplinary core studies emphasizing effective writing, communication, and critical analysis, with a required distribution of courses in the areas of literature, art, history, science and technology, oral communication, and hemispheric and global diversity. The general education program is intended to help students think clearly, communicate effectively, understand new technologies, solve problems effectively, and appreciate the connections that bind us as individuals into a community and that enhance the quality of life. Equally important, students study and work in major fields that prepare them to enter careers or to continue with graduate studies. Students have the additional opportunity for instruction and guidance from faculty in graduate centers of Nova University in the areas of business, education, behavioral sciences, law, oceanography, science, and computer science. This unique programming is made possible through individualized attention by a professional advising staff committed to optimal academic achievement.

### Career Development Studies

The Career Development Studies Program of Nova College has been designed for adults. Courses are offered in the evenings and on weekends on campus and at institutional, industrial, and other off-campus locations convenient to the student. Although course content meets traditional educational requirements, courses are scheduled to meet the needs of employed students and are taught by University professors as well as knowledgeable professionals in the community.

Most of the approximately 2,500 students currently enrolled in the Career Development Studies Program are employed and have families. They bring with them a mature, stable, and determined interest in enhancing themselves through acquiring new knowledge and skills. They have considerable practical experience and a desire to play an active role in their future education. As a diverse population of individuals, Career Development students establish support networks, helping each other succeed despite conflicting time demands and outside responsibilities. Collectively, their rich backgrounds bring an added source of knowledge and excitement to the educational environment.

## Institute for Retired Professionals

In order to serve the special needs of the growing retirement community in South Florida, the Farquhar 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 institute offers an opportunity for retired professionals to renew their education. Because of their varied interests and life experiences, IRP members act as teachers and students, thus sharing with and learning 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 four to six weeks. Two different classes meet 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 and music appreciation to politics, current events, self-awareness, and the law. The areas of study are chosen by the IRP 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 given for the IRP. In addition, members are extended the privilege of auditing two Nova College courses per year at no charge.

**Field Trips, Social Gatherings, and Special Events.** IRP members enjoy travel! Day field trips and weekend and week-long jaunts are planned by a committee. Some recent visits have included St. Augustine, Asolo State Theatre in Sarasota, the Edison Home in Fort Myers, and the Spoleto Festival in Charleston, South Carolina. IRP members enjoy parties! Luncheons and parties are planned and hosted by members.

**Summer Program.** Each year, a summer study program is designed to meet the membership's needs. In addition, a travel/study experience abroad is part of the program. Recent summer trips have included Israel and Egypt, as well as China and Russia.

Additional printed information is available about the IRP by calling (305) 475-7337 or 7036 and (800) 338-4723, Ext. 7337 or 7036, for non-local callers.

## Master of Arts in Liberal Studies

The Farquhar Center administers the **MASTER OF ARTS IN LIBERAL STUDIES** program for Nova University. The **MASTER OF ARTS IN LIBERAL STUDIES** program is rooted in the belief that technical competence and specialized skills are strengthened by association with the competencies fostered by a liberal studies education. Founded on the principle that an education in liberal studies will enhance the possibility for the individual to enrich both private and professional life, this program is especially designed for those individuals who seek intellectual challenge and personal development, who are intrigued by the perennial social and ethical questions, who wish to study the relationships that exist among the disciplines, and who seek an understanding of the dynamic events transforming the planet. Graduates of the program will not only expand their knowledge, but will develop critical analytic skills, aesthetic sensitivity, and a broader understanding of the human and global condition. This program offers an opportunity to gain an interdisciplinary perspective, a broader vision, intellectual refinement, and a reawakening to the value and fulfillment derived from a liberal studies education. Applicants will have completed the bachelor's degree, and admissions will be based on motivation, academic potential, and capacity to pursue graduate studies. No specific undergraduate major is required. Transfer credit is available. Tuition is commensurate with other graduate programs at Nova University, and applicants may be eligible for financial aid. The curriculum provides the opportunity for students to design an individual program of study, concentrating in one area or discipline. Interested applicants are invited to contact the Institute for the Humanities and Arts at 475-5669, or the Liberal Arts Department at 475-7343.



## RESOURCES

The administrative offices of the Farquhar Center are located in the Parker Building, 3301 College Avenue, Fort Lauderdale, Florida 33314. The telephone number for the main campus is (305) 475-7360 or (800) 338-4723.

### Campus and Off-Campus Locations

The main campus of Nova University is southwest of Fort Lauderdale, Florida, approximately 10 miles inland from the Atlantic Ocean and is easily accessible from major U.S. and state highways, including I-95 and Florida's Turnpike. The Oceanographic Center is located on the south side of the marine entrance to Port Everglades at 8000 North Ocean Drive, Dania.

### Libraries

The Albert and Birdie Einstein Library, located in the Parker Building, houses the University's major collection of books and journals in the humanities and sciences. Its more than 138,000 volume equivalents can be searched through the library's computer catalogue, considerably more sophisticated than the traditional card catalog. Also, more than 25 specialized indexes in CD-ROM format are available, as is dial-up access to the on-line catalog.

The Einstein Library is equipped to perform on-line literature searches using DIALOG information databases, and reference librarians will assist students in structuring searches.

The library is a member of SEFLIN and FLIN, cooperative library networks that speed access to materials from other institutions throughout Florida. The Einstein Library has also been named a cooperating library of the Foundation Center in New York, giving students access to a special collection for grants and foundation research.

Through the Off-Campus Library Services Office, students off campus have access to books, journal articles, Educational Resources Information Center (ERIC) documents, interlibrary loans, database searches, and reference librarians specializing in services to remote student locations. Students may request materials 24 hours a day, using mail, phone, FAX, or home computer.

Nova's Information Retrieval Service (IRS) was recently merged with the Off-Campus Library Services Office. The entire microfiche collection of ERIC, more than 300,000 documents, will be available to students during the same hours that the library is open.

The William Springer Richardson Library, at Nova's Oceanographic Center, houses a specialized collection of books and periodicals in physical, biological, and chemical oceanography.

The University School Media Center maintains an integrated collection of print and nonprint materials designed for students from prekindergarten through high school.

The Law Library of the Shepard Broad Law Center, with a collection numbering more than 254,000 volume equivalents, contains the standard materials required for legal study and research. It is one of the few collections in the country designated as a depository for United Nations documents. It is also designated as a depository for state and federal documents.

### Computing and Laboratory Facilities

Laboratory experience is available in electronics, computer science, and engineering, as well as in general physics and life science.

An "ethernet" computer network connecting individual computers and terminals to each other and to the university computing system has been established on campus allowing the development of a local area network for electronic interaction among students, faculty, and administration. Computing resources include several DEC VAX servers and SUN servers and workstations. Laboratories contain personal computers and Macintosh systems for student use. The UNIX operating system serves as the host for numerous computing and communication activities. Nova University is a member of SURAnet and maintains a T1 connection to the Internet.

### Academic Support Centers

Academic Support Centers assist students with their writing assignments and skills in reading, studying, mathematics, accounting, and statistics. For the bilingual student, the assistance in English language development is available. Staffed by writing and math specialists, as well as peer tutors, the centers provide a supportive environment for interactive sessions in which specialists and students collaborate on improving students' communication and mathematics skills. Computer assisted instruction and workshops on topics such as goal setting and time management, critical reading, text and lecture note taking, and test taking strategies are also available.

### College Language Skills Program

In addition to the above services, the Academic Support Center also administers a College Language Skills Program designed for students who require a more fundamental knowledge of the English language. The CLS program offers a structured curriculum intended to serve as a transition for bilingual students into the standard collegiate program, with its greater demand for sophisticated language skills. The program therefore provides academic support for those students who are among Nova's rapidly increasing bilingual population.

Following admission to Nova, undergraduate students are required routinely to complete placement tests in the areas of reading, writing, and mathematics. Based upon placement scores in these areas, along with available scores on standardized admissions tests such as the TOEFL, SAT, ACT, or Michigan tests, students will be advised into the CLS curriculum.

The CLS curriculum extends for two semesters and affords students ample opportunity to further develop English language skills through ESL instruction while simultaneously earning college credit in the academic program. At the conclusion of each semester's work, program faculty and advisers will evaluate the progress of individual students to determine the appropriate academic placement in future courses requiring higher levels of English proficiency.

## **Textbooks**

Texts should be purchased before the first class and are available at Nova Books, Inc., in the Rosenthal Student Center on campus. Textbooks are available for students at off-campus locations on the first day of class. For more information call, (305) 476-4750.

## **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 Adult and Experiential Learning, the Southeast Florida Educational Consortium, the American Association of Colleges for Teacher Education, and the Association of American Colleges. Programs in undergraduate education are approved by the Florida Department of Education.

## **ACCREDITATION**

Nova University is accredited by the Commission on College of the Southern Association of Colleges and Schools to award bachelor's, master's, educational specialist, and doctoral degrees. Nova University admits students of any race, color, sex, age, nondisqualifying handicap, religion or creed, or national or ethnic origin. Courses in education have program approval from the Florida Department of Education.

## **HOUSING**

Nova University offers a residential living program that is designed to meet the basic needs of students. Undergraduate students are housed in the newest four-story residence hall. This 304-bed facility offers double accommodations (two students) with a private bathroom. A limited number of singles are available on a first-come, first-served basis at additional cost. All rooms are furnished with twin beds, desks, dressers, chairs, shelving, and ample closet space. Rooms are cable TV-ready and are wired for computer hook-up. Air conditioning, heating, and local phone service are also included.

Located within the residence hall are a spacious lobby area, TV lounge, the Office of Residential Life, ample laundry facilities, the mailroom, a kitchen, two classrooms, a computer lab, and study lounges on every floor. All undergraduate residents residing in this residence hall are required to purchase a meal plan. Apartment-style housing is also available for married students.

For further information about housing and residential life, call the Office of Residential Life, (305) 475-7052 or (800) 541-6682, Ext. 7052.

## **MEAL PLANS**

The University offers three meal plans that provide students with the convenience of eating in the newly constructed dining hall on campus. The three plans are 19 meals per week, 15 meals per week, and 14 meals per week. Meal plans are available to all Nova College students. For additional meal plan information, call or write the Office of Residential Life, (305) 475-7052, or (800) 541-6682, Ext. 7052.

## **STUDENTS WITH DISABILITIES**

Nova University provides services to meet the needs of students with disabilities. If you have any special needs, please contact Caryn Asleson in the Student Advising Center at 475-7527 or (800) 338-4723, Ext. 7527.

## **COOPERATIVE EDUCATION PROGRAM**

The Cooperative Education Program combines professional experience with academic study. Cooperative Education students alternate trimesters at Nova with trimesters of work in a professional assignment that is related to their field of study. This program offers students additional preparation for their future careers in industry and business.

To be eligible for participation in the Cooperative Education Program, a student must have—

1. Completed 45 semester hours of credit including transfer credit
2. Earned a CQPA of 2.5 or higher
3. Completed specific required courses in his or her major as specified by the program office.

For further information, contact the Cooperative Education office at (305) 476-1962 or stop by Parker 204.

# FINANCES AND STUDENT AID

## TUITION AND FEE SCHEDULE FOR 1992-93

Application fee (nonrefundable)	\$ 40
Registration fee (nonrefundable)	\$ 25
Late registration fee (nonrefundable)	\$ 25
Tuition deferment Fee	\$ 50
Tuition (per credit hour)	\$270
Graduation fee	\$ 50
Laboratory fee (per credit)	\$ 12
Materials fee (variable where applicable)	
Student activities fee (per semester)	\$ 75
Student services fee (per semester)	\$ 10
Orientation fee	\$ 50
Transcript fee	\$ 3
Credit by examination (3 credits)	\$125
Cap and gown rental (fee assessed at time of graduation)	

## REGISTRATION

### LIBERAL AND PROFESSIONAL STUDIES PROGRAM

Each semester at Nova has a designated registration period that is listed in the *Schedule of Classes*. Students should schedule an appointment with their adviser once the *Schedule of Classes* becomes available in order to review their choice of classes. All students must have their student transaction forms signed by their adviser prior to completing the registration process. Students who register after the designated registration period will pay a late fee.

Priority registration is a service offered to our continuing Nova students. Priority registration allows you to secure your classes before new students are allowed to register. Payment is not required at the time of priority registration. To qualify for priority registration, you must have no outstanding balance for the current semester. Winter priority registration is conducted in November, and fall priority registration is held in April.

To register in person, submit your completed Student Transaction Form to the Office of the University Registrar, Parker Building, third floor. The office is open Monday through Thursday 8:30 A.M. to 7:00 P.M., Friday 8:30 A.M. to 6:00 P.M., and Saturday 9:00 A.M. to 12:00 NOON. Tuition and fees must be paid at the time of registration to the Accounts Receivable Office, Parker Building, third floor. Accounts Receivable is open Monday through Thursday 8:30 A.M. to 7:00 P.M., Friday 8:30 A.M. to 6:00 P.M., and Saturday 9:00 A.M. to 12:00 P.M. The Student Transaction Form with payment for tuition and fees may also be mailed to the Office of the University Registrar, Nova University, 3301 College Avenue, Fort Lauderdale, Florida 33314.

Each term at Nova has a designated registration period. Any student who completes registration after the close of the official registration period will be assessed a late fee.

All students are assigned an adviser who will assist in the selection of appropriate courses. An adviser's signature is required on the Student Transaction Form in order to register for classes. The Student Advising Center is located on the third floor of the Parker Building. Advisers are available by appointment or on a walk-in basis.

To register in person, submit your completed Student Transaction Form to the Office of the University Registrar, Parker Building, third floor. The office is open Monday through Thursday 8:30 A.M. to 7:00 P.M., Friday 8:30 A.M. to 6:00 P.M., and Saturday 9:00 A.M. to 12:00 NOON. Tuition and fees must be paid at the time of registration to the Accounts Receivable Office, Parker Building, third floor. Accounts Receivable is open Monday through Thursday 8:30 A.M. to 7:00 P.M., Friday 8:30 A.M. to 6:00 P.M., and Saturday 9:00 A.M. to 12:00 P.M. The Student Transaction Form with payment for tuition and fees may also be mailed to the Office of the University Registrar, Nova University, 3301 College Avenue, Fort Lauderdale, Florida 33314.

## PAYMENT POLICY

Nova University requires that tuition for all courses be paid in full at the time of registration. Checks should be made payable to Nova University. Students may choose to pay tuition and fees by cash, check, MasterCard, VISA, American Express, or Discover. To pay by charge card when mailing a registration, clearly print the account number and the expiration date in the designated area of the registration form.

Students receiving financial aid are allowed to consider certain types of loans and other aid, as confirmed on the financial aid computer, to satisfy their bills at registration, even though the aid or loans have not yet been physically disbursed to them or posted to their accounts.

Students eligible for employee-sponsored tuition reimbursement benefits may defer tuition payment until five weeks after the end of each course; however, at the time of registration, the student must submit postdated checks or future credit card authorizations (for processing five weeks after the end of the course) and furnish a statement of eligibility from the employer. There is a \$50 fee for this option; this fee and other charges (excluding tuition) must be paid at the time of registration.

Full-time undergraduates may also elect to pay in three installments: 50 percent of tuition plus all fees including \$50 fee for this option at registration, 25 percent 60 days after registration, and 25 percent 90 days after registration. Postdated checks or credit card authorizations for the two later payments must be provided at the time of registration.

Participants choosing to enroll in the Knight Tuition Payment Plans should arrange for application to the Knight agency at least three months in advance of the start of the semester.

Applications made after the start of the program must make

arrangements to pay past due payments.

For more information on the Knight Tuition Payment Plan, see *Other Sources of Assistance* in this catalog.

### Change of Registration

The Change of Registration Period is the first week of a term. A student may drop one course and add another course in its place during the first week of the term without a financial penalty by submitting a Student Transaction Form, available in the Registrar's Office. To add a course after the first class meeting, written permission must be obtained from the instructor or program adviser.

### Withdrawal Period with a Refund

Students who wish to receive a refund of tuition upon withdrawal from a course must complete a Student Transaction Form, available in the Registrar's office. The following schedule will apply:

#### Liberal and Professional Studies Students:

- 100 percent refund: notice of drop in writing before the first class meeting
- 75 percent refund: notice of drop in writing by the end of the first week, regardless of class attendance
- 50 percent refund: notice of drop in writing by the end of the second week, regardless of class attendance.

No refund will be made after the end of the second week. The \$200 deposit paid in the Liberal and Professional Studies Program is not refundable.

#### Career Development Students:

- 100 percent refund: notice of drop in writing before the first class meeting
- 75 percent refund: notice of drop in writing before the second class meeting, regardless of class attendance
- 50 percent refund: notice of drop in writing before the third class meeting, regardless of class attendance.

Refunds will be based on the postmark date or the registrar's stamped date of written notification, not the last date of attendance. Fees other than tuition are not refundable.

To withdraw from a course after the refund period, see the Withdrawal policy on page 37.

### Refund Policy for Students in the Paralegal/Legal Assistant Studies Program

Students are held financially responsible only for those courses taken. Students who wish to receive a refund of tuition upon dropping a course must complete an official Student Transaction Form. The following schedule will apply:

- 100 percent refund: before the first class meeting
- 75 percent refund: before the second class meeting
- 50 percent refund: before the third class meeting

Refunds will be based on the last date of attendance. All monies will be refunded if the applicant cancels the enrollment agreement within three business days after signing. All monies will be refunded if the applicant is rejected as a student.

### Exceptional Circumstances

Refunds or credits to your account for exceptional circumstances after the first day of class will be considered only when the following terms are satisfied:

1. **MEDICAL** - A doctor's explanation should be submitted indicating why you should not continue in class or why your school load should be decreased. Dates of illness are required to determine if this illness occurred during the term. For a hospital stay, receipts (with dates) must be provided.
2. **EMPLOYMENT EMERGENCY** - A letter from the personnel office of your employer should be submitted stating dates and reasons you were unable to attend.
3. Other reasons must be supported by a written explanation of why you were unable to attend. Dates and receipts, if appropriate, must be included. Each situation will be handled on an individual basis.

It is the responsibility of the student to provide the necessary documentation to the director of student affairs, who will then approve or disapprove the request and submit it to the registrar's office.

If a 100 percent refund or credit is granted, the course or courses will be removed from the student's record.

## INTERRUPTION OF STUDIES

A student who enrolls at Nova University has the option of graduating by meeting program requirements in the University catalog 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 the end of the last term enrolled), the student will then meet the requirements of the catalog in effect when he or she returns or graduates, or as agreed upon by the academic program director and the student.

## STUDENT FINANCIAL AID 1993-94

The Office of Student Financial Aid administers the University's financial aid programs of grants, loans, scholarships, and student employment. In addition, professional financial aid advisers can help students plan for the most efficient use of their financial resources for education.

To the extent that financial aid funds are available, it is the purpose of the Office of Student Financial Aid to provide needy, qualified students with financial aid in the form of loans, grants, and employment. In order to make the best use of funds, awards normally consist of a "package" of two or more of these types of aid.

Underlying the awarding of financial assistance is the accepted philosophy that students have a responsibility for contributing, from earnings and savings, toward their own costs. Financial aid resources serve to supplement the student's resources.

A student must be a U.S. citizen or be in the United States for other than temporary purposes and must be enrolled at least half time (six hours per semester) in a degree-granting program in order to receive financial aid.

A prospective student who will require financial aid in order to attend the University should apply for financial assistance while a candidate for admission. Students must complete the University's Financial Aid Application, and submit the Federal Application for Student Aid (FAFSA) for need analysis.

Financial aid applications are accepted throughout the year, but it is important to note that the priority deadline date for receipt of aid applications is April 1. New applications must be filed each year, whether or not funds were received previously. In awarding available funds, preference is given to students who file their applications by the priority deadline date. Generally, full-time students must earn 24 credits each academic year and maintain a cumulative GPA of 2.0 or higher in order to qualify for renewal of financial assistance.

The following is a brief, general description of the major financial assistance programs available through the Office of Student Financial Aid:

## FEDERAL PROGRAMS

**Federal Pell Grant.** The Federal Pell Grant Program provides federal grant aid to needy undergraduate students who are enrolled at least half time (six credits per term). Awards range from \$400 to \$2,300 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 basis upon which all other aid is awarded.

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

**Federal Stafford Loans (FSL).** The Stafford Loan program provides low-interest, need-based 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 is variable, but not higher than 9 percent. Freshmen may borrow up to \$2,625 per year, sophomores may borrow up to \$3,500, and juniors and seniors may borrow up to \$5,500 per academic year. Repayment begins six months after the student is no longer enrolled at least half time.

**Federal Unsubsidized Stafford Loan (FUSL).** The interest rate and loan amounts are the same as those for the need-based Stafford Loan. Unsubsidized Stafford Loans are available to students who do not demonstrate financial need. Repayment begins six months after the student ceases at least half-time enrollment. However, unlike the need-based Stafford Loan, the borrower is responsible for the interest that accrues while in school and during deferment periods.

**Federal Perkins Loans (NDSL).** This program offers long-term, 5 percent interest loans to students who are enrolled at least half time. Eligibility is based on financial need. Repayment begins nine months after the student is no longer enrolled at least half time if the student did not have a loan prior to July 1, 1987. Priority is given to students who meet the April 1 deadline.

**Federal Supplemental Loans for Students/Loans for Parents (FSLs/FPLUS).** This provides non-need-based loans to independent students and parents of dependent students. Independent students may borrow up to \$4,000 per year as freshmen and sophomores. Juniors and seniors may borrow up to \$5,000 per year. Parents of dependent students may borrow up to the cost of education, minus other aid received. The interest rate is variable but not higher than 10 percent for PLUS borrowers and 11 percent for SLS borrowers. Repayment begins 30 to 60 days after disbursement of the loan; however, payments may be deferred while the student is enrolled full time.

**Federal Work-Study (FWS).** Part-time jobs on campus are available for needy students through the FWS program. Generally, students work 15 to 20 hours per week. The rate of pay varies according to the job.

#### STATE PROGRAMS

**State Tuition Voucher Fund (STV)** Full-time students may receive up to \$920 per year to offset the cost of tuition and fees, regardless of financial need. Students must be at least one-year Florida residents to qualify. A separate application form is required.

**Florida Student Assistance Grant (FSAG).** FSAG provides grants of up to \$1,000 to needy undergraduates. Students must be enrolled full time, be at least one-year Florida residents, and meet the May 15 deadline.

**The Florida Teacher Scholarship and Forgivable Loan Program.** This program is made up of the Chappie James Most Promising Teacher Scholarship for new freshmen and sophomores and the Florida Critical Teacher Shortage Forgivable Loan for juniors and seniors. Students who are enrolled in a teacher education program and majoring in an area of critical need may apply. To qualify for the scholarship portion, students must graduate from a Florida high school and submit a scholarship application to the high school principal by March 1 during the senior year of high school. The amount of the scholarship is \$1,500 per year for a maximum of two years. Students interested in the Forgivable Loan must submit an application to the Office of Student Financial Aid by March 15. Award amounts are \$4,000 per year for a maximum of two years. Students funded under this program are required to enter the teaching profession in an area of critical need upon graduation. For more information or to obtain an application, contact the Office of Student Financial Aid.

**Seminole and Miccosukee Indian Scholarships.** Grants to cover educational expenses are available each year to qualified members of the Seminole or Miccosukee Indian tribes, based on financial need. Applications are available from the higher education committee of either tribe.

**Florida College Career Work Experience Program (CCWEP).** Part-time jobs off campus are available through this program for needy undergraduate students. Students must be at least one-year Florida residents to qualify, and the positions held must be related to their academic majors.

## UNDERGRADUATE SCHOLARSHIPS AND GRANTS

Nova annually offers scholarships and grants to both incoming and returning students. Eligibility and academic qualifications vary according to the award. In order to be considered for selection, applicants must have a completed file, including the Federal Application for Student Aid (FAFSA), and be officially accepted. Awards will be made on a first-come, first-served basis. These awards will be combined with other federal and state financial aid programs to help meet the financial need of students.

**Matching Fund Scholarships.** These are matching fund scholarships restricted to community service organizations or recognized organizations with scholarship funds. Nova College will match the amount granted to an eligible full-time student by the organization. The maximum award is \$1,000 per academic year and may not exceed the student's unmet need as stated in his or her Nova financial aid file.

**Donor Scholarships.** The University offers a number of academic scholarships that are made possible by donations to its scholarship fund. Awards are made to eligible students who have filed an FAFSA by April 1 and have at least a 3.0 grade point average.

**The Joseph W. Fordyce Scholarship.** This is a full-tuition scholarship awarded annually to a full-time student from Broward Community College's Honors Program. This scholarship is funded by the Career Development Studies Program. To be eligible, a student must be an adult learner who has excelled academically and has earned an honors certificate upon graduation from Broward Community College.

**IRP Endowed Scholarship Fund.** This fund, established by the Institute for Retired Professionals, provides annual grants to new and returning undergraduate students. A 3.40 high school or college GPA, high financial need (based on the Nova financial aid file), two letters of recommendation, and an essay are required. Applications are available from the Offices of Student Affairs or Student Financial Aid.

**Nova College Honor Awards (new students in Liberal and Professional Studies)**

- I. Nova Honor Award - Freshman Qualifications (\$1,000 - \$6,000): (1) cumulative grade point average (GPA) of 3.2 or above; (2) counselor/faculty recommendation; (3) SAT or ACT scores; (4) renewable with a 3.0 Nova GPA.
- II. Nova Honor Award - Transfer Qualifications (\$1,000 - \$5,000): (1) 24 or more semester hours earned from a regionally accredited institution; (2) a minimum cumulative GPA of 3.20; (3) counselor/faculty

recommendation; (4) renewable with a 3.0 Nova GPA.

III. Nova Achievement Award (\$500 - \$2,000): (1) cumulative GPA of 3.0 or above; (2) for selected new (incoming) students displaying academic potential; (3) counselor/faculty recommendations; (4) renewable with a 3.0 Nova GPA.

IV. Nova Performance Grant (\$500 - \$2,000): (1) for selected new (incoming) students who have demonstrated past success in leadership, service, clubs or activities; (2) grant application and letters of recommendation required; (3) minimum freshman GPA of 2.50, minimum transfer GPA of 2.75.

#### Nova College Scholars (Liberal and Professional Studies)

Returning students (up to \$1,000): (1) continuing Liberal and Professional Studies Students; (2) 24 credit hours completed at Nova by the end of the winter term; (3) cumulative GPA at Nova of 3.0 or above; (4) SAT/ACT scores on file; (5) completed scholarship application. This scholarship is for one year only; recipients must reapply each year for renewal.

Scholarship recipients will be notified by mail and need to respond within one month. Renewal of scholarships is dependent upon a 3.0 Nova cumulative GPA and full-time status.

For more information, contact the Nova College Admissions Office or the Office of Student Financial Aid. To request the necessary forms, call:

Admissions (305) 475-7360 (local) or (800) 338-4723,  
Ext. 7360 (toll free)  
Student Financial Aid (305) 475-7410 (local) or (800) 541-6682,  
Ext. 7410 (toll free)

### RENEWAL OF AWARDS

Nova Honor Awards are automatically renewed as long as the student maintains a 3.0 cumulative grade point average and remains a full-time student. All other awards made by the University are not automatically renewed, and students must reapply for aid each academic year. Applications are available in January each year for the upcoming academic year.

### OTHER SOURCES OF ASSISTANCE

The Office of Student Financial Aid maintains a Scholarship Source Library at the main campus office. Students may use this library's reference books to locate private sources of funding. A file of pamphlets and brochures is also maintained announcing special awards, fellowships, and grants. All students are invited to use these materials. The office also provides a computerized scholarship search for interested students at a nominal fee. Contact the Office of Student Financial Assistance for further information. The University and public libraries, as well as commercial book stores, also

provide financial aid reference books listing private scholarships. In addition, many high school guidance counselors and chambers of commerce are familiar with scholarships available to students from their areas.

We are pleased to announce two payment options. The Knight Tuition Payment Plans of Boston, specialists in educational financing since 1953, offer two payment options as follows:

#### OPTION I TEN-MONTH BUDGET PLAN

Part or all of your annual charges may be paid in ten equal monthly payments with no interest or finance charges. Participation is on an annual basis. Optional insurance is available to qualified applicants to cover present and future educational program costs.

#### OPTION II EXTENDED LOAN PLAN

Those persons who qualify for participation are able to pay for educational expenses over an extended time period, which reduces the size of their monthly payment. The combination of a guaranteed interest rate of 7.25 percent through May 1994 and fixed monthly payments assists parents in controlling monthly costs. The size of the monthly payment is determined by the amount to be financed each year. Optional insurance is available to qualified applicants to cover future education program expenses.

Both plans are designed to help students pay for educational expenses on a monthly basis rather than paying in lump sums.

The administration of Nova University hopes that these options will assist students in meeting their educational expenses. Please call Knight Tuition Payment Plans toll free at (800) 225-6783 with any questions.

### DEADLINES

Applications for aid received by the Office of Student Financial Aid by April 1, 1993, will be given priority consideration for the upcoming academic year. Applications received after that date will be considered on a funds-available basis only.

Applications for the Florida Student Assistance Grant must be processed by Federal Student Aid Programs by May 15, 1993.

Applications for the State Tuition Voucher fund for the full term must be received in the Office of Student Financial Aid no later than September 1, 1993. Applications for the winter State Tuition Voucher fund must be received by January 3, 1994.

### GENERAL ELIGIBILITY REQUIREMENTS

In order to participate in the financial aid programs, a student must:

1. Be a citizen, a national, or a permanent resident of the United States or be in the United States for other than a temporary purpose. Proof must be provided to the Office of Student

### Financial Aid.

2. Be enrolled or accepted for enrollment at Nova University
3. Be carrying or planning to carry at least one-half the full-time workload for the course of study being pursued
4. Be making satisfactory progress in the course of study
5. Not be in default of, or owe a refund for, any aid received previously
6. Sign a Statement of Educational Purpose and Anti-Drug Certification
7. Be registered for the draft if required to do so by federal law.

Additional eligibility requirements are noted in the descriptions of the programs.

## NOTIFICATION OF AWARDS

Students who have applied before April 1, 1993, and are awarded aid by the University should receive notification by July 1 of that year. Students who have applied for a Pell Grant will receive a Student Aid Report (SAR). Students should submit all copies of the SAR to the Nova Office of Student Financial Aid for processing. Students who have applied for a Florida Student Assistance Grant will be notified by the Florida Department of Education.

The application process normally takes 6 to 8 weeks and possibly up to 12 weeks. It is extremely important that applicants fill out all forms completely and correctly and that they respond promptly to all inquiries in order to prevent delays in processing. Awards are made only for the academic year. Students requesting aid for the summer must complete a separate summer aid application, available in January 1994.

## ACADEMIC REQUIREMENTS FOR FINANCIAL AID

### CLAST

Undergraduates who receive financial aid from any of the Florida-funded programs must take and pass the College Level Academic Skills Test (CLAST). CLAST must be taken during the term in which the students become a junior (i.e., earns 60 credit hours). Students who have earned a minimum of 18 credits, to include passing grades in LAN 111/112 and MAT 102/133, are encouraged to take the CLAST. Students are exempt from this requirement ONLY if they earned an A.A. degree or had junior standing at Nova prior to August 1, 1985. Contact the Nova Testing Center for test information. Failure to take the test will result in the loss of Florida funding.

## STANDARDS OF ACADEMIC PROGRESS

Nova University, in compliance with federal regulations, has established standards of academic progress that must be met by students to receive financial assistance. Satisfactory progress means making measurable progress toward a specified educational objective within a specific time frame. Listed below are condensed criteria of the satisfactory progress requirements at Nova.

**Qualitative Measure.** Students must earn the following cumulative grade point average after completion of each increment:

1 to 30 credits	minimum GPA - 1.50
30 to 60 credits	minimum GPA - 1.85
60+ credits	minimum GPA - 2.00

Some financial aid programs, especially Florida Student Assistance Grant and other programs funded by the State of Florida, require a minimum GPA of 2.0 regardless of class standing. Most academic scholarships require a minimum GPA of 3.0.

**Quantitative Measure.** The maximum number of semesters a student will be awarded aid is 12. Full-time students receiving state aid are required to complete 12 credits per term for the number of terms for which state aid was received. Full-time students not receiving Florida state aid must complete 20 credits each year. Less than full-time students must complete 70 percent of attempted credits.

**PLEASE NOTE:** These are minimum criteria for maintenance of satisfactory progress. Please contact the Office of Student Financial Aid for specific details.

**Process of Appeals.** If your financial aid application is turned down because of failure to meet these standards, you have the opportunity to appeal to the Standards of Academic Progress Appeals Committee. The appeal should be in writing, addressed to the committee in care of the Office of Student Financial Aid, and include the following documentation:

1. An academic transcript from the registrar
2. A letter written by you describing mitigating circumstances
3. A physician's note and/or records if the appeal is based on a medical circumstance
4. Additional optional support documents.

Only appeals in writing will be considered. No personal appeals will be heard. Decisions of the committee are final, and you will receive written notification of the decision. If a probationary award is granted, it is valid for only one academic year. Only one probationary award is allowed during your attendance at Nova University.



## FOR MORE INFORMATION

Contact the Office of Student Financial Aid, 3301 College Avenue, Fort Lauderdale, Florida 33314 (Parker Building, third floor), phone (305) 475-7411 or (800) 541-6682, Ext. 7411. Office hours are 8:30 A.M. to 7:00 P.M. Monday through Thursday, 8:30 A.M. to 6:00 P.M. Friday, and 9:00 A.M. to 12:00 NOON Saturday.

## VETERANS BENEFITS

All programs described in this catalog are approved for the training of veterans and other eligible persons by the Bureau of State Approval for Veterans' Training, Florida Department of Veterans' Affairs. Eligible veterans and veterans dependents should contact the Office of the University Registrar, 3301 College Avenue, Fort Lauderdale, Florida 33314, telephone (305) 370-5685 or toll free (800) 541-6682, Ext. 5685.

## INTERNATIONAL STUDENTS

International students who intend to reside in the United States and who are required to obtain an I-20 must be full-time, degree-seeking students and must attend the main campus in Fort Lauderdale, Florida. For further information, contact the international students adviser, Nova University, 3301 College Avenue, Fort Lauderdale, Florida 33314, telephone (305) 370-5695 or toll free (800) 541-6682, Ext. 5695.

## UNDERGRADUATE DEGREE

Nova University awards two undergraduate degrees, the bachelor of arts degree and the bachelor of science degree. A student can earn only one undergraduate degree and one undergraduate diploma from Nova College. The diploma indicates the student has earned a bachelor of arts degree or a bachelor of science degree; it does not indicate the major. The academic transcript, the official record of work at Nova University, indicates degree earned, major field of study, and specialty, if any.

## REQUIREMENTS FOR GRADUATION

All degree-seeking students must complete the minimum credits as designated for the chosen major. The following requirements are also required:

1. Admission as a degree-seeking candidate in one of the majors
2. Completion of general education, specialty, and elective requirements as specified by the major program
3. Completion of major requirements as specified
4. Attainment of a 2.00 Cumulative Quality Point Average

5. Attainment of a 2.25 Quality Point Average (2.50 in Education) in the major area
6. Completion, at Nova College, of at least 30 credits (not including CLEP, proficiency examination, or experiential learning credits)
7. Completion of at least 50 percent of the credits in the major area and specialty at Nova (not including CLEP, Proficiency Examination, or experiential learning credits)
8. Submission of a graduation form and payment of the diploma fee prior to completing registration for the last term
9. Fulfillment of all obligations to the library, the student's program, 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 is eligible to receive the degree "with distinction."

Students who have earned fewer than 54 credits at Nova may petition for graduation with distinction if they have maintained at least a 3.8 GPA in all course work accepted toward their degree program at Nova.

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

## Commencement

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

## GRIEVANCE PROCEDURES

When questions about procedures, decisions, or judgments 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 the Advising Center

## STUDENT LIFE

### Activities

Nova students have an excellent opportunity to become involved in extracurricular programs. A few of the current clubs and organizations include:

- Alpha Chi (national college honor society)
- Amnesty International
- Best Buddies
- Campus Activities Board
- Florida Future Educators of America (FFEA)
- Forum (forensics)
- Hillel (IEEE)
- Newspaper (Nova Knight)
- Nova University Black Student Association (NUBSA)
- Outdoor Club
- Pep Squad
- Phi Alpha Delta (law fraternity)
- The Poetry Club
- The Psychology Club
- Radio Station Staff (WNKR)
- Residential Student Association
- Student Government Association
- Theatrical Warehouse
- Yearbook (Paladin)

Each student organization has a faculty or staff member serving as an adviser and supporter.

All students are encouraged to become involved in the extracurricular activities as active members of the various organizations or by running for office in such organizations.

### Recreational Sports

The recreational sports program at Nova University encompasses the realms of intramural sports, sports clubs, special events, and informal ("pick-up") recreation.

Intramural offerings include basketball, flag football, volleyball, softball, bowling, golf, tennis, swimming, and billiards. The sports clubs offer students the opportunity to participate in such diverse activities as self-defense, rugby, dance, swimming, scuba/snorkeling, and men's volleyball. Special events can be anything from weekend sports tournaments to in-line skating clinics to wellness seminars (and any other activities are fair game as well!).

For the casual participant, basketball courts, sand volleyball pits and athletics fields are provided for creating one's own diversions. Additionally, a variety of sports equipment is available in the Recreational Sports Office for check-out and use. If indoor activities are more your speed, the Rosenthal Student Center provides a wide-screen TV, pool tables, table tennis, and dart boards. All equipment for these activities is provided and is available with a valid student ID.

## Intercollegiate Athletics

The Athletics Program at Nova University consists of:

### MEN'S

- Baseball
- Basketball
- Cross-Country
- Golf
- Soccer

### WOMEN'S

- Cross-Country
- Tennis
- Volleyball

developing a sense of community and social responsibility among students and faculty. - OR -

#### **CORE 246 Economic Growth and Development**

An examination of theory, economic history, and policies affecting national and global economies. Covers a wide variety of issues such as population, distribution of wealth, Third World debt, and global productivity.

Junior Year:

#### **CORE 347 Ethical Systems**

An examination of ethical systems that instruct in matters related to moral action, moral judgment, and responsibility. Ways of viewing contemporary moral issues such as abortion, euthanasia, and racial discrimination are among individual topics.

Senior Year:

#### **CORE 448 Journey II: The Capstone Experience**

This course provides a context for the systematic examination and interpretation of the portfolio begun in Journey I, assisted by literature on personal ethnography and self-assessment.

Each eight-week core course carries a total of 3 credit hours, which will apply as partial fulfillment of the 54 credit hours required in the General Education Program.

### **b. Mathematics Sequence**

The mathematics sequence (MAT 110/MAT 115) in the general education program is a two-part sequence designed to provide students with a global perspective of mathematics and to give them an opportunity to learn many useful applications of mathematics in solving real-world problems. Topics studied include set theory, logic, linear programming, probability, and statistics. Students whose majors require more advanced courses in mathematics (Computer Science/Engineering, Pre-Med, Ocean Studies) will be placed in sequences of Precalculus or Calculus, depending on major requirements and placement testing criteria.

### **c. Composition Sequence**

Nova College students meet composition requirements by taking two composition courses. Students enrolled in the Liberal and Professional Studies Programs must enroll in the first composition/mathematics course during the first semester. The first course, LAN 111: **Critical Reading and Writing I**, combines instruction in the principles of effective expository writing with emphasis on an ability to read critically selections from essays and imaginative literature. The second course, LAN 112: **Critical Reading and Writing II**, emphasizes argumentative writing, use of the library, and development of a documented research essay along with

more advanced instruction in reading and interpreting texts. In the composition sequence, students have an opportunity to integrate writing instruction with currently available computer technology. Both courses require students' use of computers for word processing and text analysis.

Students whose final grade in a composition and/or mathematics course falls below a C (2.0) will receive a grade of NP (No Progress) and, if eligible, may repeat the course the following semester with no additional charge for tuition.

Students who are required to take LAN 100 and/or MAT 100 will be allowed to enroll in the course no more than two times. If the course is not completed successfully on the second attempt the student will be academically dismissed from the college.

Students may request readmission from the academic program committee upon demonstration of having acquired the skills necessary to be successful in LAN 100 and/or MAT 100.

### **d. Required Distributions**

The objectives of the general education program are also met through a series of distribution courses in the areas of humanities, science and technology, oral communication, and hemispheric and global diversity. Students normally complete distribution requirements by the end of the junior year. Students must select courses from the following list in order to fulfill the distribution requirement:

Humanities

9 hours

#### **History (select one)**

HIS	205	The American Experience
HIS	210	Roots of Western Society
HIS	215	Russian History from Peter the Great to the Present
HIS	270	Europe in the Twentieth Century
HIS	321	The Great Individual in History
HIS	360	Studies in Revolution
HIS	370	United States Foreign Diplomacy, 1880-Present

#### **Art (select one)**

HUM	218	Myth and Art
HUM	220	Non-Western and Modern Art
HUM	240	The Theatre Arts
HUM	254	Introduction to Film Criticism
HUM	375	Music Through History
HUM	381	Art and Society
HUM	425	Images of the City

### Literature (select one)

- HUM 207 Literature and Politics
- HUM 257 English Literature II
- HUM 270 American Literature II
- HUM 271 Literature and Science
- HUM 272 World Literature I
- HUM 273 World Literature II
- HUM 274 Literature and the Law

### Science and Technology (select two)

6 hours

- CAP 111 Computer Literacy
- LSC 105 Concepts in Biology
- LSC 150 Biology I/Lab
- LSC 151 Biology II/Lab
- LSC 222 Marine Biology
- PHY 102 Concepts in Physical Science
- PHY 106 Introduction to Oceanography
- PHY 205 Physical Geology/Lab
- PHY 215 Historical Geology/Lab
- PHY 230 General Chemistry I/Lab
- PHY 231 General Chemistry II/Lab
- PHY 235 Applied Physics I/Lab
- PHY 236 Applied Physics II/Lab

### Oral Communication (select one)

3 hours

- LAN 201 Fundamentals of Public Speaking
- LAN 202 Theories of Argument and Debate
- LAN 203 Dramatic Interpretation

### Hemispheric and Global Diversity (select one)

3 hours

- HIS 250 Global Diversities: Issues and Perspectives
- HIS 314 African Studies
- HIS/LAC 325 Emerging Nations
- LAC 213 Latin American and Caribbean Studies I
- LAC 214 Latin American and Caribbean Studies II
- LAC 485 Preparation for Field Studies

### Majors

In addition to studies in the General Education Program, students study and work in major fields that prepare them to enter careers or to continue formal education in either graduate or professional school. Although many students enter Nova having already selected a major course of study and have established career goals, many students also enter the undergraduate program undecided. In most instances the majors are flexible enough to permit students the opportunity to experience a number of diverse areas prior to deciding upon a particular course of study.

The following majors are available to students in the Liberal and Professional Studies Program:

- |                              |                            |
|------------------------------|----------------------------|
| Accounting                   | Administrative Studies     |
| Applied Professional Studies | Business Administration    |
| Computer Information Systems | Computer Science           |
| Computer Systems             | Education                  |
| General Studies              | Legal Studies (prelaw)     |
| Liberal Arts                 | Life Sciences (premedical) |
| Ocean Studies                | Professional Management    |
| Psychology                   |                            |

## BECOMING A STUDENT IN THE LIBERAL AND PROFESSIONAL STUDIES PROGRAM

### ADMISSION

#### Information and Admission Counseling

Choosing a university 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, to discuss questions that have career, financial, and academic implications.

Call 475-7360 (in Fort Lauderdale) for an application or a personal counseling appointment. Students from other locations should call (800) 338-4723, Ext. 7360.

## Applying for Admission

In keeping with a humanistic philosophy valuing individual worth and differences, Nova University considers applicants in terms of their potential for success. The University does not discriminate on the basis of race, color, sex, age, nondisqualifying handicap, religion or creed, or national or ethnic origin.

Applicants are required to:

1. Submit a completed application form and the \$40 nonrefundable application fee to:  
Nova University  
Office of Undergraduate Admissions  
3301 College Avenue  
Fort Lauderdale, Florida 33314
2. Submit official high school or college transcript(s) (proof of high school graduation is required). All transcripts must be received by the end of the first eight weeks of enrollment.
3. Speak with a counselor in person or by telephone.
4. Submit one of the following test scores:  
Scholastic Aptitude Test (SAT)  
American College Test (ACT).

## INTERNATIONAL STUDENTS

International students are required to obtain a Student (F-1) Visa or an Exchange Visitor (J-1) Visa. Students are not permitted to study in the United States on a Visitor (B-2) Visa.

As an international student, you must:

1. Submit all secondary school and college-level transcripts. Transcripts must be an official English language translation (this applies to transcripts that are not already in English). Applicants must have the equivalent of an American high school diploma.
2. Achieve a score of 500 or higher on the TOEFL exam or 400 on the SAT (verbal section).
3. Submit a letter from a financial institution indicating that you are able to meet all costs of your education without financial aid from Nova University. The minimum amount is determined by the budget prepared by the Nova University Office of Student Financial Aid. A notarized letter from a sponsor is required if you are

sponsored by a public or private organization or an individual. The financial guarantee must include provisions for any dependents who will be residing in the United States with you.

4. Purchase medical insurance (J-1 Visas only). Contact the international student adviser for further information concerning insurance.

After all of the above information is received and you are accepted, an acceptance letter will be sent to you. An I-20 will be issued after we receive a \$200 tuition deposit.

## ACCEPTANCE

You may apply for admission and be accepted to Nova throughout the entire year. You may begin classes at the beginning of any academic period. Notification of acceptance normally occurs within one month after completing all admission requirements. Upon receiving notification of acceptance, you should promptly inform the Admissions Office, in writing, of your intention to attend and forward a \$200 nonrefundable deposit to be credited toward tuition. If there are any further questions, call the Admissions Office at (305) 475-7360 or (800) 338-4723, Ext. 7360.

## SPECIAL STUDENT

You may want to take one course or several courses or a specialty program without enrolling for a degree program. In this case, indicate "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 or financial aid.

## COMBINED MAJORS, MINORS, AND SPECIALTIES

Nova offers you the opportunity to acquire substantial credit in a second major or specialty area. You should check with an adviser as to which majors may be combined. When requirements for a specialty or permissible second major are completed, you need to request, through a student action form, that this information be made a permanent part of your official academic transcript.

## SECOND BACHELOR'S DEGREE

If you have a bachelor's degree from a regionally accredited institution other than Nova University, you may earn a second bachelor's degree from Nova by completing a minimum of 30 additional credits at Nova. At least 50 percent of all credits required in the selected major must be taken at Nova.

## TRANSFER CREDITS

Nova welcomes undergraduate students who have earned college credits at another regionally accredited college or university. Students who plan to transfer should contact a Nova admissions counselor to discuss how prior college credits can be used for their Nova degree. Community college students should contact a Nova admissions counselor as early in their college career as possible so they can choose courses for their associate's degree that will transfer to Nova and be appropriate for their intended bachelor's degree. Nova has articulated agreements with Broward Community College, Miami Dade Community College, and Palm Beach Community College. Students transferring with an Associate of Arts degree from one of these institutions will be given special consideration upon entering Nova.

Transfer students must provide official transcripts from all their previous colleges; their previous academic work will then be evaluated. Nova College will transfer a maximum of 90 eligible credits (including credit for CLEP, Proficiency Exams, and prior experiential learning) toward a degree; however a maximum of 66 transfer credits can be accepted from community colleges. Remaining credits and at least 50 percent of the credits in the student's major area and specialty must be earned at Nova in regular academic offerings.

Students who have completed their English and/or mathematics requirements more than five years ago must demonstrate recency by completing appropriate examinations at Nova. Some examinations may be waived by presenting CLAST (College Level Academic Skills Test) results that meet the current year standards.

Evaluation of CLEP examinations will be made upon admission but will be recorded on the student's permanent record only after the student has registered for and completed 12 credits at Nova. Under exceptional circumstances, 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 adviser 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 an adviser.

## TESTING CREDITS

Students may earn college credit through the College Level Examination Program (CLEP), the Proficiency Examination Program (PEP), Defense Activity for Non-Traditional Education Support (DANTES), and Advanced Placement Examinations (AP). CLEP is administered at Nova University through the College Board. To receive credit through CLEP examinations, a student must score in at least the 50th percentile. Before applying to take any of the above examinations, a student should consult an academic adviser to be sure that the credits granted are applicable to the student's course of study. Requests for AP, PEP and DANTES credit should be discussed with the coordinator in the Testing Center.

## ACADEMIC INFORMATION

### REQUIREMENTS

**New Student Skill Requirements.** Students are expected to demonstrate skills appropriate for college work in all courses. Before or during the first term of enrollment, students without college-level math and/or English are required to complete placement tests in the areas of reading, writing, and mathematics and will then be advised as to appropriate course selection. Students needing further development of skills 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 adviser, generally at the 100 and 200 levels. The passing of placement tests is prerequisite to enrollment in many courses including all initial mathematics and communication courses.

For specific placement test procedures and practice exams, refer to the brochure on skill and competency requirements available in the Student Services Office. Assistance in mathematics and communication is available through the Academic Support Center to help students attain necessary skills for college work.

**Transfer Student Recency Requirements.** Students who have completed their English and/or mathematics requirements more than five years ago must demonstrate recency by completing appropriate examinations at Nova. Some examinations may be waived by presenting CLAST (College Level Academic Skills Test) results that meet the current year standards.

### GRADES

Grade		Quality Points
A	Excellent	4.0
A-		3.7
B+		3.3
B	Good	3.0
B-		2.7
C+		2.3
C	Satisfactory	2.0
C-		1.7
D+		1.3
D	Marginal	1.0
F	Failure	0.0
W	Withdrawn Without Penalty	—
I	Incomplete	—
P	Pass	—
NG	No Grade (not assigned by instructor)	—
NP	No Progress	—
AU	Audit	—
PR	Progress	—

**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 quality point credits 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 quality point credits.

**Progress/Grade Reports.** Students will be provided a progress/grade report at the end of every term. A copy of the report will be placed in the student's permanent file maintained by the school. Students are protected by legal provisions that prohibit the release of personally identifiable information to other than legally authorized persons and to inspect, review, and challenge such information as provided by law.

**Standards of Progress for VA Students.** VA students are expected to complete satisfactorily the programs within the number of training hours approved by the State Approving Agency for Veterans' Training. They also must meet any academic, skill, and/or technical requirements of their particular program. If at any point in time it is determined that a VA student cannot satisfactorily complete the program within the approved number of hours, the student's VA educational benefits will be terminated for unsatisfactory progress.

A VA student who, at the end of any 16-week period, has not attained and maintained satisfactory progress will be placed on academic probation for the next 16-week period. Should the student not attain and maintain satisfactory progress by the end of the probationary 16-week period, the student's VA education benefits will be terminated for unsatisfactory progress.

A student whose VA educational benefits have been terminated for unsatisfactory progress may petition the school to be recertified after one 16-week period has elapsed. The school may recertify the student for VA educational benefits only if there is a reasonable likelihood that the student will be able to attain and maintain satisfactory progress for the remainder of the program.

**Dean's List.** Each full-time student who earns a quality point average of 3.50 in any one term is placed on the Honors List for that term. Students with grades of I (Incomplete) are not eligible for the Dean's List.

**Repeated Courses.** A student may repeat a course to improve the grade in that course, but credit toward graduation will be granted only once. Both enrollments and both grades will remain 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 QPA. Students need to complete a Repeated Course Form after the course has ended. Repeated Course Forms are available in the Student Advising Center.

**Incomplete.** An Incomplete (I) can be awarded only in cases of actual hardship experienced by the student as judged by the instructor. When 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 third week of class a student may withdraw only with the signature of the instructor. Students 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. Withdrawal will not be accepted within two weeks of the final class meeting. A student who stops attending class will receive a grade of A through F, based on required course work. No refunds are given for withdrawals.

A Student Transaction Form must be received and date-stamped by the Office of the University Registrar before the deadline. 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 adviser to discuss the implication of such actions. Foreign students are encouraged to speak to the international student adviser prior to submitting a Student Transaction Form for withdrawal from a course, as it may affect immigration status. Financial aid recipients should speak to an adviser from the Office of Student Financial Aid.

## SATISFACTORY ACADEMIC PROGRESS

To remain in good academic standing, undergraduate students must maintain the minimum quality point average or higher on all credits attempted (quality point average on a 4.0 scale) each semester. In addition to the minimum quality point average (see next page) for a baccalaureate degree at Nova, students must conform to the degree requirements of their declared major.

## INDEPENDENT STUDIES AND TUTORIALS

Independent Study (course 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 adviser 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.

## PROBATION AND SUSPENSION

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

**Academic Probation.** Students failing to earn the minimum quality-point average or higher after their first 12 credits of work attempted or to maintain at least the minimum quality-point average thereafter will be placed on probation by the Academic Progress Committee. Academic probation is removed when the student earns a cumulative quality-point average above the minimum quality-point average based on the number of credits earned.

### Qualitative Requirements

1-29 credits:	1.50 QPA
30-59 credits:	1.85 QPA
60+ credits:	2.00 QPA

and the QPA requirement of the particular major

**Progress Probation.** Students failing to complete at least 70 percent of their attempted credits each academic year will be placed on probation by the Academic Progress Committee. Progress probation is removed when the student completes at least 70 percent of the attempted credits in a subsequent trimester. Students attempting less than 12 credits in the academic year will be evaluated on their previous registrations.

Students are encouraged to seek counseling when their academic progress places them in danger of probation.

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 the minimum quality-point average as stated above and complete at least 70 percent 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. Following this suspension, the student must request permission to be readmitted. Failure of a student to maintain the minimum quantity - and quality-point requirements in each of the two terms subsequent to being readmitted will result in FINAL SUSPENSION.

**Appeal.** Any student placed on probation or 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 to be readmitted.

## LIBERAL AND PROFESSIONAL STUDIES PROGRAMS OF STUDY

### BEHAVIORAL SCIENCES

The bachelor of science degree is offered through the Behavioral Sciences Division with a major in:

#### Psychology

Psychology is the study of individuals, including their behavior, thought processes, and emotions. The psychology major emphasizes scientific research and applications to significant areas of human activities. The psychology major provides students with a solid grounding in the knowledge base of psychology, allows flexibility in course selection to meet students' career goals, and encourages students to integrate and apply knowledge.

Students who are planning to work in the mental health field are encouraged to take abnormal psychology, a counseling course, behavior modification, tests and measurements, and at least one substance abuse studies course. Students who plan to take the GRE and/or plan to enter a doctoral program should take experimental psychology and as many of the foundation courses as possible. Students who are hoping to become substance abuse counselors should take the six substance abuse specialty courses. Students who are not sure which specialty they are most interested in should take as many of the foundation courses as possible at the start of their program of studies. Departmental advisers will help students design individual courses of study that will help students meet their career goals.

This major may be combined with law school preparatory courses or with courses leading to certification in secondary education, as well as with prerequisite courses for admission to graduate studies in speech-language pathology.

The Behavioral Sciences Department also supervises the Legal Assistant Specialty and the Substance Abuse Studies Specialty. For each of these specialties, a certificate is granted upon completion, and this is noted on the student's academic transcript. The courses in each specialty program may be taken in conjunction with a student's baccalaureate studies, or they may be taken by individuals who simply wish to earn a certificate in one of these fields.



## Requirements for Liberal and Professional Studies Students in the Psychology Major

<b>GENERAL EDUCATION REQUIREMENTS:</b>			<b>57</b>
<i>English Composition</i>			
LAN	111	Critical Reading and Writing I	3
LAN	112	Critical Reading and Writing II	3
<i>Mathematics</i>			
MAT	110	Mathematics I	3
MAT	115	Mathematics II	3
MAT	302	Applied Statistics	3
<i>Core Studies</i>			
CORE	141	Journey I	3
CORE	142	Human Nature, Human Behavior	3
CORE	143	The Living Earth	3
CORE	144	Other Voices, Other Visions	3
* CORE	245	Individual and Social Systems	3
* CORE	246	Economic Growth and Development	3
CORE	347	Ethical Systems	3
CORE	448	Journey II: The Capstone Experience	3
<i>General Distribution Electives</i>			
Humanities Menu			9
Science and Technology Menu			6
Hemispheric and Global Diversity Menu			3
Oral Communication Menu			3
<b>MAJOR REQUIREMENTS:</b>			<b>15</b>
PSY	102	Introduction to Psychology	3
PSY	300	Research Methods	3
PSY	311	Interpersonal Communication	3
PSY	480	Research Practicum OR	3
PSY	481	Community Practicum	3
PSY	484	Advanced Practicum OR	3
PSY	488	Senior Seminar	3
<b>FOUNDATION COURSES:</b>			<b>9</b>
<i>(select at least three courses from the following foundation courses)</i>			
PSY	238	Child and Adolescent Development	3
PSY	316	Issues in Social Psychology	3
PSY	321	Personality	3
PSY	351	Human Learning and Cognition	3
PSY	460	Biological Basis of Behavior	3

\* Choose one course.

Students should be aware of the fact that some of the upper division major courses are offered only in the evening.

## PSYCHOLOGY OPEN ELECTIVE COURSES:

12

(Select at least four psychology (PSY) courses after consulting an adviser. These may be additional foundation courses or specialty courses. Please see the list below)

PSY	164	Current Perspectives in Substance Abuse	3
PSY	211	Human Sexuality	3
PSY	213	Family Relationship Skills	3
PSY	239	Adulthood and Aging	3
PSY	245	Forensic Psychology	3
PSY	246	Health Psychology	3
PSY	247	Loss, Grief, and Bereavement	3
PSY	303	Experimental Psychology	3
PSY	326	Abnormal Psychology	3
PSY	330	Behavior Modification	3
PSY	336	Psychology of Women	3
PSY	345	Interviewing	3
PSY	350	Community Psychology	3
PSY	355	Substance Abuse and the Family	3
PSY	356	Substance Abuse in Business and Industry	3
PSY	357	The Psychology and Physiology of Substance Abuse	3
PSY	358	Rehabilitation Strategies for Substance Abuse	3
PSY	362	Drug Prevention and Education	3
PSY	363	Professional Development in Substance Abuse	3
PSY	371	History and Theories of Psychology	3
PSY	378	Multicultural Issues in Psychology	3
PSY	380	Current Psychotherapies	3
PSY	405	Psychological Tests and Measurements	3

## OPEN ELECTIVES:

27

## TOTAL DEGREE REQUIREMENTS:

120

## BUSINESS AND ADMINISTRATIVE STUDIES

The bachelor of science degree is offered through the Business and Administrative Studies Department 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 is offered for practitioners in the field who 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 want a strong academic base for study in business, computer science, law, and other related fields are also candidates for this degree.

## General Education Requirements for Liberal and Professional Studies Students in Business and Administrative Studies Majors

### GENERAL EDUCATION REQUIREMENTS:

54

#### *English Composition*

LAN	111	Critical Reading and Writing I	3
LAN	112	Critical Reading and Writing II	3

#### *Mathematics*

MAT	110	Mathematics I	3
MAT	115	Mathematics II	3

#### *Core Studies*

CORE	141	Journey I	3
CORE	142	Human Nature, Human Behavior	3
CORE	143	The Living Earth	3
CORE	144	Other Voices, Other Visions	3
CORE	245	Individual and Social Systems	3
CORE	347	Ethical Systems	3
CORE	448	Journey II: The Capstone Experience	3

#### *General Distribution Electives*

Humanities Menu			9
Science and Technology Menu			3
CAP	111	Computer Literacy	3
Hemispheric and Global Diversity Menu			3
Oral Communication Menu			3

## Accounting for Liberal and Professional Studies Students

GENERAL EDUCATION REQUIREMENTS:			54
MAJOR REQUIREMENTS:			66
ACT	205	Principles of Accounting I	3
ACT	207	Principles of Accounting II	3
ACT	303	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	215	Business Law I	3
BUS	216	Business Law II	3
BUS	355	Introduction to International Business	3
BUS	409	Quantitative Methods	3
BUS	488	Business Strategy and Policy	3
CAP	213	Business Applications of Microcomputers	3
ECO	201	Principles of Macroeconomics	3
ECO	202	Principles of Microeconomics	3
FIN	301	Corporation Finance	3
MAT	302	Applied Statistics	3
MGT	205	Principles of Management	3
MKT	101	Introduction to Marketing	3

TOTAL DEGREE REQUIREMENTS: 120

In addition to the transfer and graduation policies for all majors, Accounting students should be aware that to qualify for graduation, a student must earn at least a 2.25 GPA in his or her major and at least a 2.25 GPA in accounting prefix courses. Transfer grades do not count in GPA scores. A student may transfer only 50 percent of major or accounting prefix courses.

Students are cautioned to plan their schedule carefully since the upper-division accounting courses are offered only once per year and may be offered only in the evening.

## Administrative Studies for Liberal and Professional Studies Students

GENERAL EDUCATION REQUIREMENTS:			54
MAJOR REQUIREMENTS:			42
ACT	205	Principles of Accounting I	3
BUS	101	Introduction to Business	3
BUS	215	Business Law I	3
BUS	355	Introduction to International Business	3
BUS	461	Research Methods	3
BUS	488	Business Strategy and Policy	3
ECO	201	Principles of Macroeconomics	3
ECO	202	Principles of Microeconomics	3
FIN	301	Corporation Finance	3
MAT	302	Applied Statistics	3
MGT	205	Principles of Management	3
MGT	416	Personal Administration	3
MGT	417	Organizational Behavior	3
MKT	101	Introduction to Marketing	3

OPEN ELECTIVES: 24  
TOTAL DEGREE REQUIREMENTS: 120

## Business Administration for Liberal and Professional Studies Students

GENERAL EDUCATION REQUIREMENTS:			54
MAJOR REQUIREMENTS:			51
ACT	205	Principles of Accounting I	3
ACT	207	Principles of Accounting II	3
BUS	101	Introduction to Business	3
BUS	215	Business Law I	3
BUS	216	Business Law II	3
BUS	355	Introduction to International Business	3
BUS	409	Quantitative Methods	3
BUS	461	Research Methods	3
BUS	488	Business Strategy and Policy	3
ECO	201	Principles of Macroeconomics	3
ECO	202	Principles of Microeconomics	3
FIN	301	Corporation Finance	3
MAT	302	Applied Statistics	3
MGT	205	Principles of Management	3
MGT	416	Personal Administration	3
MGT	417	Organizational Behavior	3
MKT	101	Introduction to Marketing	3

OPEN ELECTIVES: 15  
TOTAL DEGREE REQUIREMENTS: 120

## COMPUTER AND INFORMATION SCIENCES

The bachelor of science degree is offered through the Center for Computer and Information Sciences in the following areas:

Computer Science	Computer Information Systems
Computer Science with a Specialty in Computer Engineering	Computer Systems

Computer Information Systems prepares the student for a career in business applications as a programmer/analyst, systems analyst, or an information center specialist. Emphasis is placed on programming languages, data structures, distributed data processing, application software analysis, systems analysis and design, database management, and information systems organization. The Computer Information Systems curriculum is consistent with combined recommendations of a model information systems curriculum outlined by the Association for Computing Machinery and the Data Processing Management Association.

Computer Science deals with the systematic study of algorithms and data structures. The curriculum is consistent with Association for Computing Machinery recommendations for model curricula in computer science and engineering. The curriculum integrates theory, abstraction, and design to bridge the gap between hardware and software issues. The computer science major encompasses software engineering, operating systems design, database management, programming language organization, and computer architecture. This concentration requires specific prerequisites and co-requisites in mathematics, including discrete mathematics, differential and integral calculus, and probability and statistics.

Computer Science with a Specialty in Computer Engineering concentrates on the architecture, design, and development of computer hardware. Areas covered in the specialty include fundamentals of logic analysis and design, computer architecture, circuit design, firmware, networks, digital signal processing, microprocessor applications, and the tradeoff between hardware and software engineering in computer systems. The specialty also requires specific prerequisites and co-requisites in mathematics, including discrete mathematics, differential and integral calculus, and probability and statistics.

The Computer Systems major is designed for students who intend to combine business knowledge with an applications approach to computer science. Besides providing a background in computer functions, languages, and programming, this major focuses on the use of computers in the business environment. On the computer science level, emphasis is placed on software design, computer environment, operating systems, database management, and microcomputer applications interfacing. On the business level, areas examined include principles of economics, applied microeconomics, applied statistics, marketing, management, and organizational behavior.

### General Education Requirements for Liberal and Professional Studies Students in Computer and Information Sciences Majors

GENERAL EDUCATION REQUIREMENTS:				54-56****
<i>English Composition</i>				
	LAN	111	Critical Reading and Writing I	3
	LAN	112	Critical Reading and Writing II	3
<i>Mathematics</i>				
**	MAT	208	Fundamentals of Calculus	3
**	MAT	302	Applied Statistics	3
**	MATH	210	Calculus I	3
**	MATH	220	Calculus II	3
<i>Core Studies</i>				
	CORE	141	Journey I:	3
	CORE	142	Human Nature, Human Behavior	3
	CORE	143	The Living Earth	3
	CORE	144	Other Voices, Other Visions	3
*	CORE	245	Individual and Social Systems	3
*	CORE	246	Economic Growth and Development	3
	CORE	347	Ethical Systems	3
	CORE	448	Journey II: The Capstone Experience	3
<i>General Distribution Electives</i>				
<i>Humanities Menu</i>				
***	PHYS	241	Physics I with Lab	4
***	PHYS	251	Physics II with Lab	4
<i>Hemispheric and Global Diversity Menu</i>				
<i>Oral Communication Menu</i>				

\* Choose one course.

\*\* Computer Science majors must take MATH 210 and MATH 220.

Computer Information Systems majors must take MAT 208 and MAT 302.

Computer Systems majors must take MATH 210 and MAT 302.

\*\*\* Computer Science majors must take PHYS 241 and PHYS 251.

Computer Information Systems and Computer Systems majors are not required to take PHYS 240/250 and may choose any two courses from the Science and Technology menu.

\*\*\*\* Computer Science majors will complete a total of 56 credits for General Education Requirements. Other Computer and Information Science Majors will complete a total of 54 credits for General Education Requirements.

### Computer Science for Liberal and Professional Studies Students

GENERAL EDUCATION REQUIREMENTS:			56
MAJOR REQUIREMENTS:			66
CCS	140	Discrete Mathematics	3
CCS	160	Fundamentals of Logic Design	3
CCS	170	Introduction to Programming	3
CCS	293	Introduction to Artificial Intelligence	3
CCS	306	Digital Design	3
CCS	320	Organization of Programming Languages	3
CCS	330	Structured Programming	3
CCS	335	Assemblers/Assembly Language Programming	3
CCS	340	Data Structures	3
CCS	355	The C Programming Language	3
CCS	375	Software Engineering	3
CCS	385	Modeling and Simulation	3
CCS	405	Computer Architecture	3
CCS	420	Operating Systems	3
CCS	425	Networks and Data Communications	3
CCS	453	Database Management Systems	3
CCS	460	Systems Programming	3
CCS	480	Introduction to Compilers and Interpreters	3
CCS		Electives (300-level or above)	6
CSEE	305	Electronics for Computer Science Majors	3
MATH	450	Probability and Statistics	3

TOTAL DEGREE REQUIREMENTS: 122

Students should be aware of the fact that some of the upper-division major courses are offered only in the evening.

### Computer Science with a Specialty in Computer Engineering for Liberal and Professional Studies Students

GENERAL EDUCATION REQUIREMENTS:			56
MAJOR REQUIREMENTS:			33
CCS	140	Discrete Mathematics	3
CCS	160	Fundamentals of Logic Design	3
CCS	170	Introduction to Programming	3
CCS	306	Digital Design	3
CCS	330	Structured Programming	3
CCS	335	Assemblers/Assembly Language Programming	3
CCS	340	Data Structures	3
CCS	355	The C Programming Language	3
CCS	405	Computer Architecture	3
CCS		Elective	3
CCS		Elective	3
SPECIALTY REQUIREMENTS:			31
CCS	496	VLSI	3
CSEE	210	Networks I	3
CSEE	255	Engineering Lab I	2
CSEE	310	Networks II	3
CSEE	330	Electronics I	3
CSEE	335	Engineering Lab II	2
CSEE	340	Electronics II	3
CSEE	470	Engineering Design	3
MATH	310	Differential Equations	3
MATH	405	Advanced Calculus I	3
MATH	450	Probability and Statistics	3

TOTAL DEGREE REQUIREMENTS: 120

Students should be aware of the fact that some of the upper-division major courses are offered only in the evening.

### Computer Information Systems for Liberal and Professional Studies Students

GENERAL EDUCATION REQUIREMENTS:			54
MAJOR REQUIREMENTS:			66
CCS	140	Discrete Mathematics	3
CCS	170	Introduction to Programming	3
CCS	220	Business Oriented Language (COBOL)	3
CCS	315	Advanced COBOL	3
CCS	330	Structured Programming	3
CCS	340	Data Structures	3
CCS	345	Distributed Data Processing	3
CCS	355	The C Programming Language	3
CCS	365	Methods of System Analysis	3
CCS	375	Software Engineering	3
CCS	401	Organization of Computer Environment	3
CCS	425	Networks and Data Communication	3
CCS	453	Database Management Systems	3
CCS		Electives (300-level or above)	18
ACT/BUS/ECO/FIN/MGT/MKT Electives			9

TOTAL DEGREE REQUIREMENTS: 120

Students should be aware of the fact that some of the upper division major courses are offered only in the evening.

### Computer Systems for Liberal and Professional Studies Students

GENERAL EDUCATION REQUIREMENTS:			54
MAJOR REQUIREMENTS:			54
CCS	140	Discrete Mathematics	3
CCS	170	Introduction to Programming	3
CCS	220	Business Oriented Language (COBOL)	3
CCS	293	Introduction to Artificial Intelligence	3
CCS	320	Organization of Programming Languages	3
CCS	330	Structured Programming	3
CCS	335	Assemblers/Assembly Language Programming	3
CCS	340	Data Structures	3
CCS	355	The C Programming Language	3
CCS	375	Software Engineering	3
CCS	385	Modeling and Simulation	3
CCS	401	Organization of Computer Environment	3
CCS	420	Operating Systems Concepts	3
CCS	425	Networks and Data Communications	3
CCS	453	Database Management Systems	3
CCS	460	Systems Programming	3
CCS	471	Advanced Microcomputer Applications	3
MATH	450	Probability and Statistics	3

SPECIALTY REQUIREMENTS: 12  
 ACT/BUS/ECO/FIN/MGT/MKT ELECTIVES 12  
 TOTAL DEGREE REQUIREMENTS: 120

Students should be aware of the fact that some of the upper division major courses are offered only in the evening.

### Telecommunications Specialty

This certificate program is designed for those students who are employed in or are interested in working in telecommunications. This specialty focuses on the design, planning, organization, and control of data and voice communications networks, with emphasis on distributed computer networks. Students can complete this specialty in conjunction with a major concentration in order to earn a B.S. degree, or they can complete the certificate specialty without seeking a degree.

The following courses are required for this specialty:

CSTC	200	Mathematical Foundations of Telecommunications
CSTC	205	Electronics for Telecommunications
CSTC	300	Telecommunications Network Planning and Operations
CSTC	305	Telecommunications Software and Protocols
CSTC	400	Telecommunications Economics and Policy

## EDUCATION

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

### Elementary Education

### Exceptional Education

### Secondary Education

These education degree programs are approved by the state of Florida and prepare students for teacher certification in the areas of Elementary Education; Exceptional Education with specialties in learning disabilities, mental handicaps, and emotional handicaps; and Secondary Education with specialties in math, social studies, and English. Students who have already completed a bachelor's degree in an area other than education may apply for admission to one of the education certificate programs that will prepare them for state teacher certification.

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 major in Education must contact the Education Office before declaring the major, to ensure that the requirements for acceptance are met. Scholastic Aptitude Test (SAT) or American College Test (ACT) scores must be submitted when the student earns the 60th credit hour.

### Internship Requirement

The Education Internship Program (student teaching and seminar) is offered each academic year in the fall and winter terms as EDU 452.

Students are eligible for the Internship if they have earned 108 credits, including the required methods courses; have passed the SAT with a minimum score of 840 or the ACT with a minimum score of 20; have a minimum QPA of 2.5; and have a minimum QPA of 2.5 in their major. Internship dates are published in Nova College class schedules.

Applications for Internship should be received by March 15 for the fall term and August 1 for the winter term. Application forms may be obtained in the Education Office or from off-campus site coordinators.

All questions about the Internship program should be directed to the Education Office. Main campus students call 475-7354; all other students may call (800) 541-6682, Ext. 7354.

## General Education Requirements for Liberal and Professional Studies Students in Education Majors

<b>GENERAL EDUCATION REQUIREMENTS:</b>				<b>54</b>
<i>English Composition</i>				
LAN	111	Critical Reading and Writing I		3
LAN	112	Critical Reading and Writing II		3
<i>Mathematics</i>				
MAT	110	Mathematics I		3
MAT	115	Mathematics II		3
<i>Core Studies</i>				
CORE	141	Journey I		3
CORE	142	Human Nature, Human Behavior		3
CORE	143	The Living Earth		3
CORE	144	Other Voices, Other Visions		3
* CORE	245	Individual and Social Systems		3
* CORE	246	Economic Growth and Development		3
CORE	347	Ethical Systems		3
CORE	448	Journey II: The Capstone Experience		3
<i>General Distribution Requirements</i>				
Humanities Menu				9
Science and Technology Menu				6
Hemispheric and Global Diversity Menu				3
Oral Communication Menu				3

\* Choose one course.

## Elementary Education for Liberal and Professional Studies Students

<b>GENERAL EDUCATION REQUIREMENTS:</b>				<b>54</b>
<b>MAJOR REQUIREMENTS:</b>				<b>30</b>
EDU	336	Educational Psychology		3
EDU	342	Sociological Foundations of Education		3
EDU	434	Learning Assessment		3
EDU	447	Teaching: Principles and Practices		3
EDU	448	Classroom Management		3
EDU	452	Internship		9
ESE	435	Survey in the Education of Exceptional Children		3
PSY	238	Child and Adolescent Development		3
<b>MAJOR SPECIALTY REQUIREMENTS:</b>				<b>30</b>
* EDU	317	Instructional Materials		3
* EDU	412	Children's Literature		3
ELE	311	Teaching Social Studies in Elementary School		3
ELE	312	Teaching Science in Elementary School		3
ELE	313	Teaching Music in Elementary School		3
ELE	314	Teaching Art in Elementary School		3
ELE	315	Health and P.E. in Elementary School		3
ELE	316	Teaching Math in Elementary School		3
ELE	318	Teaching Language Arts		3
ELE	331	Reading Skills in Elementary School		3
ELE	332	Reading Evaluation		3

\* Choose one course.

OPEN ELECTIVES:	6
TOTAL DEGREE REQUIREMENTS:	120

**Exceptional Student Education for Liberal and Professional Studies  
Students in Learning Disabilities, K-12**

**GENERAL EDUCATION REQUIREMENTS: 54**  
**MAJOR REQUIREMENTS: 60**

EDU	336	Educational Psychology	3
EDU	342	Sociological Foundations of Education	3
EDU	412	Children's Literature	3
EDU	447	Teaching: Principles and Practices	3
EDU	452	Internship	9
ELE	316	Teaching Mathematics in Elementary School	3
ELE	318	Teaching Language Arts in Elementary School	3
ELE	331	Reading Skills in Elementary School	3
ELE	332	Reading Evaluation	3
ESE	433	Foundations of Learning Disabilities	3
ESE	435	Survey in the Education of Exceptional Children	3
ESE	438	Educational Assessment of Exceptional Children	3
ESE	439	Curriculum for Learning Disabilities	3
ESE	440	Intro. to Language Dev. and Speech Disabilities	3
ESE	444	Materials and Methods for Learning Disabled Child.	3
ESE	453	Vocational/Functional Life Skills	3
ESE	458	Classroom Management of Exceptional Students	3
PSY	238	Child and Adolescent Development	3

**OPEN ELECTIVES: 6**  
**TOTAL DEGREE REQUIREMENTS: 120**

**Exceptional Student Education for Liberal and Professional Studies  
Students in Mental Handicaps, K-12**

**GENERAL EDUCATION REQUIREMENTS: 54**  
**MAJOR REQUIREMENTS: 60**

EDU	336	Educational Psychology	3
EDU	342	Sociological Foundations of Education	3
EDU	412	Children's Literature	3
EDU	447	Teaching Principles and Practices	3
EDU	452	Internship	9
ELE	316	Teaching Mathematics in Elementary School	3
ELE	318	Teaching Language Arts in Elementary School	3
ELE	331	Reading Skills in Elementary School	3
ELE	332	Reading Evaluation	3
ESE	406	Foundations of Mental Handicaps	3
ESE	407	Curriculum for Mentally Handicapped	3
ESE	408	Classroom Procedures for Mental Handicapped	3
ESE	435	Survey in the Education of Exceptional Children	3
ESE	438	Educational Assessment of Exceptional Children	3
ESE	440	Intro. to Language Dev. and Speech Disabilities	3
ESE	453	Vocational/Functional Life Skills	3
ESE	458	Classroom Management of the Exceptional Student	3
PSY	238	Child and Adolescent Development	3

**OPEN ELECTIVES: 6**  
**TOTAL DEGREE REQUIREMENTS: 120**

**Exceptional Student Education for Liberal and Professional Studies  
Students in Emotional Handicaps, K-12**

**GENERAL EDUCATION REQUIREMENTS: 54**  
**MAJOR REQUIREMENTS: 60**

EDU	336	Educational Psychology	3
EDU	342	Sociological Foundations of Education	3
EDU	412	Children's Literature	3
EDU	447	Teaching Principles and Practices	3
EDU	452	Internship	9
ELE	316	Teaching Mathematics in Elementary School	3
ELE	331	Reading Skills in Elementary School	3
ELE	332	Reading Evaluation	3
ESE	420	Foundations of Emotional Handicaps	3
ESE	429	Educ. Programming for Emotionally Handicapped	3
ESE	430	Classroom Mgt. of the Emotionally Handicapped	3
ESE	432	Precision Teaching and Behavior Modifications	3
ESE	435	Survey in the Education of Exceptional Children	3
ESE	438	Educational Assessment of Exceptional Children	3
ESE	440	Intro. to Language Dev. and Speech Disabilities	3
ESE	453	Development Vocabulary/Functional Life Skills	3
ESE	458	Classroom Management of the Exceptional Student	3
PSY	238	Child and Adolescent Development	3

**OPEN ELECTIVES: 3**  
**TOTAL DEGREE REQUIREMENTS: 120**

**Secondary Education for Liberal and Professional Studies Students**

**GENERAL EDUCATION REQUIREMENTS: 54**  
**MAJOR REQUIREMENTS: 33**

EDU	336	Educational Psychology	3
EDU	342	Sociological Foundations of Education	3
EDU	434	Learning Assessment	3
EDU	447	Teaching: Principles and Practices	3
EDU	448	Classroom Management	3
EDU	452	Internship	9
ESE	435	Survey in the Education of Exceptional Children	3
PSY	238	Child and Adolescent Development	3
SEC	---	Teaching Secondary	3

**SPECIALTY: 27**  
According to certification requirements for content areas.

**OPEN ELECTIVES: 6**  
**TOTAL DEGREE REQUIREMENTS: 120**



## Exceptional Education Specialties

Nova College offers specialties in specific learning disabilities, emotional disturbance, and mental retardation. Students must complete 9 credits in the specific exceptionality in which certification is sought. Added to these are 12 credits common to the three areas.

### Specific Learning Disabilities Specialty

- ESE 433 Foundations of Learning Disabilities
- ESE 439 Curriculum for Learning Disabilities
- ESE 444 Materials and Methods for Learning Disabled Children

### Emotional Disturbance Specialty

- ESE 420 Foundations of Emotional Handicaps
- ESE 429 Educational Programming for the Emotionally Handicapped
- ESE 432 Precision Teaching and Behavior Modification
- ESE 430 Classroom Management of the Emotionally Handicapped

### Mental Retardation Specialty

- ESE 406 Foundations of Mental Handicaps
- ESE 407 Curriculum for Mentally Handicapped
- ESE 408 Classroom Procedures for Mentally Handicapped

Additional credits required in all areas of exceptionality are:

- ESE 435 Survey in the Education of Exceptional Children
- ESE 438 Educational Assessment of Exceptional Children
- ESE 440 Introduction to Language Development and Speech Disabilities
- ESE 453 Vocational/Functional Life Skills

## LIBERAL ARTS

The bachelor of science degree is offered through the Liberal Arts Department with the following major concentration:

### Legal Studies

The bachelor of arts degree is offered through the Liberal Arts Department with the following major concentration:

### Liberal Arts

The Legal Studies major is designed for students interested in preparing for law school or other graduate study and for those who want to pursue a liberal arts major with a legal perspective. The courses in the major area are designed to assist students in developing analytical and communication skills and an understanding of economic, political, and social contexts within which legal issues arise.

The Liberal Arts major is designed for students wishing to gain a broad background in the various disciplines included in the liberal arts, such as literature, the arts, history, political studies, philosophy, psychology, sociology, and anthropology, as well as a concentration in one particular area. The courses in this major are intended to aid students in developing analytical and communication skills, aesthetic responsiveness, moral imagination, and intellectual integrity.

**General Education Requirements for Liberal and Professional Studies Students in Liberal Arts Department Majors**

<b>GENERAL EDUCATION REQUIREMENTS:</b>				<b>54</b>
<i>English Composition</i>				
LAN	111	Critical Reading and Writing I	3	
LAN	112	Critical Reading and Writing II	3	
<i>Mathematics</i>				
MAT	110	Mathematics I	3	
MAT	115	Mathematics II	3	
<i>Core Studies</i>				
CORE	141	Journey I	3	
CORE	142	Human Nature, Human Behavior	3	
CORE	143	The Living Earth	3	
CORE	144	Other Voices, Other Visions	3	
CORE	245	Individual and Social Systems	3	
CORE	347	Ethical Systems	3	
CORE	448	Journey II: The Capstone Experience	3	
<i>General Distribution Electives</i>				
Humanities Menu				9
Science and Technology Menu				6
Hemispheric and Global Diversity Menu				3
Oral Communication Menu				3

**Legal Studies for Liberal and Professional Studies Students**

<b>GENERAL EDUCATION REQUIREMENTS:</b>				<b>54</b>
<b>MAJOR REQUIREMENTS:</b>				<b>48</b>
HUM	231	Critical Thinking	3	
LGS	201	Law in Action	3	
LGS	210	The Legal Profession	3	
LGS	240	Comparative Legal Systems	3	
*	LGS	260	Women and the Law	3
*	LGS	261	Cultural Miscritics and the Law	3
*	LGS	262	Children and the Law	3
*	LGS	263	Law and Popular Culture	3
*	LGS	264	Judiciary and Democracy	3
	LGS	301	Constitutional History I	3
	LGS	302	Constitutional History II	3
	LGS	326	Law and American Culture	3
**	LGS	333	History of Political Thought I	3
**	LGS	334	History of Political Thought II	3
	LGS	366	Philosophy of Law	3
	LGS	405	Civil and Political Liberties	3
	LGS	426	Law and the American Mind	3
	LGS	430	Legal Research/Writing and Mock Trial	6
	LGS	441	International Law	3
***	LGS	440	Special Topic in Legal Studies	3
***	LGS	445	Capstone Course in Legal Studies	3

\* Choose one of four courses.  
 \*\* Choose one of two courses.  
 \*\*\* Choose one option for senior legal studies project.

OPEN ELECTIVES: 18  
 TOTAL DEGREE REQUIREMENTS: 120

**Liberal Arts for Liberal and Professional Studies Students**

<b>GENERAL EDUCATION REQUIREMENTS:</b>				<b>54</b>
<b>MAJOR REQUIREMENTS:</b>				<b>48</b>
HIS		(Additional course from menu)	3	
HUM	231	Critical Thinking	3	
HUM	333	History of Political Thought I	3	
HUM	334	History of Political Thought II	3	
**	HUM	256	English Literature I	3
**	HUM	257	English Literature II	3
**	HUM	269	American Literature I	3
**	HUM	270	American Literature II	3
**	HUM	272	World Literature I	3
**	HUM	273	World Literature II	3

\*\* Choose one course.

Students will take 6 credits from each of the four following menus (a total of 24 credits) and an additional 9 credits of concentration from one menu, 6 credits of which must be 300-level or above.

**MENU I: Art, Music and Film Studies**

*	HUM	218	Myth and Art	3
*	HUM	220	Non-Western and Modern Art	3
*	HUM	240	The Theatre Arts	3
	HUM	254	Introduction to Film Criticism	3
	HUM	353	Film as Literature	3
	HUM	358	King Arthur in Legend and Art	3
*	HUM	375	Music Through History	3
*	HUM	381	Art and Society	3
	HUM	401	Women in the Arts and Humanities	3
	HUM	404	Women and Film	3

**MENU II: Literature and Philosophy**

*	HUM	207	Literature and Politics	3
	HUM	230	Philosophical Issues	3
*	HUM	256	English Literature I	3
*	HUM	257	English Literature II	3
*	HUM	269	American Literature I	3
*	HUM	270	American Literature II	3
	HUM	271	Literature and Science	3
*	HUM	272	World Literature I	3
*	HUM	273	World Literature II	3
	HUM	274	Literature and the Law	3
	HUM	306	Women and Literature	3
	HUM	322	Science and Modern Thought	3
	HUM	323	Contemporary Latin American Fiction	3
	HUM	355	Irish Literature	3
	HUM	361	Literary Genre: The Novel	3
	HUM	451	Eastern Thought	3
	HUM	470	Major Authors	3
	HUM	471	Legends and Motifs in Literature	3

\* May not be used to fulfill major requirements if chosen to satisfy humanities general education requirement.

(Major is continued on next page)

## Liberal Arts for Liberal and Professional Studies Students

### MENU III: History and Political Studies

HIS	103	American History to 1865	3
HIS	104	American History Since 1865	3
HIS	209	Early Western Society	3
HIS	211	Modern Western Society	3
* HIS	321	The Great Individual in History	3
* HIS	325	Emerging Nations	3
* HIS	360	Studies in Revolution	3
HUM	210	Freedom and Totalitarianism	3
HUM	260	Women and Law	3
HUM	310	The American Character	3
HUM	402	Women and Political Theory	3
LGS	301	Constitutional History I	3
LGS	302	Constitutional History II	3
LGS	326	Law and American Culture	3
LGS	426	Law and the American Mind	3
LGS	441	International Law	3

\* May not be used to fulfill major requirements if chosen to satisfy humanities general education requirement.

### MENU IV: Humanity and Society

HUM	201	The Individual and Society	3
LGS	240	Comparative Legal Systems	3
LGS	261	Cultural Minorities and the Law	3
PSY	336	Psychology of Women	3
SOC	202	Introduction to Sociology	3
SOC	221	Folklore	3
SOC	311	Women and Society: Cross-Cultural Perspective	3

OPEN ELECTIVES: 18  
TOTAL DEGREE REQUIREMENTS: 120

## LEGAL STUDIES SPECIALTY

This program is designed to provide a sound understanding of the American legal system and its interaction with other aspects of American culture. It is especially suggested for those students who plan careers in business or government or intend to go to law school (Prerequisite: LAN 112).

LGS	201	Law in Action: Introduction to Legal Reasoning
LGS	210	The Legal Profession
LGS	301	Constitutional History I
LGS	302	Constitutional History II
LGS	333	History of Political Thought OR
LGS	326	Law and American Culture OR
LGS	426	Law and the American Mind

## LATIN AMERICAN AND CARIBBEAN STUDIES SPECIALTY

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

The student will complete 24 credits of courses with a Latin American and Caribbean emphasis. Appropriate courses taken within the General Education curriculum or the major may satisfy all or most of this requirement. Spanish language courses at the 200 level or above also satisfy part of this requirement. The student will take at least 9 of the 24 required credits outside the major.

The student will have to demonstrate competency in an appropriate foreign language. This requirement may be satisfied through course work, by examination, or in conjunction with an approved study abroad experience.

Courses that are automatically applicable toward the specialty in Latin American and Caribbean Studies include the following:

BUS	255	Introduction to International Business
CORE	246	Economic Growth and Development
HIS	250	Global Diversities: Issues and Perspectives
HIS	314	African Studies
HIS/LAC	325	Emerging Nations
LAC	213	Latin American and Caribbean Studies I
LAC	214	Latin American and Caribbean Studies II
LAC	485	Preparation for Field Study
LAC	486	Field Study in Latin America

LAN	223	Intermediate Spanish
LGS	240	Comparative Legal Systems
LGS	261	Cultural Minorities and the Law
LGS	441	International Law
HUM/LAC	323	Contemporary Latin American Fiction

In addition to the above-mentioned courses, a large number of existing courses may be approved by the program coordinator as applicable toward the specialty in Latin American and Caribbean Studies.

#### WOMEN'S STUDIES SPECIALTY

The Women's Studies Program is designed to explore the challenges and issues that confront women in society. An interdisciplinary program, it covers such topics as business, law, philosophy, science, literature, anthropology, psychology, gerontology, and the arts. Students may complete a specialty with five of the courses offered for a total of 15 credits. In most instances, women's studies courses may satisfy humanities electives in the core curriculum. Individual courses are also open to the general student population.

Courses that may be used toward a women's studies specialization are:

WMS	260	Women and Law
WMS	305	Feminist Thought: Introduction to Women's Studies
WMS	302	Women's Studies Practicum
WMS	306	Women and Literature
WMS	311	Women and Society: Cross-Cultural Perspectives
WMS	324	Women in the Workforce
WMS	336	Psychology of Women
WMS	401	Women in the Arts and Humanities
WMS	402	Women and Political Theory
WMS	405	Women and Science
WMS	4908	Images of Women in Popular Culture

#### MATH, SCIENCE, AND TECHNOLOGY

The bachelor of science degree is offered through the Math, Science, and Technology Department with the following major concentrations:

##### Life Sciences (premedical)

##### Ocean Studies

The Life Sciences major, with a premedical emphasis, provides a strong curriculum in biology with significant study in the physical sciences. This major can provide the basis for graduate study in specialized fields of biology, for professional training in medical fields, and for teaching. Professional careers in the medical fields and in biology involve graduate study beyond the baccalaureate degree; therefore, both the core and the major have been designed to meet the admission requirements of many medical, dental and veterinary schools, and of schools for graduate study in the biological sciences. The curriculum for this major does not appear in this catalog as it is currently in the final stages of development.

The Ocean Studies major is designed to prepare students for a career or further graduate study. The curriculum consists of a set of core courses in physical and natural science, leading to a specialty in marine biology that is designed as a solid basis for entering the field of ocean science, as well as preparation for further graduate study in this area.

**General Education Requirements for Liberal and Professional Studies Students in Math, Science and Technology Majors**

<b>GENERAL EDUCATION REQUIREMENTS:</b>				<b>48</b>
<i>English Composition</i>				
LAN	111	Critical Reading and Writing I	3	
LAN	112	Critical Reading and Writing II	3	
<i>Mathematics</i>				
MAT	208	Fundamentals of Calculus I	3	
MAT	209	Fundamentals of Calculus II	3	
<i>Core Studies</i>				
CORE	141	Journey I	3	
CORE	142	Human Nature, Human Behavior	3	
CORE	143	The Living Earth	3	
CORE	144	Other Voices, Other Visions	3	
* CORE	245	Individual and Social Systems	3	
* CORE	246	Economic Growth and Development	3	
CORE	347	Ethical Systems	3	
CORE	448	Journey II: The Capstone Experience	3	
<i>General Distribution Electives</i>				
Humanities Menu				9
Hemispheric and Global Diversity Menu				3
Oral Communication Menu				3

\* Choose one course.

**Life Science for Liberal and Professional Studies Majors**

<b>GENERAL EDUCATION REQUIREMENTS:</b>				<b>48</b>
<b>MAJOR REQUIREMENTS:</b>				<b>61</b>
HUM	318	Biomedical Ethics	3	
LOS	201	Law in Action	3	
LSC	150	Biology I/Lab	4	
LSC	151	Biology II/Lab	4	
LSC	231	Animal Structure-Function II/Lab	4	
* LSC	340	Microbiology/Lab	4	
* LSC	360	Genetics/Lab	4	
* LSC	435	Cellular and Molecular Biology/Lab	4	
* LSC	440	Development Biology	4	
* LSC	445	Biochemistry/Lab	4	
MAT	302	Applied Statistics	3	
PHY	230	General Chemistry I/Lab	4	
PHY	231	General Chemistry II/Lab	4	
PHY	235	Applied Physics I/Lab	4	
PHY	236	Applied Physics II/Lab	4	
PHY	330	Organic Chemistry I/Lab	4	
PHY	331	Organic Chemistry II/Lab	4	

\* Choose four courses.

<b>OPEN ELECTIVES:</b>	<b>11</b>
<b>TOTAL DEGREE REQUIREMENTS:</b>	<b>120</b>

**Life Science (3 + 4 Optometry) for Liberal and Professional Studies Majors**

<b>GENERAL EDUCATION REQUIREMENTS:</b>				<b>48</b>
<b>MAJOR REQUIREMENTS:</b>				<b>45</b>
HUM	318	Biomedical Ethics	3	
LOS	201	Law in Action	3	
LSC	150	Biology I/Lab	4	
LSC	151	Biology II/Lab	4	
LSC	340	Microbiology/Lab	4	
MAT	302	Applied Statistics	3	
PHY	230	General Chemistry I/Lab	4	
PHY	231	General Chemistry II/Lab	4	
PHY	235	Applied Physics I/Lab	4	
PHY	236	Applied Physics II/Lab	4	
PHY	330	Organic Chemistry I/Lab	4	
PHY	331	Organic Chemistry II/Lab	4	

<b>CREDITS TAKEN AT SOUTHEASTERN COLLEGE OF PHARMACY</b>	<b>27</b>
<b>TOTAL DEGREE REQUIREMENTS:</b>	<b>120</b>

**Life Science (3 + 4 Pharmacy) for Liberal and Professional Studies Majors**

<b>GENERAL EDUCATION REQUIREMENTS:</b>				<b>48</b>
<b>MAJOR REQUIREMENTS:</b>				<b>41</b>
HUM	318	Biomedical Ethics	3	
LOS	201	Law in Action	3	
LSC	150	Biology I/Lab	4	
LSC	151	Biology II/Lab	4	
MAT	302	Applied Statistics	3	
PHY	230	General Chemistry I/Lab	4	
PHY	231	General Chemistry II/Lab	4	
PHY	235	Applied Physics I/Lab	4	
PHY	236	Applied Physics II/Lab	4	
PHY	330	Organic Chemistry I/Lab	4	
PHY	331	Organic Chemistry II/Lab	4	

<b>ELECTIVES IN BUSINESS OR MARKETING:</b>	<b>3</b>
<b>CREDITS TAKEN AT SOUTHEASTERN COLLEGE OF PHARMACY</b>	<b>28</b>
<b>TOTAL DEGREE REQUIREMENTS:</b>	<b>120</b>

### Life Science (3 + 4 Pre-med) for Liberal and Professional Studies Majors

GENERAL EDUCATION REQUIREMENTS:			48
MAJOR REQUIREMENTS:			41
HUM	318	Biomedical Ethics	3
LGS	201	Law in Action	3
LSC	150	Biology I/Lab	4
LSC	151	Biology II/Lab	4
MAT	302	Applied Statistics	3
PHY	230	General Chemistry I/Lab	4
PHY	231	General Chemistry II/Lab	4
PHY	235	Applied Physics I/Lab	4
PHY	236	Applied Physics II/Lab	4
PHY	330	Organic Chemistry I/Lab	4
PHY	331	Organic Chemistry II/Lab	4
OPEN ELECTIVE:			3
CREDITS TAKEN AT SOUTHEASTERN COLLEGE OF OSTEOPATHIC MEDICINE			28
TOTAL DEGREE REQUIREMENTS:			126

### Ocean Studies for Liberal and Professional Studies Majors

GENERAL EDUCATION REQUIREMENTS:			48	
MAJOR REQUIREMENTS:			58	
HUM	322	Science and Modern Thought	3	
LSC	150	Biology I/Lab	4	
LSC	151	Biology II/Lab	4	
*	LSC	230	Animal Structure-Function I/Lab	4
*	LSC	231	Animal Structure-Function II/Lab	4
*	LSC	220	General Botany/Lab	4
*	LSC	340	Microbiology/Lab	4
	LSC	320	General Ecology/Lab	4
	LSC	360	Genetics/Lab	4
	MAT	302	Applied Statistics	3
OCE	150	Introductory Oceanography/Lab	4	
	PHY	230	General Chemistry I/Lab	4
	PHY	231	General Chemistry II/Lab	4
	PHY	235	Applied Physics I/Lab	4
	PHY	236	Applied Physics II/Lab	4
	PHY	330	Organic Chemistry I/Lab	4
	PHY	331	Organic Chemistry II/Lab	4
SPECIALTY REQUIREMENTS:			18	
	LSC	435	Cellular and Molecular Biology/Lab	4
	LSC	445	Biochemistry/Lab	4
	OCE	449	Research Methods	3
	OCE	450	Directed Research I	1
	OCE	451	Directed Research II	1
	OCE	452	Directed Research III	1
	PHY	205	Physical Geology/Lab OR	
	PHY	215	Historical Geology/Lab	4

\* Choose two courses.

TOTAL DEGREE REQUIREMENTS: 124



## CAREER DEVELOPMENT STUDIES

Adult undergraduate learners are people who often have limited access to higher education, whether they are 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, even as children concerned, for example, with aging parents. A successful educational program for these individuals must 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 choose 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 this purpose and condition in mind.

**Uniqueness.** The following characteristics help to make the Career Development Studies Programs both unique and effective:

**Flexible Course Scheduling.** Because most of the program's students are busy working or raising families during the day, courses meet principally in the evenings 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- and four-and-a-half-hour sessions. Courses in 16-week terms meet for two hours each week.

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

**Convenient Locations.** Nova undergraduates meet on the main campus of Nova University in Fort Lauderdale and at various off-campus locations including Clearwater, Cocoa Beach, Fort Pierce, Gainesville, Jacksonville, Miami, Ocala, Orlando, Tampa, West Palm Beach, and a number of corporate sites.

**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 to the classroom both academic expertise and first-hand knowledge of the pragmatic application of the subject matter of their courses.

**Student Population.** Ninety percent of our students are over 21 years of age. Sixty per cent are over 30. 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 staff of Nova University is committed to assisting students in the achievement of 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), Nova allows undergraduate students to gain credit for certain learning experiences they have had throughout their lives. Most credit from previous college work is transferable. Credit can also be gained from the CLEP testing program and from past experience that have produced college-level learning. As much as 90 hours of college credit may be granted through RECALL.

**Special Programs.** Nova University has designed specialized credit and noncredit programs for working adults. Baccalaureate degree-granting programs are offered in accelerated curricula to holders of the associate degree or its equivalent. Nova 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 specialty certificate and other degree programs, are offered in a cluster format wherever there is sufficient interest shown by qualified students.

## ADMISSION

In keeping with a humanistic philosophy valuing individual worth and differences, the Career Development Studies Program considers applicants in terms of their potential for success. Nova University admits students regardless of race, color, nondisqualifying handicap, sex, age, religion or creed, or national or ethnic origin. Applicants are required to:

1. Submit a completed application form and the \$40 nonrefundable application fee to:  
Nova University Career Development Studies Program  
Office of Undergraduate Admissions  
3301 College Avenue  
Fort Lauderdale, Florida 33314
2. Submit official high school or college transcript(s)
3. Speak with a counselor in person or by telephone.

**Acceptance to the Career Development Studies Program.** As soon as we have the completed application form and fee on file and proof of high school graduation (or its equivalent), you are admitted to the Career Development Studies Program as a degree-seeking student. Acceptance to a major program of study can be effected only after you have:

1. Submitted official transcripts of all previous college work (all transcripts must be received by the end of the first eight weeks of enrollment)
2. Declared a major and had your program evaluated by a counselor
3. Completed required placement tests and/or competency tests
4. Freshmen, new students: Completed 30 semester hours at Nova with at least a 2.0 QPA. Transfer students must complete 12 semester hours at Nova with at least a 2.0 QPA.
5. Met any additional requirements as specified by an academic department for a particular major.\*

\*Education majors must have a combined score of 840 on the SAT or a composite score of 20 on the ACT.

When your official transcripts have been received, your credentials will be evaluated and you will be notified of your status. After the initial evaluation of your program, an adviser or a counselor will be available to help you update your curriculum sheet each time you register.

**Special Student.** You may want to take one course or several courses or a specialty program without enrolling for a degree program. In this case, indicate "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** are required to obtain a student (F-1) visa or an exchange visitor (J-1) visa. Students are not permitted to study in the United States on a visitor (B-2) visa. See page 32 for admission requirements.

## INFORMATION AND COUNSELING

Choosing a University 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 decisions. For many potential students, Nova has been the answer; for others, Nova is not the appropriate match for their needs, and other recommendations can be made. Please take this opportunity to make the right decision.

Call 475-7034 (in Fort Lauderdale) for an application or a personal counseling appointment. From Dade, call 940-6447, Ext. 7034; students from other locations should call (800) 338-4723, Ext. 7034.



## COMBINED MAJORS, MINORS, AND SPECIALTIES

The Career Development Studies Program offers you the opportunity to acquire substantial credit in a second major or specialty area. You should check with an adviser as to which majors may be combined. Whenever requirements for a specialty or permissible second major are completed, you need to request, through a Student Action Form, that this information be made a permanent part of your official academic transcript. By judiciously selecting elective courses or by the completion of a few additional credits, you can acquire recognizable competence in more than one academic area.

## SECOND BACHELOR'S DEGREE

If you have a bachelor's degree from a regionally accredited institution other than Nova University, you may earn a second bachelor's degree from Nova by completing a minimum of 30 additional credits in the Career Development Studies Program. At least 50 percent of all credits required in the selected major must be taken at Nova.

## TRANSFER CREDITS

The Career Development Studies Program welcomes students who have earned college credits at another regionally accredited college or university. Students who plan to transfer to Nova should contact a Nova adviser 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 they can 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. Nova College will transfer a maximum of 90 eligible credits (including credit for CLEP, proficiency examinations, and prior experiential learning) toward their degrees (a maximum of 66 credits can be transferred from a community college). The remaining credits must be earned at Nova in regular academic offerings. At least 50 percent 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 be recorded on the student's permanent record only after he or she has registered for and completed 12 credits at Nova. Experiential learning or the CLEP process must be started during the first 16 weeks at Nova.

Under exceptional circumstances, 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 adviser 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 an adviser.

## 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 examinations at Nova, a student must score in at least the 50th percentile. Before applying to take any of the CLEP examinations, a student should consult an academic adviser to be sure that the credits granted are applicable to the student's course of study.

Requests for AP and PEP credit should be discussed with the testing specialist in the Testing Center.

## PORTFOLIO CREDITS

At Nova, what a student can do with learning is more important than how he or she learned it. 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 them. A maximum of 25 percent of a degree program may be earned through full portfolios. Other prior learning assessment options are available.

To earn credit for prior experience 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 prior learning credit are available from the Advising Center. Call (305) 475-7527.

## INTERNSHIP REQUIREMENT

The Education Internship Program (student teaching and seminar) is offered each academic year in the fall and winter terms as EDU 452. Students are eligible for the Internship if they have earned 108 credits, including the required methods courses; have passed the SAT with a minimum score of 840 or the ACT with a minimum score of 20; have an overall QPA of 2.5; and have a minimum QPA of 2.5 in the major. Internship dates are published in Nova College class schedules.

Applications should be received by March 15 for the fall term and August 1 for the winter term. Application forms may be obtained in the Education Office or from off-campus site coordinators.

All questions about the Internship should be directed to the Education Office. Main campus students, should call (305) 475-7354; all other students may call (800) 338-4723, Ext. 7354.

## ACADEMIC INFORMATION

### REQUIREMENTS

**Skill Requirements.** Students are expected to demonstrate skills appropriate for college work in all courses at Nova. Before or during the first term of enrollment, students will complete placement tests in writing and mathematics and will be advised as to appropriate course selection based on test results. The placement test must be taken before completion of no more than six semester hours. Students needing further development of skills required for 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 adviser, 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.

**Transfer Students Recency Requirements.** Students who have completed their English and/or mathematics requirements more than five years ago must demonstrate recency by completing appropriate examinations at Nova. Some examinations may be waived by presenting CLAST (College Level Academic Skills Test) results that meet the current year standards.

**English and Mathematics Requirements.** All students are required to take the appropriate English composition and/or mathematics courses during their first term of enrollment at Nova. Freshmen must enroll in and successfully complete their English and mathematics sequence of courses in consecutive trimesters. If a student is unable to complete one of these courses successfully, he or she must reenroll for the next term. Assistance in writing and math is provided by the Academic Support Center.

Students whose final grade falls below a C (2.0) will receive a course grade of NP (No Progress) and, if eligible, may repeat the course the following semester with no additional charge for tuition. Although students may receive an NP more than once for a course, the tuition waiver may be used only once for each course.

Students who are required to take LAN 100 and/or MAT 100 will be allowed to enroll in the course no more than two times. If the course is not completed successfully on the second attempt, the student will be academically dismissed from the college.

Students may request readmission from the academic program committee upon demonstration of having acquired the skills necessary to be successful in LAN 100 and/or MAT 100.

**Accelerated Course Expectations.** To ensure that students can obtain maximum benefit from the Nova course format, most Career Development Studies Program courses have assignments to be completed before the first meeting. These assignments are posted on the Student Services Bulletin Board and are available through academic 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 courses 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 make-up assignment should be planned in consultation with the instructor.

### TRANSFERABILITY OF CREDITS

Credits earned at Nova University are transferable only at the discretion of the receiving school.

## GRADES

Grade		Quality Points
A	Excellent	4.0
A-		3.7
B+		3.3
B	Good	3.0
B-		2.7
C+		2.3
C	Satisfactory	2.0
C-		1.7
D+		1.3
D	Marginal	1.0
F	Failure	0.0
W	Withdrawn Without Penalty	---
I	Incomplete	---
P	Pass	---
NG	No Grade (not assigned by instructor)	---
NP	No Progress	---
AU	Audit	---
PR	Progress	---

**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 quality point credits 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 quality point credits.

**Progress/Grade Reports.** Students will be provided a progress/grade report at the end of every term. Students are protected by legal provisions that prohibit the release of personally identifiable information to other than legally authorized persons and to inspect, review, and challenge such information as provided by law.

**Standards of Progress for VA Students.** VA students are expected to complete satisfactorily the programs within the number of training hours approved by the State Approving Agency for Veterans' Training. They also must meet any academic, skill, and/or technical requirements of their particular program. If at any point in time it is determined that a VA student cannot satisfactorily complete the program within the approved number of hours, the student's VA educational benefits will be terminated for unsatisfactory progress.

A VA student who, at the end of any 16-week period, has not attained and maintained satisfactory progress will be placed on academic probation for the next 16-week period. Should the student not attain and maintain satisfactory progress by the end of the probationary 16-week period, the student's VA education benefits will be terminated for unsatisfactory progress.

A student whose VA educational benefits have been terminated for unsatisfactory progress may petition the school to be recertified after one 16-week period has elapsed. The school may recertify the student for VA educational benefits only if there is a reasonable likelihood that the student will be able to attain and maintain satisfactory progress for the remainder of the program.

**Repeated Courses.** A student may repeat a course to improve the grade in that course, but credit toward graduation will be granted only once. Both enrollments and both grades will remain 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. Students need to complete a Repeat Class Form after the course has ended. Repeated Class Forms are available in the Student Advising Center.

**Incomplete.** An Incomplete (I) can be awarded only in cases of actual hardship experienced by the student as judged by the instructor. When 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 third week of class a student may withdraw only with the signature of the instructor. Students 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. Withdrawal will not be accepted within 2 weeks of the final class meeting. A student who stops attending class will receive a grade of A through F, based on required course work. No refunds are given for withdrawals.

A Withdrawal Form must be received and date-stamped by the Office of the University Registrar before the deadline. 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 adviser to discuss the implication of such actions. Foreign students are encouraged to speak to the international student adviser prior to submitting a Withdrawal Form, as it may affect immigration status. Financial aid recipients should speak to an adviser from the Office of Student Financial Aid.

## SATISFACTORY ACADEMIC PROGRESS

To remain in good academic standing, undergraduate students must maintain the minimum Quality Point Average or higher on all credits attempted (Quality Point Average on a 4.0 scale), each semester. In addition to the minimum Quality Point Average (see next page) for a baccalaureate degree, students must conform to the degree requirements of their declared major.

## PROBATION AND SUSPENSION

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

**Academic Probation.** Students failing to earn the minimum quality-point average or higher after their first 12 credits of work attempted or to maintain at least the minimum quality-point average thereafter will be placed on probation by the Academic Progress Committee. Academic probation is removed when the student earns a cumulative quality-point average above the minimum quality-point average based on the number of credits earned.

### Qualitative Requirements

1-29 credits:	1.50 QPA
30-59 credits:	1.85 QPA
60+ credits:	2.00 QPA

and the QPA requirement of the particular major

**Progress Probation.** Students failing to complete at least 70 percent of their attempted credits each academic year will be placed on probation by the Academic Progress Committee. Progress probation is removed when the student completes at least 70 percent of the attempted credits in a subsequent trimester. Students attempting less than 12 credits in the academic year will be evaluated on their previous registrations.

Students are encouraged to seek counseling when their academic progress places them in danger of probation.

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 the minimum quality-point average as stated above and complete at least 70 percent 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. Following this suspension, the student must request permission to be readmitted. Failure of a student to maintain the minimum quantity- and quality-point requirements in each of the two terms subsequent to being readmitted will result in final suspension.

**Appeal.** Any student placed on probation or 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 to be readmitted.

## TEXTBOOKS

Books should be picked up before the first class since Career Development students usually have an assignment to be completed for the first class meeting. Nova Books, Inc., the campus bookstore, is located in the Rosenthal Student Center, telephone (305) 476-4750.

At off-campus locations, books are made available through Nova site coordinators.

## CERTIFICATES

Students who wish to apply for a certificate upon completion of a specialty must notify the appropriate academic director. To be eligible to receive a certificate, a student must have a 2.25 GPA in the specialty course work. Students 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 (course 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 adviser to draw up a contract outlining student responsibilities. It must be signed by the student, the instructor, the program coordinator, and the academic division director. Regular tuition rates apply to both Independent Study and Tutorials.

## LENGTH OF PROGRAM

One of the hallmarks of the Career Development Studies Program is its flexible scheduling. Students, with approval, may take more than a full academic load (12-15 credits) during a semester. On the other hand, students may take one course during a semester, or even none, if outside responsibilities make that 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 attending a traditional daytime institution. For some, graduation is possible in less than four years of academic work.

# CAREER DEVELOPMENT PROGRAMS OF STUDY

## BEHAVIORAL SCIENCES

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

### Applied Professional Studies

### Psychology

The Applied Professional Studies major offers a flexible program for adults who have gained significant professional experience and/or who have earned a large number of college credits toward their particular career goal. This program allows students to select a program of studies that best fits their career plans.

To be able to enroll in this major, a student must:

- 1) Have a minimum of 45 transfer credits
- 2) Have completed an 18-credit concentration before coming to Nova
- 3) Submit a rationale for acceptance into this program explaining his or her educational and career goals.

The Psychology major focuses on the study of individuals, including their behavior, thought processes, and emotions. The psychology major emphasizes scientific research and applications to significant areas of human activities. This major provides students with a solid grounding in the knowledge base of psychology, allows flexibility in course selection to meet students' career goals, and encourages students to integrate and apply knowledge.

Students who are planning to work in the mental health field are encouraged to take abnormal psychology, a counseling course, behavior modification, tests and measurements, and at least one substance abuse studies course. Students who plan to take the GRE and/or plan to enter a doctoral program should take experimental psychology and as many of the foundation courses as possible at the start of their program of studies. Advisers will help students design individual courses of study that will help them meet their career goals.

This major may be combined with law school preparatory courses or with courses leading to certification in secondary education, as well as with prerequisite courses for admission to graduate studies in speech-language pathology.

The Behavioral Sciences Department also supervises the Legal Assistant Specialty, and the Substance Abuse Studies Specialty. For each of these specialties, a certificate is granted upon completion, and this is noted on the student's academic transcript. The courses in each specialty program may be taken in conjunction with a student's baccalaureate studies, or they may be taken by individuals who simply wish to earn a certificate in one of these fields. A minimum GPA of 2.25 must be obtained for the specialty courses making up the certificate. The Speech Language Pathology Specialty is also offered under the auspices of the Behavioral Sciences Department.

## Applied Professional Studies for Career Development Studies Students

<b>GENERAL DISTRIBUTION:</b>			<b>36</b>
LAN	111	Critical Reading and Writing I	3
LAN	112	Critical Reading and Writing II	3
LAN	201	Fundamentals of Public Speaking	3
MAT	102	Introductory Algebra (or higher)	3
MAT	133	Mathematical Way of Thinking	3
CAP	111	Computer Literacy	3
HUM		Electives	6
LSC/PHY		Electives	6
PSY		Elective	3
Liberal Arts Elective: COM/ECO/GEO/HIS/HUM/LAN/ LGS/LSC/MAT/PHY/POL/PSY/SOC			3
<b>GENERAL EDUCATION SPECIFIED ELECTIVES:</b>			<b>9</b>
(Choose one course from three of the following areas)			
<b>ETHICAL ISSUES</b>			
HUM	321	Ethics	3
BUS	410	Business Ethics	3
<b>ENVIRONMENTAL ISSUES</b>			
GEO/PHY	226	Conservation of Natural Resources	3
LSC/PHY	104	Environmental Studies	3
LSC	222	Marine Biology	3
<b>INTERNATIONAL AND CROSS-CULTURAL ISSUES</b>			
BUS	355	Introduction to International Business	3
HIS/LAC	325	Emerging Nations	3
LAC	213	Latin American and Caribbean Studies	3
SOC/WMS	311	Women and Society: Cross-Cultural Perspectives	3
Concentration I (Transferred)			<b>18</b>
Concentration II(Taken at Nova)			<b>18</b>
Concentration II, taken at Nova, may consist of the specialties or approved concentrations listed below:			
Business Concentration			
Latin American and Caribbean Studies Specialty			
Legal Assistant Studies Specialty			
Psychology Concentration			
Speech-Language Pathology Specialty			
Substance Abuse Studies Specialty			
Women's Studies Specialty			
<b>OPEN ELECTIVES:</b>			<b>39</b>
<b>TOTAL DEGREE REQUIREMENTS:</b>			<b>120</b>

## Psychology for Career Development Students

<b>GENERAL DISTRIBUTION:</b>			<b>48</b>
LAN	111	Critical Reading and Writing I	3
LAN	112	Critical Reading and Writing II	3
LAN	201	Fundamentals of Public Speaking	3
MAT	133	Mathematical Way of Thinking	3
CAP	111	Computer Literacy	3
PSY	102	Introduction to Psychology	3
LSC/PHY		Electives	6
MAT	102	Introductory Algebra (or higher)	3
MAT	302	Applied Statistics	3
HUM		Electives	6
SOC		Electives	6
Liberal Arts Electives: COM/ECO/GEO/HIS/HUM/LAN/ LGS/LSC/MAT/PHY/POL/PSY/SOC			6
<b>MAJOR REQUIREMENTS:</b>			<b>12</b>
PSY	300	Research Methods	3
PSY	311	Interpersonal Communication	3
PSY	480	Practicum in Psychological Research	3
PSY	481	Practicum in Community Psychology	3
PSY	484	Advanced Practicum	3
PSY	488	Senior Seminar	3
<b>FOUNDATION COURSES:</b>			<b>9</b>
(Select at least three courses from the following foundation courses.)			
PSY	238	Child and Adolescent Development	3
PSY	316	Issues in Social Psychology	3
PSY	321	Personality	3
PSY	351	Human Learning and Cognition	3
PSY	460	Biological Basis of Behavior	3
<b>PSYCHOLOGY ELECTIVE COURSES:</b>			<b>12</b>
(Select at least four psychology (PSY) courses after consulting an adviser. These may be additional foundation courses or specialty courses. Please see the list on the following page.)			
<b>OPEN ELECTIVES:</b>			<b>39</b>
<b>TOTAL DEGREE REQUIREMENTS:</b>			<b>120</b>

**PSYCHOLOGY ELECTIVE COURSES:**

PSY	164	Current Perspectives in Substance Abuse	3
PSY	211	Human Sexuality	3
PSY	213	Family Relationship Skills	3
PSY	239	Adulthood and Aging	3
PSY	245	Forensic Psychology	3
PSY	246	Health Psychology	3
PSY	247	Loss, Grief, and Bereavement	3
PSY	303	Experimental Psychology	3
PSY	326	Abnormal Psychology	3
PSY	330	Behavior Modification	3
PSY	336	Psychology of Women	3
PSY	345	Interviewing	3
PSY	350	Community Psychology	3
PSY	355	Substance Abuse and the Family	3
PSY	356	Substance Abuse in Business and Industry	3
PSY	357	The Psychology and Physiology of Substance Abuse	3
PSY	358	Rehabilitation Strategies for Substance Abuse	3
PSY	362	Drug Prevention and Education	3
PSY	363	Professional Development in Substance Abuse	3
PSY	371	History and Theories of Psychology	3
PSY	376	Multicultural Issues in Psychology	3
PSY	380	Current Psychotherapies	3
PSY	405	Psychological Tests and Measurements	3

**Legal Assistant Studies Specialty**

The Legal Assistant Studies Specialty involves 72 credit hours: 24 in legal assistant specialty courses, 24 in liberal arts courses, and 24 in general electives.

This program was designed for those who wish to acquire the skills and knowledge necessary to pursue careers as legal assistants. The program is also appropriate for students who are pursuing business, teaching, or law-related careers and for others who desire to understand the U.S. legal system and enhance their legal knowledge and skills.

The eight Legal Assistant Studies Specialty courses are:

LEG 215	Introduction to Law and the Legal Profession
LEG 350	Business Relations and Organizations
LEG 360	Civil and Criminal Responsibility
LEG 410	Legal Research and Writing
LEG 425	Real Estate Practice
LEG 430	Litigation and Civil Procedure
LEG 435	Wills, Trusts, and Estates
LEG 450	Family Law

**Speech-Language Pathology Specialty**

The series of six courses that constitutes this specialty is designed to provide the undergraduate student with an understanding of the basic processes involved in hearing, speech, and language, as well as the disorders that can occur in these areas. Through completion of the course work in this specialty, students will meet prerequisite requirements for admission to Nova's M.S. Program in Speech-Language Pathology.

The required courses for a Speech-Language Pathology Specialty are:

SLP/LSC 400	Introduction to Hearing, Speech, and Language Disorders
SLP/LSC 410	Neuroanatomy and Physiology
SLP 420	Anatomy and Physiology of Vocal and Hearing Mechanisms
SLP 430	Phonetics
SLP 440	Hearing and Speech Science
SLP 450	Speech and Language Development
SLP 470	Directed Observation

**Note:** The M.S. Program in Speech-Language Pathology is accredited by the Educational Standards Board of the American Speech-Language-Hearing Association.

## Substance Abuse Studies Specialty

This program is designed to meet the needs of those who wish to develop a broad base of knowledge concerning substance abuse problems, resources available for managing these problems, and modes of treatment of the individual substance abuser. This specialty is appropriate for students employed in or wishing to enter the field of substance abuse treatment, as well as any students who feel that the knowledge base provided in this program will be useful to them in their careers (management, teaching, etc.). Students completing these courses with at least a 2.25 GPA will be awarded the Substance Abuse Studies Program Certificate.

The Substance Abuse Studies Specialty Program involves six core and two counseling courses:

PSY/EDU 362	Drug Prevention and Education
PSY/SOC 355	Substance Abuse and the Family
PSY/MGT 356	Substance Abuse in Business and Industry
PSY 357	Psychology and Physiology of Substance Abuse
PSY 358	Rehabilitation Strategies in Substance Abuse Treatment
PSY 363	Professional Development in Substance Abuse
PSY 410	Individual Counseling
PSY 415	Group Counseling

Nova University is listed as a single-source provider by the Certification Board for Addictions Professionals in Florida (CBAPF).

The CBAPF has three specialty areas for certification: Certified Addictions Professional (CAP), Criminal Justice Addiction Professional (CJAP), and Certified Addiction Prevention Professional (CAPP). Nova University is the only single-source provider in Florida that offers classes in all three specialty areas.

The Substance Abuse Studies Specialty at Nova is designed so interested applicants will be able to pursue certification without interrupting their present career. Courses may be taken for college credit or for continuing education.

Nova University is also an approved continuing education provider for the Board of Nursing and for the Department of Professional Regulation for Mental Health Counselors, Marriage and Family Therapists, and Social Workers, among others.

## BUSINESS AND ADMINISTRATIVE STUDIES

The bachelor of science degree is offered through the Business and Administrative Studies Department 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 practitioners or potential practitioners who 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 want a strong academic base for study in business, computer science, law, or other related fields are also candidates for this degree.

Specialties offered to students enrolled in these majors are: **Banking and Finance, Computer Science, Human Resource Management, International Business, and Marketing.** Students will receive a specialty certificate upon completion of any of the specialties. Contact the Business and Administrative Studies Department for more information.



The Professional Management major is offered with options for the following specialties: Banking and Finance, Business, Computer Applications, Criminal Justice, Customer Service, Health Care Services, Legal Assistant Studies, and Public Administration.

The Professional Management major is designed for people working in technical or professional fields 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 90 semester hours of credit toward the bachelor of science degree in Professional Management (BPM)\*. Sixty-six semester hours of credit in management, behavioral science, computers, 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 (15 to 18 hours) of credit completed approximately every 6 months. The course work for the bachelor of science degree in Professional Management can be completed in 27 months. Classes meet one evening per week and approximately every third Saturday.

The Specialty in Banking and Finance is designed for those students who are currently employed by banks, savings and loan associations, brokerage houses, credit unions, and finance companies or those who would like to pursue a career with financial institutions.

The Specialty in Business is applicable to people who want a general business and management background.

The Specialty in Computer Applications is designed for those students who are interested in business applications of computers. The curriculum focuses on the use of computers in decision making, information management, and office automation.

The Specialty in Criminal Justice is designed for those students who want a management major plus a general grounding in the field of criminal justice. Typical students may already work in the criminal justice field and want to supplement their practical knowledge with professional work in management.

The Specialty in Customer Service is designed for those students working in a customer service capacity or for managers who work in a heavily customer service-oriented environment.

*\* The curriculum for the bachelor of science degree in Professional Management provides only the upper-level courses. Applicants must have at least 30 credits to be accepted into the program.*

The Specialty in Health Care Services is designed for registered nurses and other health care professionals. The program will enable those students to draw from their specialized backgrounds and to develop professionally and personally. All nurses who have passed the licensing examination for registered nurse (RN) will receive a minimum of 45 credit hours for prior experience credit. Therapist and technician training will be assessed on an individual basis.

The Specialty in Legal Assistant Studies provides the student with a management major and a comprehensive professional specialty in a growing vocational field.

The Specialty in Public Administration is designed for students working in government or social service agencies or those aspiring to begin careers in these organizations. The management major is supported by courses specifically dealing with management in the public sector.

## General Distribution Requirements for Career Development Students in Business and Administrative Studies Majors

GENERAL DISTRIBUTION REQUIREMENTS:				45
LAN	111	Critical Reading and Writing I	3	
LAN	112	Critical Reading and Writing II	3	
LAN	201	Fundamentals of Public Speaking	3	
MAT	133	Mathematical Way of Thinking	3	
CAP	111	Computer Literacy	3	
HUM		Electives	6	
LSC/PHY		Electives	6	
PSY		Elective	3	
ECO	201	Principles of Macroeconomics	3	
ECO	202	Principles of Microeconomics	3	
MAT	302	Applied Statistics	3	
Liberal Arts		Electives: COM/ECO/GEO/HIS/HUM/ LAN/LGS/LSC/MAT/PHY/POL/PSY/SOC	6	

## Accounting for Career Development Students

GENERAL DISTRIBUTION REQUIREMENTS:				45
MAJOR REQUIREMENTS:				57
ACT	205	Principles of Accounting I	3	
ACT	207	Principles of Accounting II	3	
ACT	303	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	215	Business Law I	3	
BUS	216	Business Law II	3	
BUS	355	Introduction to International Business	3	
BUS	409	Quantitative Methods	3	
BUS	488	Business Strategy and Policy	3	
CAP	213	Business Applications of Microcomputers	3	
FIN	301	Corporation Finance	3	
MGT	205	Principles of Management	3	
MKT	101	Introduction to Marketing	3	

OPEN ELECTIVES:	18
TOTAL DEGREE REQUIREMENTS:	120

In addition to the transfer and graduation policies for all majors, accounting students should be aware that, to qualify for graduation, a student must earn at least a 2.25 GPA in his or her major and at least a 2.25 GPA in accounting prefix courses. Transfer grades do not count in GPA scores. A student may transfer only 50 percent of major or accounting prefix courses.

Students are cautioned to plan their schedule carefully since the upper-division accounting courses are offered only once per year.

## Administrative Studies for Career Development Students

GENERAL DISTRIBUTION REQUIREMENTS:				45
MAJOR REQUIREMENTS:				33
ACT	205	Principles of Accounting I	3	
BUS	101	Introduction to Business	3	
BUS	215	Business Law I	3	
BUS	355	Introduction to International Business	3	
BUS	461	Research Methods	3	
BUS	488	Business Strategy and Policy	3	
FIN	301	Corporation Finance	3	
MGT	205	Principles of Management	3	
MGT	416	Personnel Administration	3	
MGT	417	Organization Behavior	3	
MKT	101	Introduction to Marketing	3	

OPEN ELECTIVES:	42
TOTAL DEGREE REQUIREMENTS:	120

## Business Administration for Career Development Students

GENERAL DISTRIBUTION REQUIREMENTS:				45
MAJOR REQUIREMENTS:				57
ACT	205	Principles of Accounting I	3	
ACT	207	Principles of Accounting II	3	
BUS	101	Introduction to Business	3	
BUS	215	Business Law I	3	
BUS	216	Business Law II	3	
BUS	355	Introduction to International Business	3	
BUS	409	Quantitative Methods	3	
BUS	461	Research Methods	3	
BUS	488	Business Strategy and Policy	3	
FIN	301	Corporation Finance	3	
MGT	205	Principles of Management	3	
MGT	416	Personnel Administration	3	
MGT	417	Organization Behavior	3	
MKT	101	Introduction to Marketing	3	
SPECIALTY REQUIREMENTS				15

OPEN ELECTIVES:	18
TOTAL DEGREE REQUIREMENTS:	120

### Banking and Finance Specialty

This program is designed for those students who are currently employed by banks, savings and loan associations, brokerage houses, credit unions, or finance companies or those who would like to pursue a career with financial institutions. Course work does not duplicate an associate degree in this area and most, if not all, associate-level credits are transferable to this program. Students can complete this specialty in conjunction with a major concentration in order to earn a B.S. degree, or they can complete the certificate specialty without seeking a degree.

The following courses are required for this specialty (prerequisites: ACT 205, ECO 201, ECO 202, 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

This program is designed for those students who are employed in or interested in working in different business data processing areas and who would like to augment a business major with a concentration in the rapidly expanding field of computer technology. This specialty focuses on the management of information systems and business applications of computers. Students can complete this specialty in conjunction with a major concentration in order to earn a B.S. degree, or they can complete the certificate specialty without seeking a degree.

The following courses are required for this specialty (prerequisite: MAT 102):

CAP 213	Business Applications of Microcomputers
CCS 150	Introduction to Computer Organization
CCS 170	Introduction to Computer Programming

Additionally, students must choose at least two of the following courses: CCS 180, CCS 220, CCS 235, CCS 300, CCS 315, CCS 330, CCS 340, CCS 343, CCS 355, MGT 366. In making your decision, be careful to follow prerequisites listed under course descriptions.

### Human Resource Management Specialty

This program is designed for those students who are employed in the fields of personnel, training and development, labor relations, or related areas or those who would like to pursue a career in human resource management. Course work does not duplicate an associate degree in this field and most, if not all, associate-level credits are transferable to this program. Students can complete this specialty in conjunction with a major concentration in order to earn a B.S. degree, or they can complete the certificate specialty without seeking a degree.

The following courses are required for this specialty (prerequisites: MGT 205, MGT 416, MGT 417):

BUS 305	Organization Theory
MGT 302	Organizational Communication
MGT 425	Human Resource Management
MGT 445	Labor Relations
MGT 491-498	Advanced Special Topics

### International Business Specialty

This program is designed in recognition of the fact that South Florida is a major international trade area. Students who are employed by multinational companies, exporters, importers, freight forwarders, customs brokers, transportation firms, wholesalers, or manufacturers or those who would like to pursue a career in international business should choose this specialty. Course work does not duplicate an associate degree in this field and most, if not all, associate-level credits are transferable to this program. Students can complete this specialty in conjunction with a major concentration in order to earn a B.S. degree, or they can complete the certificate specialty without seeking a degree.

The following courses are required for this specialty (prerequisites: ACT 205, BUS 355, ECO 201, ECO 202, FIN 301, MGT 205, MKT 101):

ECO 355	International Economics
FIN 455	International Finance
MGT 355	International Management
MKT 353	International Marketing
MKT 455	Export/Import Marketing

## Marketing Specialty

This program is designed for those students who are employed in the fields of advertising, sales, promotion, retailing, wholesaling, or related areas or those who would like to pursue a career in marketing. Course work does not duplicate an associate degree in this field and most, if not all, associate-level credits are transferable to this program. Students can complete this specialty in conjunction with a major concentration in order to earn a B.S. degree, or they can complete the certificate specialty without seeking a degree.

The following courses are required for this specialty (prerequisites: MGT 417, MKT 101):

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

## Nonspecialty Option

The nonspecialty option is offered only to those students in the business administration major who do not want to take one of the above-mentioned specialties and are interested in a general business degree. Those students may take 15 credits at the 300 and/or 400 levels in the following categories: ACT, BUS, ECO, FIN, MGT, and MKT.

## General Distribution Requirements for Professional Management Students

<b>FRESHMAN AND SOPHOMORE REQUIREMENTS:</b>	<b>60</b>
(earned outside the cluster program)	
LIBERAL ARTS ELECTIVES	15
GENERAL ELECTIVES	45

<b>GENERAL DISTRIBUTION REQUIREMENTS:</b>	<b>21</b>
HUM 201 The Individual and Society	3
HUM 351 Studies in American Literature	3
HUM 321 Ethics OR	3
HUM 381 Art and Society	
LAN 215 Argumentative Writing	3
LAN 312 Public Communication for the Professions	3
MAT 133 Mathematical Way of Thinking	3
* PSY 311 Interpersonal Communication	3

\* Not required in the Criminal Justice Specialty and the Legal Assistant Specialty.

## Professional Management with Banking and Finance Specialty

<b>GENERAL DISTRIBUTION REQUIREMENTS:</b>	<b>81</b>
<b>BANKING AND FINANCE CORE REQUIREMENTS:</b>	<b>15</b>
ECO 321 Monetary Theory and Policy	3
ECO 421 Business Cycles and Forecasting	3
FIN 301 Corporation Finance	3
FIN 315 Banking and Financial Institutions	3
FIN 411 Principles of Investment	3

<b>MANAGEMENT CORE REQUIREMENTS:</b>	<b>30</b>
ACT 205 Principles of Accounting	3
BUS 461 Research Methods	3
BUS 488 Business Strategy and Policy	3
CAP 111 Computer Literacy	3
ECO 315 Macroeconomics for Managers	3
MAT 302 Applied Statistics	3
MGT 205 Principles of Management	3
MGT 416 Personnel Administration	3
MGT 417 Organization Behavior	3
MKT 101 Introduction to Marketing	3

<b>TOTAL DEGREE REQUIREMENTS:</b>	<b>126</b>
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The curriculum for the bachelor of science degree in professional management provides only the upper-level courses. Students must have earned at least 30 credits to be eligible to enter the program.

## Professional Management with Business Specialty

GENERAL DISTRIBUTION REQUIREMENTS: 81  
BUSINESS CORE REQUIREMENTS: 15

BUS	325	Business, Government, and Society	3
BUS	355	Introduction to International Business	3
BUS	488	Business Strategy and Policy	3
FIN	301	Corporation Finance	3
MGT	415	Legal Environment of Management	3

MANAGEMENT CORE REQUIREMENTS: 30

ACT	205	Principles of Accounting	3
BUS	302	Business Communications	3
BUS	461	Research Methods	3
CAP	111	Computer Literacy	3
ECO	315	Macroeconomics for Managers	3
MAT	302	Applied Statistics	3
MGT	205	Principles of Management	3
MGT	416	Personnel Administration	3
MGT	417	Organization Behavior	3
MKT	101	Introduction to Marketing	3

TOTAL DEGREE REQUIREMENTS: 126

The curriculum for the bachelor of science degree in professional management provides only the upper-level courses. Students must have at least 30 credits to be eligible to enter the program.

## Professional Management with Computer Applications Specialty

GENERAL DISTRIBUTION REQUIREMENTS: 81  
COMPUTER APPLICATIONS CORE REQUIREMENTS: 15

CAP	111	Computer Literacy	3
CAP	116	Advanced Microcomputer Applications	3
CAP	213	Business Applications of the Microcomputer	3
CAP	375	Current Issues in Information Management	3
MGT	366	Management Information Systems	3

MANAGEMENT CORE REQUIREMENTS: 30

ACT	205	Principles of Accounting	3
BUS	461	Research Methods	3
BUS	488	Business Strategy and Policy	3
ECO	315	Macroeconomics for Managers	3
FIN	301	Corporation Finance	3
MAT	302	Applied Statistics	3
MGT	205	Principles of Management	3
MGT	416	Personnel Administration	3
MGT	417	Organization Behavior	3
MKT	101	Introduction to Marketing	3

TOTAL DEGREE REQUIREMENTS: 126

The curriculum for the bachelor of science degree in professional management provides only the upper-level courses. Students must have at least 30 credits to be eligible to enter the program.

## Professional Management with Criminal Justice Specialty

GENERAL DISTRIBUTION REQUIREMENTS: 78  
CRIMINAL JUSTICE CORE REQUIREMENTS: 15

CRJ	220	Criminal Law	3
CRJ	230	Introduction to Law Enforcement	3
CRJ	300	The Criminal Justice System	3
CRJ	320	Correctional Theory and Practice	3
CRJ	400	Criminal Procedure and Individual Rights	3

MANAGEMENT CORE REQUIREMENTS: 33

ACT	205	Principles of Accounting	3
BUS	461	Research Methods	3
BUS	488	Business Strategy and Policy	3
CAP	111	Computer Literacy	3
ECO	315	Macroeconomics for Managers	3
FIN	301	Corporation Finance	3
MAT	302	Applied Statistics	3
MGT	205	Principles of Management	3
MGT	416	Personnel Administration	3
MGT	417	Organization Behavior	3
MKT	101	Introduction to Marketing	3

TOTAL DEGREE REQUIREMENTS: 126

The curriculum for the bachelor of science degree in professional management provides only the upper-level courses. Students must have at least 30 credits to be eligible to enter the program.

## Professional Management with Customer Service Specialty

GENERAL DISTRIBUTION REQUIREMENTS: 81  
CUSTOMER SERVICE CORE REQUIREMENTS: 15

MKT	101	Introduction to Marketing	3
MKT	2901	Special Topics: Customer Service Theory and Practice	3
MKT	2902	Special Topics: Public Relations	3
MKT	431	Consumer Behavior	3
MKT	4901	Special Topics: Customer Service Practicum	3

MANAGEMENT CORE REQUIREMENTS: 30

ACT	205	Principles of Accounting	3
BUS	461	Research Methods	3
BUS	488	Business Strategy and Policy	3
CAP	111	Computer Literacy	3
ECO	315	Macroeconomics for Managers	3
FIN	301	Corporation Finance	3
MAT	302	Applied Statistics	3
MGT	205	Principles of Management	3
MGT	416	Personnel Administration	3
MGT	417	Organization Behavior	3

TOTAL DEGREE REQUIREMENTS: 126

The curriculum for the bachelor of science degree in professional management provides only the upper-level courses. Students must have at least 30 credits to be eligible to enter the program.

### Professional Management with Health Care Services Specialty

GENERAL DISTRIBUTION REQUIREMENTS: 81  
HEALTH CARE SERVICES CORE REQUIREMENTS: 15

HUM	318	Biomedical Ethics	3
MGT	401	Health Care Organization and Administration	3
MGT	402	Legal Aspects of Health Care Administration	3
SOC	302	Community Services System	3
SOC	303	Transcultural Issues in Health Care	3

MANAGEMENT CORE REQUIREMENTS: 30

ACT	205	Principles of Accounting	3
BUS	461	Research Methods	3
CAP	111	Computer Literacy	3
ECO	315	Macroeconomics for Managers	3
FIN	301	Corporation Finance	3
MAT	302	Applied Statistics	3
MGT	205	Principles of Management	3
MGT	416	Personnel Administration	3
MGT	417	Organization Behavior	3
MKT	101	Introduction to Marketing	3

TOTAL DEGREE REQUIREMENTS: 126

The curriculum for the bachelor of science degree in professional management provides only the upper-level courses. Students must have at least 30 credits to be eligible to enter the program.

### Professional Management with Legal Assistant Specialty

GENERAL DISTRIBUTION REQUIREMENTS: 75  
LEGAL ASSISTANT CORE REQUIREMENTS: 24

BUS	350	Business Relations and Organizations	3
BUS	420	Real Estate Practice	3
LEG	215	Introduction to Law and the Legal Profession	3
LEG	360	Civil and Criminal Responsibility	3
LEG	410	Legal Research and Writing	3
LEG	430	Litigation and Civil Procedure	3
LEG	435	Wills, Trusts, and Estates	3
LEG	450	Family Law	3

MANAGEMENT CORE REQUIREMENTS: 27

ACT	205	Principles of Accounting	3
BUS	488	Business Strategy and Policy	3
ECO	315	Macroeconomics for Managers	3
FIN	301	Corporation Finance	3
MAT	302	Applied Statistics	3
MGT	205	Principles of Management	3
MGT	416	Personnel Administration	3
MGT	417	Organization Behavior	3
MKT	101	Introduction to Marketing	3

TOTAL DEGREE REQUIREMENTS: 126

The curriculum for the bachelor of science degree in professional management provides only the upper-level courses. Students must have at least 30 credits to be eligible to enter the program.

### Professional Management with Public Administration Specialty

GENERAL DISTRIBUTION REQUIREMENTS: 81  
PUBLIC ADMINISTRATION CORE REQUIREMENTS: 15

MGT	320	Public Administration	3
MGT	321	Public Budgeting, Planning, and Control	3
MGT	420	Administrative Law	3
MGT	421	Issues in Public Policy	3
POL	101	American Government and Politics	3

MANAGEMENT CORE REQUIREMENTS: 30

ACT	205	Principles of Accounting	3
BUS	302	Business Communications	3
BUS	325	Business, Government, and Society	3
BUS	461	Research Methods	3
CAP	111	Computer Literacy	3
ECO	315	Macroeconomics for Managers	3
MAT	302	Applied Statistics	3
MGT	205	Principles of Management	3
MGT	417	Organization Behavior	3
MKT	101	Introduction to Marketing	3

TOTAL DEGREE REQUIREMENTS: 126

The curriculum for the bachelor of science degree in professional management provides only the upper-level courses. Students must have at least 30 credits to be eligible to enter the program.

## COMPUTER AND INFORMATION SCIENCES

The bachelor of science degree is offered through the Center for Computer and Information Sciences in the following areas:

Computer Science	Computer Information Systems
Computer Science with a Specialty in Computer Engineering	Computer Systems

**Computer Information Systems** prepares the student for a career in business applications as a programmer/analyst, systems analyst, or an information center specialist. Emphasis is placed on programming languages, data structures, distributed data processing, application software analysis, systems analysis and design, database management, and information systems organization. The Computer Information Systems curriculum is consistent with combined recommendations of a model information systems curriculum outlined by the Association for Computing Machinery and the Data Processing Management Association.

**Computer Science** deals with the systematic study of algorithms and data structures. The curriculum is consistent with Association for Computing Machinery recommendations for model curricula in computer science and engineering. The curriculum integrates theory, abstraction, and design to bridge the gap between hardware and software issues. The computer science major encompasses software engineering, operating systems design, database management, programming language organization, and computer architecture. This concentration requires specific prerequisites and co-requisites in mathematics, including discrete mathematics, differential and integral calculus, and probability and statistics.

**Computer Science with a Specialty in Computer Engineering** concentrates on the architecture, design, and development of computer hardware. Areas covered in the specialty include fundamentals of logic analysis and design, computer architecture, circuit design, firmware, networks, digital signal processing, microprocessor applications, and the tradeoff between hardware and software engineering in computer systems. The specialty also requires specific prerequisites and co-requisites in mathematics, including discrete mathematics, differential and integral calculus, and probability and statistics.

The **Computer Systems** major is designed for students who intend to combine business knowledge with an applications approach to computer science. Besides providing a background in computer functions, languages, and programming, this major focuses on the use of computers in the business environment. On the computer science level, emphasis is placed on software design, computer environment, operating systems, database management, and microcomputer applications interfacing. On the business level, areas examined include principles of economics, applied microeconomics, applied statistics, marketing, management, and organizational behavior.

## General Distribution Requirements for Career Development Students in Computer and Information Sciences Majors

<b>GENERAL DISTRIBUTION REQUIREMENTS:</b>			<b>24</b>
LAN	111	Critical Reading and Writing I	3
LAN	112	Critical Reading and Writing II	3
LAN	201	Fundamentals of Public Speaking	3
GEO/HIS/POL/PSY/SOC Electives			9
HUM	Electives		6

## Computer Science for Career Development Students

<b>GENERAL DISTRIBUTION:</b>			<b>24</b>
<b>ADDITIONAL COMPUTER SCIENCE CORE REQUIREMENTS:</b>			<b>17</b>
Liberal Arts Elective			3
MATH	210	Calculus I	3
MATH	220	Calculus II	3
PHYS	241	Physics I with Lab	4
PHYS	251	Physics II with Lab	4
<b>MAJOR REQUIREMENTS:</b>			<b>66</b>
CCS	140	Discrete Mathematics	3
CCS	160	Fundamentals of Logic Design	3
CCS	170	Introduction to Programming	3
CCS	293	Introduction to Artificial Intelligence	3
CCS	306	Digital Design	3
CCS	320	Organization of Programming Languages	3
CCS	330	Structured Programming	3
CCS	335	Assembler and Assembly Language Programming	3
CCS	340	Data Structures	3
CCS	355	The C Programming Language	3
CCS	375	Software Engineering	3
CCS	380	Modeling and Simulation	3
CCS	405	Computer Architecture	3
CCS	420	Operating System Concepts	3
CCS	425	Networks and Data Communications	3
CCS	453	Database Management Systems	3
CCS	460	Systems Programming	3
CCS	480	Introduction to Compilers and Interpreters	3
CCS	Electives (300-level or above)		6
CSEE	305	Electronics for Computer Science Majors	3
MATH	450	Probability and Statistics	3
<b>OPEN ELECTIVES:</b>			<b>15</b>
<b>TOTAL DEGREE REQUIREMENTS:</b>			<b>122</b>

### Computer Science with a Specialty in Computer Engineering for Career Development Students

GENERAL DISTRIBUTION REQUIREMENTS:			24
ADDITIONAL COMPUTER ENGINEERING CORE REQUIREMENTS:			14
MATH	210	Calculus I	3
MATH	220	Calculus II	3
PHYS	241	Physics I with Lab	4
PHYS	251	Physics II with Lab	4
COMPUTER SCIENCE MAJOR REQUIREMENTS:			36
CCS	140	Discrete Mathematics	3
CCS	160	Fundamentals of Logic Design	3
CCS	170	Introduction to Programming	3
CCS	306	Digital Design	3
CCS	330	Structured Programming	3
CCS	335	Assemblers/Assembly Lang Programming	3
CCS	340	Data Structures	3
CCS	355	The C Programming Language	3
CCS	375	Software Engineering	3
CCS	405	Computer Architecture	3
CCS		Electives (300-level or above)	6
COMPUTER ENGINEERING SPECIALTY REQUIREMENTS:			31
CCS	496	VLSI	3
CSEE	210	Networks I	3
CSEE	255	Engineering Lab I	2
CSEE	310	Networks II	3
CSEE	330	Electronics I	3
CSEE	335	Engineering Lab II	2
CSEE	340	Electronics II	3
CSEE	470	Engineering Design	3
MATH	310	Differential Equations	3
MATH	405	Advanced Calculus I	3
MATH	450	Probability and Statistics	3
OPEN ELECTIVES:			15
TOTAL DEGREE CREDIT REQUIREMENTS:			120

### Computer Information Systems for Career Development Students

GENERAL DISTRIBUTION:			24
ADDITIONAL COMPUTER INFORMATION SYSTEMS CORE REQUIREMENTS:			15
Liberal Arts Elective			3
LSC/PHY		Electives	6
MAT	150	Precalculus	3
MAT	302	Applied Statistics	3
MAJOR REQUIREMENTS:			66
CCS	140	Discrete Mathematics	3
CCS	170	Introduction to Programming	3
CCS	220	Business Oriented Language (COBOL)	3
CCS	315	Advanced COBOL	3
CCS	330	Structured Programming	3
CCS	340	Data Structures	3
CCS	345	Distributed Data Processing	3
CCS	355	The C Programming Language	3
CCS	365	Methods of Systems Analysis	3
CCS	375	Software Engineering	3
CCS	401	Organization of the Computer Environment	3
CCS	425	Networks and Data Communications	3
CCS	453	Database Management Systems	3
CCS		Electives (300-level or above)	18
ACT/BUS/ECO/FIN/MGT/MKT		Electives	9
OPEN ELECTIVES:			15
TOTAL DEGREE REQUIREMENTS:			120



## Computer Systems for Career Development Students

GENERAL DISTRIBUTION:			24
ADDITIONAL COMPUTER SYSTEMS CORE REQUIREMENTS:			12
MAT	450	Probability and Statistics	3
MATH	210	Calculus I	3
LSC/PHY/PHYS		Electives	6
MAJOR REQUIREMENTS:			54
CCS	140	Discrete Mathematics	3
CCS	170	Introduction to Programming	3
CCS	220	Business Oriented Language (COBOL)	3
CCS	293	Introduction to Artificial Intelligence	3
CCS	320	Organization of Programming Languages	3
CCS	330	Structured Programming	3
CCS	335	Assemblers and Assembly Language	3
CCS	340	Data Structures	3
CCS	355	The C Programming Language	3
CCS	375	Software Engineering	3
CCS	385	Modeling and Simulation	3
CCS	401	Organization of Computer Environment	3
CCS	420	Operating Systems	3
CCS	425	Networks and Data Communications	3
CCS	453	Database Management Systems	3
CCS	460	Systems Programming	3
CCS	471	Advanced Microcomputer Applications	3
CCS		Elective (300-level or above)	3
SPECIALTY REQUIREMENTS:			21
ACT	205	Principles of Accounting I	3
BUS	101	Introduction to Business	3
ECO	201	Principles of Macroeconomics	3
ECO	202	Principles of Microeconomics	3
FIN	301	Corporate Finance	3
MGT	205	Principles of Management	3
MGT	416	Personnel Administration	3
OPEN ELECTIVES:			9
TOTAL DEGREE REQUIREMENTS:			120

### Telecommunications Specialty

This certificate program is designed for those students who are employed or are interested in working in telecommunications. This specialty focuses on the design, planning, organization, and control of data and voice communications networks, with emphasis on distributed computer networks. Students can complete this specialty in conjunction with a major concentration in order to earn a B.S. degree, or they can complete the certificate specialty without seeking a degree.

The following courses are required for this specialty:

CSTC	200	Mathematical Foundations of Telecommunications
CSTC	205	Electronics for Telecommunications
CSTC	300	Telecommunications Network Planning and Operations
CSTC	305	Telecommunications Software and Protocols
CSTC	400	Telecommunications Economics and Policy

## EDUCATION

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

### Elementary Education

Exceptional Education (Emotional Handicap, Mental Handicap, and Specific Learning Disabilities)

### Secondary Education (English/Mathematics/Social Studies)

These education degree programs are approved by the state of Florida and prepare students for teacher certification in the areas of elementary, exceptional, and secondary education. Students who have already completed a bachelor's degree in an area other than education may apply for admission to one of the education certificate programs that will prepare them for state teacher certification. The role of the Career Development Studies Program is to provide the courses that will lead to specific teacher certification. Actual teacher certification is awarded by the state Department of Education, not by Nova University.

Any student interested in pursuing a major in education must contact the Education Office before declaring an education major to ensure that the requirements for acceptance are satisfied.

### Core Requirements for Career Development Students in Education Majors

GENERAL DISTRIBUTION:			45
LAN	111	Critical Reading and Writing I	3
LAN	112	Critical Reading and Writing II	3
LAN	201	Fundamentals of Public Speaking	3
CAP	111	Computer Literacy	3
PSY	102	Introduction to Psychology	3
PSY	238	Child and Adolescent Development	3
HUM		Electives	6
LSC/PHY		Electives	6
MAT	102	Introductory Algebra (or higher)	3
MAT	133	Mathematical Way of Thinking	3
Liberal Arts Electives: ECO/GEO/HIS/PHY/POL/PSY/SOC			9
(six hours must be in GEO/HIS/SOC)			

## Elementary Education for Career Development Students

<b>GENERAL DISTRIBUTION:</b>				<b>45</b>
<b>MAJOR REQUIREMENTS:</b>				<b>27</b>
EDU	336	Educational Psychology	3	
EDU	342	Sociological Foundations of Education	3	
EDU	434	Learning Assessment	3	
EDU	452	Internship	9	
EDU	447	Teaching: Principles and Practices	3	
EDU	448	Classroom Management	3	
ESE	435	Survey of Exceptional Children	3	
<b>MAJOR SPECIALTY:</b>				<b>30</b>
*	EDU	317	Instructional Materials	3
*	EDU	412	Children's Literature	3
	ELH	311	Teaching Social Studies in Elementary School	3
	ELE	312	Teaching Science in Elementary School	3
	ELE	313	Teaching Music in Elementary School	3
	ELE	314	Teaching Art in Elementary School	3
	ELE	315	Teaching Health and PE in Elementary School	3
	ELE	316	Teaching Math in Elementary School	3
	ELE	318	Teaching Language Arts	3
	ELE	331	Reading Skills in Elementary School	3
	ELE	332	Reading Evaluation	3
* Choose one course.				
<b>OPEN ELECTIVES:</b>				<b>18</b>
<b>TOTAL DEGREE REQUIREMENTS:</b>				<b>120</b>

## Exceptional Student Education for Career Development Students Learning Disabilities, K-12

<b>GENERAL DISTRIBUTION:</b>				<b>45</b>
<b>MAJOR REQUIREMENTS:</b>				<b>57</b>
EDU	336	Educational Psychology	3	
EDU	342	Sociological Foundations of Education	3	
EDU	412	Children's Literature	3	
EDU	447	Teaching Principles and Practice	3	
EDU	452	Internship	9	
ELE	316	Teaching Mathematics in Elementary School	3	
ELE	318	Teaching Language Arts in Elementary School	3	
ELE	331	Reading Skills in Elementary School	3	
ELE	332	Reading Evaluation	3	
ESE	433	Foundations of Learning Disabilities	3	
ESE	435	Survey in the Education of Exceptional Children	3	
ESE	438	Educational Assessment of Exceptional Children	3	
ESE	439	Curriculum for Learning Disabilities	3	
ESE	440	Intro. to Language Development and Speech Disabilities	3	
ESE	444	Materials and Methods for Learning Disabled Children	3	
ESE	453	Vocational/Functional Life Skills	3	
ESE	458	Classroom Management of the Exceptional Student	3	
<b>OPEN ELECTIVES:</b>				<b>18</b>
<b>TOTAL DEGREE REQUIREMENTS:</b>				<b>120</b>

## Exceptional Student Education for Career Development Students Mental Handicaps, K-12

<b>GENERAL DISTRIBUTION:</b>				<b>45</b>
<b>MAJOR REQUIREMENTS:</b>				<b>57</b>
EDU	336	Educational Psychology	3	
EDU	342	Sociological Foundations of Education	3	
EDU	412	Children's Literature	3	
EDU	447	Teaching Principles and Practices	3	
EDU	452	Internship	9	
ELE	316	Teaching Mathematics in Elementary School	3	
ELE	318	Teaching Language Arts in Elementary School	3	
ELE	331	Reading Skills in Elementary School	3	
ELH	332	Reading Evaluation	3	
ESE	406	Foundations of Mental Handicaps	3	
ESE	407	Curriculum for Mentally Handicapped	3	
ESE	408	Classroom Procedures for Mentally Handicapped	3	
ESE	435	Survey in the Education of Exceptional Children	3	
ESE	438	Educational Assessment of Exceptional Children	3	
ESE	440	Introduction to Language Dev. and Speech Disabilities	3	
ESE	453	Vocational/Functional Life Skills	3	
ESE	458	Classroom Management of the Exceptional Student	3	
<b>OPEN ELECTIVES:</b>				<b>18</b>
<b>TOTAL DEGREE REQUIREMENTS:</b>				<b>120</b>

## Exceptional Student Education for Career Development Students Emotional Handicaps, K-12

<b>GENERAL DISTRIBUTION:</b>				<b>45</b>
<b>MAJOR REQUIREMENTS:</b>				<b>57</b>
EDU	336	Educational Psychology	3	
EDU	342	Sociological Foundations of Education	3	
EDU	412	Children's Literature	3	
EDU	447	Teaching Principles and Practices	3	
EDU	452	Internship	9	
ELE	316	Teaching Mathematics in Elementary School	3	
ELE	331	Reading Skills in Elementary School	3	
ELE	332	Reading Evaluation	3	
ESE	420	Foundations of Emotional Handicaps	3	
ESE	429	Educat. Programming for Emotionally Handicapped	3	
ESE	430	Classroom Mgt. of the Emotionally Handicapped	3	
ESE	432	Precision Teaching and Behavior Modifications	3	
ESE	435	Survey in the Education of Exceptional Children	3	
ESE	438	Educational Assessment of Exceptional Children	3	
ESE	440	Introduction to Language Dev. and Speech Disabilities	3	
ESE	453	Vocational/Functional Life Skills	3	
ESE	458	Classroom Management of the Exceptional Student	3	
<b>OPEN ELECTIVES:</b>				<b>18</b>
<b>TOTAL DEGREE REQUIREMENTS:</b>				<b>120</b>

## Secondary Education for Career Development Students

GENERAL DISTRIBUTION:			45
MAJOR REQUIREMENTS:			30
EDU	336	Educational Psychology	3
EDU	342	Sociological Foundations of Education	3
EDU	434	Learning Assessment	3
EDU	447	Teaching: Principles and Practices	3
EDU	448	Classroom Management	3
EDU	452	Internship	9
SEC	—	Teaching Secondary	3
SPECIALTY:			27
According to certification requirements for content area.			
OPEN ELECTIVES:			18
TOTAL DEGREE CREDITS REQUIREMENTS:			120

## Exceptional Education Specialties

The Education Program offers specialties in specific learning disabilities, emotional disturbance, and mental retardation. Students must complete 9 credits in the specific exceptionality in which the certification is sought. Added to these are 15 credits common to the three areas.

### SPECIFIC LEARNING DISABILITIES SPECIALTY

ESE	433	Foundations of Learning Disabilities
ESE	439	Curriculum for Learning Disabilities
ESE	444	Materials and Methods for Learning Disabled Children

### EMOTIONAL HANDICAP SPECIALTY

ESE	420	Foundations of Emotional Handicaps
ESE	429	Educational Programming for the Emotionally Handicapped
ESE	432	Precision Teaching and Behavior Modifications
ESE	430	Classroom Management of the Emotionally Handicapped

### MENTAL HANDICAP SPECIALTY

ESE	406	Foundations of Mental Handicaps
ESE	407	Curriculum for Mentally Handicapped
ESE	408	Classroom Procedures for Mentally Handicapped

Additional credits required in all areas of exceptionality are:

ESE	435	Survey in the Education of Exceptional Children
ESE	438	Educational Assessment of Exceptional Children
ESE	440	Intro. to Language Development and Speech Disabilities
ESE	453	Vocational/Functional Life Skills
ESE	458	Classroom Management of the Exceptional Student

## LIBERAL ARTS

The bachelor of science degree is offered through the Liberal Arts Department with the following major concentration:

### General Studies

The bachelor of arts degree is offered through the Liberal Arts Department with the following major concentration:

### Legal Studies

The General Studies major is offered for those students who may have spent a number of years outside the academic environment but wish to pursue a liberal studies education focusing on ethics, multicultural relations, social and environmental concerns, and literature and the arts. Within the curriculum, students will be able to achieve both a breadth of knowledge and expertise in particular areas of study.

The Legal Studies major is designed for students interested in preparing for law school or other graduate study and for those who want to pursue a liberal arts major with a legal perspective. The courses in the major area are designed to assist students in developing analytical and communication skills and an understanding of economic, political, and social contexts within which legal issues arise.

## Core Requirements for Career Development Students in General Studies Major

GENERAL DISTRIBUTION REQUIREMENTS:			45
COMMUNICATIONS AND HUMANITIES			
CAP	111	Computer Literacy	3
HUM	321	Ethics	3
HUM		Electives	6
LAN	111	Critical Reading and Writing I	3
LAN	112	Critical Reading and Writing II	3
LAN	201	Fundamentals of Public Speaking	3
LSC/PHY		Electives	6
MAT	102	Introductory Algebra	3
MAT	133	Mathematical Way of Thinking	3
PSY		Elective	3
ECO/GEO/HIS/HUM/LAC/LAN/LGS/LSC/MAT/PHY/POL/PSY/SOC Electives			9

## General Studies for Career Development Students

GENERAL DISTRIBUTION REQUIREMENTS:

45

MAJOR REQUIREMENTS:

45

Students will take five courses in each of three of the four available areas:

### Area I: Human Development

HIS	321	The Great Individual in History	3
HIS	333	History of Political Thought I	3
HIS	334	History of Political Thought II	3
HUM	310	The American Character	3
PSY	238	Child and Adolescent Development	3
PSY	239	Adulthood and Aging	3
PSY	326	Abnormal Psychology	3
PSY	336	Psychology of Women	3
PSY	351	Human Learning and Cognition	3

### Area II: Environmental Problems

HIS	360	Studies in Revolution	3
HUM	210	Freedom and Totalitarianism	3
HUM	305	Feminist Thought: Introduction to Women's Studies	3
LAC	261	Cultural Minorities and the Law	3
LSC	104	Environmental Studies	3
LSC	320	General Ecology/Lab	4
PHY	106	Introduction to Oceanography	3
PSY	316	Social Psychology	3
PSY	354	Substance Abuse: Historical and Legal Perspectives	3
PSY	355	Substance Abuse and the Family	3

### Area III: International and Multicultural Studies

BUS	355	International Business	3
FIN	455	International Finance	3
HIS	325	Emerging Nations	3
HUM	220	Non-Western and Modern Art	3
HUM	451	Eastern Thought	3
LAC	213	Latin American and Caribbean Studies	3
LAC	323	Contemporary Latin American Fiction	3
MGT	355	International Management	3
POL	201	Comparative Government	3
SOC	311	Women and Society: Cross-Cultural Perspectives	3

CONTINUED ON THE NEXT PAGE

## General Studies for Career Development Students, CONTINUED

### Area IV: Comparative Literature and the Arts

HUM	218	Myth and Art	3
HUM	220	Non-Western and Modern Art	3
HUM	240	The Theatre Arts	3
HUM	306	Women and Literature	3
HUM	351	Studies in American Literature	3
HUM	256	English Literature I	3
HUM	257	English Literature II	3
HUM	355	Irish Literature	3
HUM	358	King Arthur in Legend and Art	3
HUM	375	Music Through History	3
HUM	381	Art and Society	3
HUM	401	Women in the Arts and Humanities	3
LAC	323	Contemporary Latin American Fiction	3
SOC	221	Folklore	3

OPEN ELECTIVES:

30

TOTAL DEGREE REQUIREMENTS:

120

## Core Requirements for Career Development Students in Legal Studies Major

GENERAL DISTRIBUTION REQUIREMENTS:

45

CAP	111	Computer Literacy	3
HIS		Electives	6
HUM		Electives	6
LAN	111	Critical Reading and Writing I	3
LAN	111	Critical Reading and Writing II	3
LAN	201	Fundamentals of Public Speaking	3
LSC/PHY		Electives	6
* MAT	102	Introductory Algebra	3
MAT	133	Mathematical Way of Thinking	3
Liberal Arts Electives:		HUM/PSY/HIS/SOC/LAC/LGS/LAN/POL	9

\* A higher-level MAT course may be substituted.

## Legal Studies for Career Development Students

GENERAL DISTRIBUTION REQUIREMENTS:			45	
MAJOR REQUIREMENTS:			48	
HUM	321	Ethics	3	
LGS	201	Law in Action	3	
LGS	210	The Legal Profession	3	
LGS	240	Comparative Legal Systems	3	
*	LGS	260	Women and Law	3
*	LGS	261	Cultural Minorities and the Law	3
*	LGS	262	Children and the Law	3
*	LGS	263	Law and Popular Culture	3
*	LGS	264	Judiciary and Democracy	3
	LGS	301	Constitutional History I	3
	LGS	302	Constitutional History II	3
	LGS	326	Law and American Culture	3
**	LGS	333	History of Political Thought I	3
**	LGS	334	History of Political Thought II	3
	LGS	366	Philosophy of Law	3
	LGS	405	Civil and Political Liberties	3
	LGS	426	Law and the American Mind	3
	LGS	430	Legal Research/Writing and Mock Trial	6
	LGS	441	International Law	3
***	LGS	440	Special Readings in Legal Studies	3
***	LGS	445	Capstone Course in Legal Studies	3

\* Choose any one of the 260-sequence courses.

\*\* Choose only one.

\*\*\* Choose only one for the senior legal studies project.

OPEN ELECTIVES:

TOTAL DEGREE REQUIREMENTS:

27

120

## Latin American and Caribbean Studies Specialty

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

The student will complete 24 credits of courses with a Latin American and Caribbean emphasis. Appropriate courses taken within the General Education curriculum or the major may satisfy all or most of this requirement. Spanish language courses at the 200 level or above also satisfy part of this requirement. The student will take at least 9 of the 24 required credits outside the major.

The student will have to demonstrate competency in an appropriate foreign language. This requirement may be satisfied through course work, by examination, or in conjunction with an approved, study-abroad experience.

Courses that are automatically applicable toward the specialty in Latin American and Caribbean Studies include the following:

BUS	255	Introduction to International Business
CORE	246	Economic Growth and Development
HIS	250	Global Diversities: Issues and Perspectives
HIS	314	African Studies
HIS/LAC	325	Emerging Nations
LAC	213	Latin American and Caribbean Studies I
LAC	214	Latin American and Caribbean Studies II
LAC	485	Preparation for Field Study
LAC	486	Field Study in Latin America
LAN	223	Intermediate Spanish
LGS	240	Comparative Legal Systems
LGS	261	Cultural Minorities and the Law
LGS	441	International Law
HUM/LAC	323	Contemporary Latin American Fiction

In addition to the above-mentioned courses, a large number of existing courses may be approved by the program coordinator as applicable toward the specialty in Latin American and Caribbean Studies.

## Women's Studies Specialty

The Women's Studies Program is designed to explore the challenges and issues that confront women in society. An interdisciplinary program, it covers such topics as business, law, philosophy, science, literature, anthropology, psychology, gerontology, and the arts. Students may earn a specialty certificate by completing five of the courses offered for a total of 15 credits. For most instances, the women's studies courses may satisfy humanities electives in the core curriculum. Individual courses are also open to the general student population.

Courses that may be used toward completing a women's studies specialization are:

WMS	260	Women and Law
WMS	305	Feminist Thought: Introduction to Women's Studies
WMS	302	Women's Study Practicum
WMS	306	Women and Literature
WMS	311	Women and Society: Cross-Cultural Perspectives
WMS	324	Women in the Workforce
WMS	336	Psychology of Women
WMS	401	Women in the Arts and Humanities
WMS	402	Women and Political Theory
WMS	404	Women and Film
WMS	405	Women and Science
WMS	4908	Images of Women in Popular Culture

## COURSE DESCRIPTIONS

Course numbers in parentheses indicate that the course was previously offered with a different prefix or course number. Course names in parentheses indicate that the course was previously offered under a different name (see ACT 205, ACT 207). Courses marked with an asterisk fulfill the Gordon Rule.

### ACCOUNTING (ACT)

**ACT 205 Principles of Accounting I/**  
3 sem. hrs. (formerly called Introduction to Financial Accounting; ACT 101, 203, 209) 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. Prerequisite: CAP 111

**ACT 207 Principles of Accounting II/**  
3 sem. hrs. (formerly called Introduction to Managerial Accounting; ACT 102, 206, 210) A continuation of ACT 205. Includes 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 303 Cost Accounting/3 sem. hrs.**  
(ACT 111, 211) 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 Principles of Accounting. The concepts underlying valuation, accounting for leases, and 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 application of funds from both a cash and working capital basis, reporting earnings per share, and accounting for other selected transactions. Prerequisite: ACT 305.

**ACT 308 Cooperative Education (no credit)** Work placement for a period of 16 to 18 weeks. The placement will be directly related to the student's program of study.

**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. Prerequisite: ACT 205.

**ACT 312 Federal Taxation II/3 sem. hrs.** An overview of the Internal Revenue Code as it applies to partnerships, corporations, estates, and trusts. Prerequisite: ACT 311.

**ACT 401 Advanced Accounting/3 sem. hrs.** (ACT 301) A continuation and expansion of Intermediate Accounting II. Accounting principles for consolidations and combinations, accounting for branches, and accounting for liquidations. Accounting for nonprofit 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 490 Advanced Special Topics: Practicum in Individual Federal Taxation/3 sem. hrs.** Training in preparation of tax forms 1040, 1040A and 1040EZ. Students will organize and operate IRS-sponsored volunteer income tax assistance center at Nova to serve members of the local community.

**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. Students 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 and its components, functions, disciplines, and laws. The future of enterprise as a network is discussed.

**BUS 213 Business Applications of Microcomputers/3 sem. hrs. (BUS 113)** Theory and application of programs for microcomputers that are useful in the business environment. Accounting, database management, and information system management programs will be included. A computer laboratory-oriented course. Prerequisites: ACT 205, CAP 111. Identical to CAP 213.

**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. Credit cannot be obtained for both BUS 215 and LEG 225.

**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 303 Business Communications/3 sem. hrs.** Study of strategy and implementation of effective written and oral business communications. Topics include persuasive messages, delivery of good news and bad news, sales letters, collection messages, design of business reports and oral presentations, use of visual aids, and effective memos. Prerequisite: LAN 111. Identical to MGT 490.

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

**BUS 308 Cooperative Education (no credit)** Work placement for a period of 16 to 18 weeks. Placement will be directly related to the student's program of study.

**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; implementing financial and administrative controls, operating systems, pricing and marketing strategy, and understanding the legal environment in which the business must function.

**BUS 324 Women in the Workforce/3 sem. hrs.** A study to examine various obstacles faced by women in the business community and explore techniques used by successful female corporate executives and entrepreneurs to overcome these obstacles. Identical to SOC/WMS 324.

**BUS 325 Business, Government, and Society/3 sem. hrs. (BPM 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 350 Business Relations and Organizations/3 sem. hrs.** Topics will include contracts (the essential elements, defenses to enforceability, third party beneficiaries and assignments), the Uniform Commercial Code, sole proprietorships, general and limited partnerships, and corporations. This course is not required for those students who have taken BUS 215 and BUS 216. Identical to LEG 350.

**BUS 355 Introduction to International Business/3 sem. hrs. (BUS 255, MGT 491)** Survey of the field that includes the 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 101.

**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: MAT 302.

**BUS 410 Business Ethics/3 sem. hrs.** Examines the nature of morality and the theories of normative ethics. Identifies a variety of ethical issues and moral challenges within the corporation. Focuses on moral problems involving consumers, the environment, the professions, and the role of the corporation in our society.

**BUS 420 Real Estate Practice/3 sem. hrs.** Topics will include interests in real property, contracts, deeds, mortgages and other encumbrances, mortgage foreclosure procedures, title searches, title insurance, and leases. Students will prepare closing documents for a residential real estate transaction. Prerequisite: LEG 215 or LGS 201; or permission of coordinator. Identical to LEG 425.

**BUS 461 Research Methods/3 sem. hrs. (BUS 499)** This course introduces a set of conceptual tools and techniques that 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. Prerequisites: LAN 111 or LAN 311; MAT 302.

**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. Prerequisites: BUS 461 and approved project proposal.

**BUS 488 Business Strategy and Policy/3 sem. hrs. (BUS 494)** An integrative senior-year course in which the disciplines of management, finance, behavioral sciences, and marketing will focus on the solution of specific business problems. Case studies will be employed in this course. Prerequisites: ECO 201, ECO 202, and FIN 301; LAN 201 or LAN 312; and senior standing.

**BUS 491-498 Advanced Special Topics/3 sem. hrs.** 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.

## COLLEGE LANGUAGE SKILLS (CLS)

**CLS 165 College Language Skills I/3 or 6 sem. hrs.** A fundamental college course primarily for non-native speakers of English. Stress will be on the development of all English skill areas through techniques for critical reading and academic writing. Identical to ESL 105. Prerequisite: placement examination.

**CLS 166 College Language Skills II/3 or 6 sem. hrs.** An advanced college course primarily for non-native speakers of English. Refining and coordination of the English skill areas will be emphasized through techniques for note taking, critical analysis of reading and reference materials, and documentation. Identical to ESL 106. Prerequisite: CLS 165 or placement examination.

## COMMUNICATIONS (COM)

**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 technology of newspaper production. Corequisite: LAN 111.

**COM 202 Introduction to Broadcast Journalism/3 sem. hrs.** Training in the elements of broadcast reporting with emphasis on the modern electronic news story. Students will learn the elements of broadcast news, the style and structure of broadcast news writing, and the technology of radio productions. Corequisite: LAN 111 or COM 203.

**COM 203 Introduction to Broadcast Technology/3 sem. hrs.** Students will be trained in using the equipment appropriate to modern broadcasting conditions in television and/or radio, including broadcast equipment and computer-oriented broadcasting devices. Corequisite: LAN 111.

**COM 251 Intermediate Telecommunication/3 sem. hrs.** Students will be introduced to technological skills and tools that will assist them in modern communications, such as electronic publishing, electronic graphics, mainframe networks, electronic databases, etc. Prerequisite: CAP 111 or equivalent.

**COM 301 Ethical Issues in Communication/3 sem. hrs.** Students will explore ethical issues specific to the communications industry.

**COM 401 Information Theory/3 sem. hrs.** Students will examine the theoretical foundations of the "information society" and information theory, by examining the works of major theorists such as Claude Shannon and those whom he has influenced. Prerequisite: senior standing or permission of instructor.

## COMPUTER APPLICATIONS (CAP)

**CAP 111 Computer Literacy/3 sem. hrs. (COM 105, 105B, COM 134, CS 111)** Introduction for the nontechnical person. Computer literacy, principles of computer operation, uses of computers in small businesses, schools, social service agencies, and hospitals. Hands-on experience with microcomputers and specialized software.

**CAP 114 Computer Applications for Health Care Administrators/3 sem. hrs. (CS 114)** Theory and applications of programs for computers that are useful in the health care environment. The course will include discussion of computerized monitoring and testing in addition to hands-on experience with microcomputers.

**CAP 115 Microcomputer Applications/3 sem. hrs. (CS 115)** Theory and application of programs for microcomputers that are used in management. Database programs, electronic spread sheets, and telecommunications will be included. A laboratory-oriented course. Prerequisite: CAP 111.

**CAP 116 Advanced Microcomputer Applications/3 sem. hrs. (CS 116)** A continuation of CAP 115. Emphasis on the use of the microcomputer in the management setting. Hands-on use of computer programs designed specifically for managers. Prerequisite: CAP 115.

**CAP 213 Business Applications of Microcomputers/3 sem. hrs. (CS 113, CAP 113)** Theory and applications of programs for microcomputers that are useful in the business environment. Accounting, database management, and information system management programs will be included. Computer laboratory course. Prerequisites: ACT 205, CAP 111. Identical to BUS 213.

**CAP 375 Current Issues in Information Management/3 sem. hrs. (CS 375)** Computer topics of importance to the data processing business manager. Flow of data, distributed processing, decision support systems, and modeling. Emphasis is on information as a company resource and source information management practices. Prerequisite: CCS 345.

## COMPUTER ENGINEERING (CSEE)

**CSEE 210 Networks I/3 sem. hrs. (EE 210)** Definitions of charge, current, voltage, resistance, capacitance, and inductance. Study of 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: PHYS 250 and MATH 220.

**CSEE 255 Engineering Laboratory I/2 sem. hrs. (EE 255)** Basic laboratory to complement Networks I. Prerequisite or corequisite: CSEE 210.

**CSEE 305 Electronics for Computer Science Majors/3 sem. hrs. (EE 305)** An introduction to network analysis and electronic circuitry. Definitions of circuit parameters and components: voltage, current, resistance, capacitance, and inductance. Fundamental circuit analysis techniques, series and parallel combinations of components, transistor and diode characteristics and their applications in logic circuits, differences in existing manufacturing technologies for VLSI such as C-MOS, N-MOS, P-MOS. Intended as a special survey course for CS majors but will not meet CE majors' requirements. Prerequisite: CCS 160.

**CSEE 308 Cooperative Education (no credit) (EE 308)** Work placement for a period of 16-18 weeks. The placement will be directly related to the student's program of study.

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

**CSEE 330 Electronics I/3 sem. hrs. (EE 330)** Introduction to the physical theory of semiconductor devices, diodes, diode circuit applications, transistor characteristics, transistor equivalent circuits, and single-stage amplifiers. Prerequisite: CSEE 310.

**CSEE 335 Engineering Lab II/2 sem. hrs. (EE 335)** Laboratory work to complement electronics theory course. Prerequisite or corequisite: CSEE 330.

**CSEE 340 Electronics II/3 sem. hrs. (EE 340)** Analysis and design of single-stage and multi-stage amplifiers, difference amplifiers, and operational amplifiers. Frequency response and other performance criteria with feedback. Oscillators. Prerequisite: CSEE 330.



**CSEE 405 Networks III/3 sem. hrs. (EE 405)** Continuation of Networks II emphasizing Laplace transforms for solving advanced network problems. Prerequisite: CSEE 310, CSEE 340, MATH 305, and MATH 310.

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

**CSEE 445 Engineering Lab III/3 sem. hrs. (EE 445)** Lab work to complement electronics theory course. Prerequisite: CSEE 405.

**CSEE 460 Microprocessor Applications/3 sem. hrs. (EE 460)** Applications in the design of microprocessor-based circuits. Prerequisite: CCS 306 and CCS 335.

**CSEE 470 Engineering Design/3 sem. hrs. (EE 470)** Application of design techniques to special projects in engineering. Prerequisite: CSEE 340.

## COMPUTER SCIENCE (CCS)

**CCS 140 Discrete Mathematics/3 sem. hrs. (CS 140)** An introduction to the concepts and techniques of discrete mathematical structures that are used in the theory and application of computer science. Topics covered include logic, set theory, relations, functions, recurrence relations, matrices, algebraic structures, and graph theory. Prerequisite: CCS 170 and demonstrated competency equivalent to MAT 150.

**CCS 150 Introduction to Computer Organization/3 sem. hrs. (CS 150)** An introduction to principles of digital computer operation and organization, data representation, the central processing unit, memory, input/output devices, number systems and logic systems. Prerequisite: MAT 102 or consent of instructor.

**CCS 160 Fundamentals of Logic Analysis and Design/3 sem. hrs. (CS 160)** An introduction to elementary digital logic circuits, Boolean algebra, Karnaugh maps, digital counters, and other basic circuit elements. Number set modules and binary, octal, and hexadecimal number systems are investigated and related to digital computing structures. Prerequisite: CCS 140.

**CCS 165 Fundamentals of Computers and Information Processing/3 sem. hrs. (CS 165)** An introduction to various types of computer hardware. Steps in designing, programming, and implementing computer systems. Basic computer terminology.

**CCS 170 Introduction to Programming/3 sem. hrs. (CS 170)** An introduction to good programming techniques including flow-charting, code design, debugging techniques and documentation, problem-solving methods, pseudocode, and algorithm development to be used in the design of computer programs. The C language will be taught as part of this course. The topics covered in C are global declaration, local declaration, data types, arithmetic operations, scoping rules, subprogramming, control flow, loops, and input/output procedures. Prerequisite: demonstrated competency equivalent to CCS 150.

**CCS 180 Introduction to UNIX/3 sem. hrs.** Introduction to the basic concepts of the UNIX operating system. Topics include system commands, system editors, awk, sed, introduction to Shell programming languages, text formatting tools, use of a modem and terminal software, and system maintenance utilities. Prerequisite: demonstrated competency equivalent to CCS 170.

**CCS 210 FORTRAN/3 sem. hrs. (CS 210)** A study of the FORTRAN programming language with the emphasis on problem-solving techniques. Topics covered will include an introduction to structured programming, the structure of the FORTRAN language, input and output of data through formatted I/O, iteration control, array handling, and subprogramming. Prerequisite: CCS 170.

**CCS 220 Business Oriented Language (COBOL)/3 sem. hrs. (CS 220)** A study of the COBOL programming language with emphasis on business applications. Students apply a structured, multiphase program development process that features a series of steps involving understanding of a problem, formal problem definition, design methodologies, program specification, breakdown, and files using COBOL. Prerequisite: CCS 170.

**CCS 235 Computer Applications Environment/3 sem. hrs.** A survey of the uses of computers in business and science. Emphasis on specific business applications. Procedures for identifying and selecting hardware and software. Prerequisite: CCS 165.

**CCS 291, 292, 294-299 Special Topics in Computer Science/3 sem. hrs. (CS 291-299)** 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 different content.

**CCS 293 Introduction to Artificial Intelligence/3 sem. hrs. (CS 293)** Introduction to the basic concepts and techniques of artificial intelligence and expert systems. Topics include the philosophical implications of machine intelligence, psychological modeling, natural language processing, problem solving, search strategies, heuristic methods, and knowledge representation and expert systems. Prerequisite: CCS 340.

**CCS 300 Computer Security, Ethics, and Auditing/3 sem. hrs.** Issues of security, privacy, and control from the viewpoint of the computer user. Emphasis on procedures for protecting systems from unauthorized use, theft, vandalism, and natural disasters. Ethical issues in computer usage are covered. Prerequisite: CCS 235.

**CCS 306 Digital Design/3 sem. hrs. (CS 306)** Register transfer-level design of digital computers, data transfer hardware, organization of the central processing unit, design of the controller, and a complete design example. Prerequisite: CCS 160, CCS 335, and CSEE 305.

**CCS 308 Cooperative Education (on credit) (CS 308)** Work placement for a period of 16-18 weeks. Placement will be directly related to the student's program of study.

**CCS 315 Advanced COBOL/3 sem. hrs. (CS 315)** A study of advanced COBOL programming using structured techniques. Topics to be covered include table handling, sequential and indexed file processing, database access, editing, sorting, and the Report Writer. Prerequisite: CCS 220.

**CCS 320 Organization of Programming Languages/3 sem. hrs. (CS 320)** 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: CCS 210, CCS 330, and CCS 340.

**CCS 330 Structured Programming/3 sem. hrs. (CS 330)** Introduction to the use of structured design, algorithm development, debugging techniques with a highly structured language. The use of highly structured languages is expected to speed the implementation of the program and greatly improve its reliability. The differences between functions and procedures; string functions and operations; data type concepts and classifications; records and sets; arrays and character strings, sort, recursion, files (sequential and random), pointers, and linked lists will be stressed. Prerequisite: CCS 170.

**CCS 332 Introduction to File Processing/3 sem. hrs.** An introduction to the concepts and techniques of structuring data on bulk storage devices. File access techniques of structuring used on storage devices, and file input/output are covered. Prerequisite: CCS 355.

**CCS 335 Assemblers and Assembly Language Programming/3 sem. hrs.** (CS 335) A detailed analysis of the operation of assemblers. Assembler features, assembly language programming, and macro facilities. Assembly language programs will be written as part of this course. Prerequisite: CCS 340.

**CCS 340 Data Structures/3 sem. hrs.** (CS 340) Introduction to the concepts and techniques for handling lists, stacks, queues, sorting and searching techniques, binary trees, AVL trees, trees and graphs, and hashing. Prerequisites: CCS 330 and CCS 355.

**CCS 345 Distributed Data Processing/3 sem. hrs.** (CS 345) An examination of the features and impact of distributed systems in the business environment. Prerequisites: CCS 340 and MAT 302 or MATH 450.

**CCS 355 The C Programming Language/3 sem. hrs.** (CS 355) A study of the C programming language that includes variable types, expressions, control-flow constructions, functions, recursive functions, arrays, pointers, structures, unions, and I/O. Prerequisite: CCS 330 or consent of instructor.

**CCS 356 The C++ Programming Language/3 sem. hrs.** An introduction to the study of object-oriented programming using the C++ language with emphasis on the design and implementation of programs. Topics include data types and operations, inline and overload functions, class types and members, access and protection of members and friends of a class, constructors and destructors, and virtual functions. Prerequisites: CCS 355 and CCS 362 or consent of instructor.

**CCS 362 Advanced C Programming Language/3 sem. hrs.** The Advanced C programming language course expands CCS 355. Topics include advanced pointers, structures and unions, doubly linked lists, hash tables with doubly linked lists, I/O, C preprocessor, C code portability, and ANSI standards for C. Prerequisite: CCS 355.

**CCS 365 Methods of System Analysis/3 sem. hrs.** (CS 365) An overview of systems development with emphasis on techniques and tools of system documentation and logical system specification. Prerequisite: CCS 345.

**CCS 370 Software Design/3 sem. hrs.** (CS 370) Algorithm analysis, software design, management of large software projects, functional specification, design and testing phase of large-scale projects, quality control. Prerequisite: CCS 340.

**CCS 375 Software Engineering/3 sem. hrs.** An introduction to the process of developing software systems. Software life-cycle models, quality factors, requirements analysis and specification, software design (functional design and object-oriented design), implementation, testing, management of large software projects. Prerequisite: CCS 140 and CCS 340.

**CCS 380 Probability and Statistics/3 sem. hrs.** Probability function, random events, expectation, conditional probability distribution functions, foundations of statistics. Prerequisite: MATH 210. Identical to MATH 450.

**CCS 385 Modeling and Simulation/3 sem. hrs.** This course introduces students to principles and techniques needed in system modeling and simulation. Topics include problem representation and model-based simulation. Prerequisite: MATH 450.

**CCS 401 Organization of the Computer Environment/3 sem. hrs.** (CS 401) 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.

**CCS 405 Computer Architecture/3 sem. hrs.** (CS 405) Analysis and design of computer systems, the interrelation of software and hardware design in the final computer system, the interrelation between the operating system and the architecture of computer systems, concurrent processes, and resource allocation. Prerequisites: CCS 306 and CCS 340.

**CCS 420 Operating System Concepts/3 sem. hrs.** (CS 420) Methods in the analysis and design of large-scale systems, including concepts of semaphores, processes, linear address space, resource allocation, protection, basic topics in operating system development. Prerequisite: CCS 355.

**CCS 425 Networks and Data Communications/3 sem. hrs.** An introduction to basic data communication concepts, terms, and types of transmissions, multiplexing, line protocols, and switching techniques. The course also covers the details of public switched networks as well as local area networks, wide area networks, and OSI network environments. Prerequisite: requires senior standing.

**CCS 435 Introduction to Robotics/3 sem. hrs.** Principles and concepts of modern robots and automated systems are developed: robot's intelligence, drive methods, motion control, software and hardware support. Prerequisite: requires senior standing.

**CCS 445 Introduction to Digital Signal Processing/3 sem. hrs.** Difference equations, Discrete Fourier Transform and Fast Fourier Transform, frequency discrimination filtering, spectral analysis and estimation, signal modeling, optimum mean squared error filtering, and system identification. Prerequisite: requires senior standing.

**CCS 453 Database Management/3 sem. hrs.** Concepts and structures necessary to design and implement a database system, including logical and physical file organization and data organization techniques, data models, networks, data integrity and file security. Topics covered include logical and user's viewpoint, theoretical foundations, and physical system implementation. Prerequisite: CCS 340.

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

**CCS 465 Introduction to Interactive Computer Graphics/3 sem. hrs.** The principles of interactive computer graphics are presented. Emphasis will be placed on mastering the concepts of two-dimensional graphics including the basic transformations (scale, translate, rotate), perspective, hidden-line removal, and hardware support devices. The two-dimensional concepts will be extended to include three-dimensional concepts including smoothing algorithms, animation, and a variety of related topics.

**CCS 471 Advanced Microcomputer Applications Interfacing/3 sem. hrs.** (CS 471) This course will deal with the hands-on use of a microcomputer utilizing word processor, spreadsheet, database interfacing with programming languages, and introduction to decision support system construction and expert systems. Prerequisite: requires senior standing.

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

**CCS 481 Ada Programming Language/3 sem. hrs. (CS 481)** Fundamentals of Ada including details of its historical development and its similarities to Pascal. Emphasis on the special features of Ada including data abstractions, multitasking, exception handling, encapsulation, and generics. Prerequisite: CCS 340.

**CCS 483 Advanced UNIX/3 sem. hrs.** The advanced UNIX course expands CCS 180, Introduction to UNIX. Topics include advanced Bourne Shell and Korn Shell techniques. Also covered are advanced awk techniques, system calls in C, lex, yacc, ar, and make. Prerequisites: CCS 180 and CCS 340.

**CCS 485 Theory of Computation/3 sem. hrs. (CS 485)** Theoretical approach to computer science. Topics include correctness, automata and Turing machines, finite state machines, and grammars. Prerequisite: requires senior standing.

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

**CCS 493 Modern Digital Control Systems/3 sem. hrs.** Sampling of continuous-time systems and discrete-time systems, analysis of discrete-time systems including process-oriented models and disturbance models, design methods, including translation of analog designs, state-space methods, pole-placement methods, and input-output methods, with discussion of optimal design, identification, and adaptive control. Prerequisite: requires senior standing.

**CCS 496 VLSI Design/3 sem. hrs.** CMOS devices, transistor theory, processing technology, performance estimation with circuit logic, system design using structured techniques, symbolic layout using MAGIC, automated tools and required simulation using SPICE. Prerequisite: senior standing.

## CORE STUDIES IN LIBERAL AND PROFESSIONAL STUDIES (CORE)

\* **CORE 141 Journey I/3 sem. hrs.** This interdisciplinary course is the first course all freshmen will encounter at Nova. It provides an academic and social context for examining the intellectual and personal issues of the freshman experience.

\* **CORE 142 Human Nature, Human Behavior/3 sem. hrs.** An examination of the biological and environmental influences that shape the individual. An analysis of classic and contemporary sources will help the student think critically about basic theories and issues such as nature versus nurture, the mind/body dichotomy, cognitivism, behaviorism, and the scientific explanation of behavior.

\* **CORE 143 The Living Earth: An Environmental Perspective/3 sem. hrs.** Students will study the science of ecology and the impact made by humans on the environment. The course will make obvious the fact that there are no simple answers or quick solutions to the environmental problems now faced. It will, however, help students gain a more complete and genuine understanding of the cause-and-effect relationships that operate in the environment, thereby providing a basic perspective by which they can evaluate their own responsibility to the long-term sustainability of the biosphere.

\* **CORE 144 Other Voices, Other Visions: Multicultural Perspectives/3 sem. hrs.** This course examines the role of "world view," encourages an appreciation of different people and cultures, and fosters respect for diversity in local, national, and international environments.

\* **CORE 245 Individual and Social Systems/3 sem. hrs.** A study of the nature of institutions and the reciprocal relationship between individuals and institutions. Emphasizes in particular the goal of developing a sense of community and social responsibility among students and faculty.

\* **CORE 246 Economic Growth and Development/3 sem. hrs.** An examination of theory, economic history, and policies that affect national and global economies. A wide variety of issues will be covered such as population, distribution of wealth, Third World debt, and global productivity.

\* **CORE 347 Ethical Systems/3 sem. hrs.** An examination of ethical systems that instruct in matters related to moral action, moral judgement, and responsibility. Ways of viewing contemporary moral issues such as abortion, euthanasia, and racial discrimination are among individual topics.

**CORE 448 Journey II: The Capstone Experience/3 sem. hrs.** This course provides a context for the systematic examination and interpretation of the portfolio begun in Journey I, assisted by literature on personal ethnography and self-assessment.

## CORE STUDIES IN LIBERAL AND PROFESSIONAL STUDIES (CORE)

**CRJ 220 Criminal Law/3 sem. hrs.** Study of the field covering its historical development, terminology, trends and theories, the nature of crime, the elements of major crimes, and defenses.

**CRJ 230 Introduction to Law Enforcement/3 sem. hrs.** Study of the police including its historical development, functions, operations, and organizations.

**CRJ 300 The Criminal Justice System/3 sem. hrs.** Study of the role and operation of the courts in the administration of criminal justice, and of the processes involved in charging and prosecuting defendants.

**CRJ 320 Correctional Theory and Practice/3 sem. hrs.** Study of the historical development and current status of correctional theories and practices.

**CRJ 400 Criminal Procedure and Individual Rights/3 sem. hrs.** Study of the rights of the accused, emphasizing the 4th through 8th Amendments to the United States Constitution, and of the rights of witnesses, victims, and convicts.

## ECONOMICS (ECO)

**ECO 201 Principles of Macroeconomics/3 sem. hrs. (COR 121)** 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. Students may not receive credit for this course and ECO 315.

**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. A historical overview of economic philosophers provides perspective to the modern emphasis. Students may not receive credit for this course and ECO 201.

**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 and 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: ECO 201 and 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 forecasting the cyclical behavior with the aid of indicators. Prerequisite: ECO 201.

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

## EDUCATION (EDU)

**EDU 141 Personal Career Development/3 sem. hrs.** The process of career development applied to the student identifying vocational interests and aptitudes, obtaining information about occupations, gaining experiences through practicum and cooperative education, and establishing career plans. Useful for students adjusting to the college role. Identical to: **MGT 141** and **PSY 141**.

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

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

**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 102**.

**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.** Study of curricula and activities to meet the student population's needs, with subsequent decisions as to appropriate methods, necessary materials, and use of time and space. Leadership in staff development to implement the decisions is included.

**EDU 342 Sociological Foundations of Education/3 sem. hrs. (EDU 222)** A study of major sociological changes of the past 50 years and their impact on education.

**EDU 351 Instructional Technology for the Classroom Teacher/3 sem. hrs.** A comprehensive course treating the spectrum of conceptual understanding for the use of technology in education, technical skills for computer operation as it relates to elementary and secondary education, and application of technology and teaching techniques to the content areas. This course is intended for students in teacher training programs and teachers who wish to acquire skills necessary for the successful integration of technology into the school curriculum. Prerequisite: **CAP 111** and **EDU 336**.

**EDU 362 Drug Prevention and Education/3 sem. hrs.** This course covers the classification and identification of drugs, as well as the behavioral criteria for recognizing alcohol and drug abuse. Specific attention is paid to prevention, education, and intervention strategies within the home, the school, and the community. Methods for evaluating the effectiveness of these strategies are also examined. Identical to **PSY 362**.

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

**EDU 417 Adolescent Literature/3 sem. hrs.** A study of the type of literature available for the adolescent, with an emphasis on text selection and presentation. Students will examine ways of incorporating literature into the curriculum. Prerequisite: **LAN 111**.

**EDU 419 Rhythm and Dance in Elementary Curricula/3 sem. hrs.** This course is designed to prepare students to select and plan meaningful rhythm and dance experiences for elementary students.

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

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

**EDU 441 Techniques of Corrective or 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, microtechniques, and use of materials.

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

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

**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 athletics 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.

## ELEMENTARY 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 ensure optimum growth for the individual child. Identification of the children's strengths and their potential contributions to their positive self-image.

**ELE 112 Introduction to Early Childhood 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 ensure 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.** The 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. Prerequisite: MAT 133 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, 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 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 included in this course.

## ENGLISH AS A SECOND LANGUAGE (ESL)

**ESL 105 College Language Skills I/6 sem. hrs.** A fundamental college course primarily for non-native speakers of English. Emphasis will be on the development of all English skill areas through techniques for critical reading and academic writing. Prerequisite: placement examination.

**ESL 106 College Language Skills II/6 sem. hrs.** An advanced college course primarily for non-native speakers of English. Refining and coordination of the English skill areas will be emphasized through techniques for note taking, and critical analysis of reading and reference materials. Prerequisite: ESL 105 or placement examination.

## EXCEPTIONAL STUDENT EDUCATION (ESE)

**ESE 406 Foundations of Mental Handicaps/3 sem. hrs. (EDU 406)** A study of the nature and needs of educable, trainable, and profoundly mentally handicapped students ranging from kindergarten through high school. Topics include etiology, medical aspects, and prevention. Prerequisite: ESE 435.

**ESE 407 Curriculum for Mentally Handicapped/3 sem. hrs. (EDU 407)** Emphasis is on specialized curriculum needs of various levels and ages of mentally handicapped students. Topics include identification and application of effective practices, as well as recognition of trends and standards in the field. Prerequisite: ESE 435.

**ESE 408 Classroom Procedures for Mentally Handicapped/3 sem. hrs. (EDU 408)** Instructional strategies for teaching mentally handicapped students are discussed. The development, implementation, and evaluation of individualized educational plans are stressed. Special approaches to teaching functional skills, developmental programming, and data-based management to students ranging in age from kindergarten through high school are also discussed. Prerequisite: ESE 435.

**ESE 410 Foundations of Emotional Handicaps/3 sem. hrs. (EDU 420)** Information about the nature and needs of the emotionally handicapped with emphasis on etiology, prevention, intervention, and utilization of community services. Prerequisite: ESE 435.

**ESE 429 Educational Programming for the Emotionally Handicapped/3 sem. hrs. (EDU 429)** Instructional strategies for teaching emotionally handicapped students ranging in age from kindergarten to grade 12 will be discussed. Instructional techniques and motivational strategies, as well as development, implementation, and evaluation of individualized educational plans and data-based management will be stressed. Prerequisite: ESE 435.

**ESE 430 Classroom Management of the Emotionally Handicapped/3 sem. hrs. (EDU 430)** Behavior management techniques for use with emotionally handicapped students from kindergarten to grade 12 will be discussed. Application of theories, crisis intervention and prevention, legal considerations, and counseling skills will be stressed. Prerequisite: ESE 435.

**ESE 432 Precision Teaching and Behavior Modification/3 sem. hrs. (EDU 432)** Specialized curriculum for emotionally handicapped students with emphasis on curriculum development and identification, evaluation, modification, and use of commercial materials and programs. Prerequisite: ESE 435.

**ESE 433 Foundations of Learning Disabilities/3 sem. hrs. (EDU 433)** A study in concepts, research, and theories in specific learning disabilities. Topics include characteristics and classification of students and the continuum of services available. Prerequisite: EDU 435.

**ESE 435 Survey in the Education of Exceptional Children/3 sem. hrs. (EDU 435)** Foundations of exceptional student education in which historical perspectives, student characteristics trends, and issues are discussed. Emphasis is also placed on addressing programmatic needs from infancy through adulthood.

**ESE 436 Education of the Mildly Handicapped/3 sem. hrs.** This course is designed to provide training in the nature and needs of mildly handicapped students and curricular planning for emotionally handicapped, educable mentally handicapped, and specific learning disabled. Prerequisite: ESE 435.

**ESE 438 Educational Assessment of Exceptional Children/3 sem. hrs. (EDU 438)** Assessment of exceptional students for instructional planning purposes is stressed. Topics include formal and informal evaluation techniques, as well as the interpretation, application, and communication of results. Emphasis is also placed on addressing programmatic needs from kindergarten through adulthood. Prerequisite: ESE 435.

**ESE 439 Curriculum for Learning Disabilities/3 sem. hrs. (EDU 439)** A study of specialized curriculum and instructional materials for teaching students with specific learning disabilities will be emphasized. Topics include curriculum standards and resources for students ranging in age from kindergarten through grade 12. Prerequisite: ESE 435.

**ESE 440 Introduction to Language Development and Speech Disabilities/3 sem. hrs. (EDU 440)** The study of language development and disorders, which includes the impact of language on learning and augmentative forms of communication. Individual needs and remediation concerns are addressed from early childhood to adulthood. Prerequisite: ESE 435.

**ESE 444 Materials and Methods for Learning Disabled Children/3 sem. hrs. (EDU 444)** Instructional strategies for teaching students with specific learning disabilities will be stressed. Specialized approaches to teaching basic skills and adaptation of curriculum and materials for students ranging in age from kindergarten through grade 12 will be discussed. Prerequisite: ESE 435.

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

**ESE 451 Educational Procedures for the Gifted/3 sem. hrs. (EDU 451)** 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.

**ESE 452 Educating Special Populations of Gifted Students/3 sem. hrs.** This course deals with educating special populations of gifted students such as minorities, underachievers, handicapped, economically disadvantaged, and highly gifted students. It includes student characteristics and programmatic adaptations.

**ESE 453 Vocational/Functional Life Skills/3 sem. hrs. (EDU 453)** Personal and social skills for exceptional students with an emphasis on employability skills, career awareness, and transition planning for adult living. Emphasis is also placed on teaching major competencies necessary from kindergarten to late adulthood for vocational and social needs. Prerequisite: ESE 435.

**ESE 454 Theory and Development of Creativity in Gifted Students/3 sem. hrs.** This course will provide an overview of theory, research, practical strategies, and resources on creativity, with an emphasis on classroom application for gifted students.

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

**ESE 458 Classroom Management of the Exceptional Student/3 sem. hrs. (EDU 458)** Emphasis is placed on educational management of exceptional students and includes classroom organization and behavior management for students from kindergarten through high school. Consultation skills are also stressed. Prerequisite: ESE 435.

## FINANCE (FIN)

**FIN 100 Academy of Finance/3 sem. hrs.** A series of five courses given by the Beowood County School Board to juniors and seniors in high school.

**FIN 203 Financial and Accounting Management in Health Care/3 sem. hrs. (HCS 403)** Using accounting information to make managerial decisions. Topics include third-party payers, volume forecasting, budgeting procedures, and rate-setting techniques. Offered in HCS only.

**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 institutions. Impact of federal and state agencies and their regulations upon these 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, and compare growth and income investments. Prerequisite: ECO 201.

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

## 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 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, population, technology, growth, conservation of the environment, and developmental planning as they relate to the various geographic areas of the Western world and the non-Western world. Identical to PHY 226.

**GEO 228 Introduction to Oenology: The World of Wines/3 sem. hrs.** Study of major wine regions of the Western world. Examines fundamentals of wine history, vine cultivation, and wine production. Course will teach students about the varieties of wines from different wine regions and will provide students with guidelines for selecting and enjoying wines for various occasions. Prerequisite: legal drinking age.

**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.

## HISTORY (HIS)

HIS 103 *American History to 1865/3 sem. hrs.* (HIS 201, 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 that have shaped American political, social, and economic life.

HIS 104 *American History Since 1865/3 sem. hrs.* (HIS 202, SSI 202) American history from Reconstruction to the present. Special emphasis is given to analyzing and evaluating the major forces and ideas that have shaped American political, social, and economic life.

\* HIS 205 *The American Experience/3 sem. hrs.* (COR 104, HIS 105) 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.

HIS 209 *Early Western Society/3 sem. hrs.* A historical study of the major political, social, economic, philosophical, and religious movements shaping Western society in the period preceding the rise of modern states.

\* HIS 210 *Roots of Western Society/3 sem. hrs.* (COR 103, HIS 101) A 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.

HIS 211 *Modern Western Society/3 sem. hrs.* (HIS 102, SSI 102) A historical examination of modern western society since the rise of modern nations emphasizing political, social, and economic movements, and the religious and philosophical ideas that have shaped its development.

HIS 215 *Russian History: Peter the Great to the Present/3 sem. hrs.* This course is an overview of Russian development from the early 18th century to the present. It will examine the relation between Russia and the West, Russian economic development and Soviet economic and political developments. The course will give particular attention to the influence of Marxist ideology on Soviet development from Lenin to Gorbachev.

HIS 250 *Global Diversities: Issues and Perspectives/3 sem. hrs.* (LAC 250) The course examines some of the increasingly complex and diverse issues confronting humanity. It looks at the broad, historical forces that are at work shaping the world of the 21st century and presents and analyzes a wide variety of ideologies and theories. Students are encouraged to view global issues from an international perspective, rather than from a purely American or Western point of view. They examine the great diversity of opinion that people hold on important global issues, such as population, natural resources, development, conflict and cooperation, and human rights and values.

HIS 261 *Cultural Minorities and the Law/3 sem. hrs.* A study of the position of traditional and black societies within the legal systems of American nations. Topics to be discussed will include the relationship between American Indians and American justice, the legal position of blacks in American society, and the legal position of Mexican-Americans in North American society from 1848 to present. Identical to LGS 261.

HIS 266 *Slavery and American Law/3 sem. hrs.* This course will examine the evolution of slavery's legal and constitutional protection. Although the course will examine the colonial era, the larger part will be devoted to the period after independence. The course will employ secondary and primary sources. Identical to LGS 266.

HIS 270 *Europe in the 20th Century/3 sem. hrs.* This introductory course examines the major events that have shaped European history in the last ninety years including the causes and consequences of two world wars, the rise of totalitarian regimes in Central and Eastern Europe, and the division of Europe during the Cold War. The final component concentrates on the promise of peaceful and prosperous integration held out by the Council of Europe and the Treaty of Rome as well as the reintroduction of democracy in Eastern Europe.

HIS 301 *Constitutional History I/3 sem. hrs.* A study of the origin and development of the American constitutional system from the colonial period to 1870. The course will examine seminal decisions of the United States Supreme Court during this period in their political, social, and economic context. Prerequisite: LGS 201. Identical to LGS 301.

HIS 302 *Constitutional History II/3 sem. hrs.* Continuation of the study of the constitutional system of the United States. The course covers the period 1870 to the present with special emphasis on Supreme Court decisions in the areas of federal-state relations, individual liberties, and civil rights. Prerequisite: LGS 301. Identical to LGS 302.

HIS 314 *African Studies/3 sem. hrs.* (LAC 314) *African Traditions and the Challenge of Modern Development.* An interdisciplinary overview of traditional African systems and societies and their impact upon the development of political, social, and economic institutions; the legacy of European colonialism to emerging African nations; the challenge of development in the 20th and 21st centuries.

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 qualities that make the great individual and the extent to which the great individual influences the course of history.

HIS 325 *Emerging Nations/3 sem. hrs.* (LAC 325) *The Challenge of Development in Southeast Asia and Latin America:* using selected Southeast Asian and Latin American nations as focal points, the course provides an interdisciplinary overview of systems and societies in two distinct regions of the world and their relationship to past and future development. The goal of this course is to establish in the student a hemispheric and global consciousness.

HIS 333 *History of Political Thought I/3 sem. hrs.* (HIS 310, HIS/LGS/POL 330, POL 401) A study of the classic works of political philosophy from the ancients through the early modern period (e.g., Plato, Aristotle, Machiavelli, Aquinas) with special attention being paid to the social, political and economic environments from which these works emerged. Identical to HUM 333, LGS 333 and POL 333.

HIS 334 *History of Political Thought II/3 sem. hrs.* A study of the classic works of political philosophy from the early modern period through the present (e.g., Hobbes, Locke, Rousseau, Mill, Marx, Dewey) with special attention being paid to the social, political, and economic environments from which these works emerged. Identical to HUM 334, LGS 334 and POL 334.

HIS 368 *Studies in Revolution/3 sem. hrs.* A study of the major forces that have shaped the revolutionary impulse from the 18th through the 20th century with emphasis upon the great revolutions: American, French, Russian, Chinese - the background, the underlying reasons, ideals, patterns of their growth, and their effects upon the course of history.

**HIS 370 United States Foreign Diplomacy, 1888-Present/3 sem. hrs.** This course traces American foreign strategies and actions from the rise of America as a global empire to the end of the cold war. Attention will be paid to the ideological, political, and economic assumptions shaping this foreign policy, as well as the global factors requiring an American response.

**HIS 405 Civil and Political Liberties/3 sem. hrs.** A survey of the philosophical basis and actual development of civil and political liberties in the United States. The course primarily examines the leading United States Supreme Court cases in the area. Identical to LGS 405. Prerequisite: LGS 302.

**HIS 426 Law and the American Mind/3 sem. hrs.** The study of the development of American jurisprudence and legal thought within the context of the American intellectual climate. The course seeks the relationship between the patterns of legal thought and the changing American mind. Identical to LGS 426.

**HIS 427 Florida History/3 sem. hrs.** An in-depth survey of Florida history from 1500 to the present.

**HIS 440 The Historical Imagination/3 sem. hrs.** This course will select a major historical issue or period in history, United States or non-United States, and examine major trends in the historical writings about the issue or period. The course will have two objectives. First, students will increase their knowledge of an issue or period and second, they will gain insight into how and why histories differ in their interpretations.

**HIS 441 International Law/3 sem. hrs.** Introduction to basic legal principles governing relations between nations. Topics include recognition of states, jurisdiction, human rights, treaties/agreements, law of the sea, and claims against nations. Identical to LGS 441. Prerequisite: LGS 201 and 302.

**HIS 2900-4999 Special Topics in History/3 sem. hrs.** Topics in history not included in regular course offerings; 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.

## HUMANITIES (HUM)

**HUM 161 Youth Orchestra of Florida/1 sem. hr.** Participation in the Youth Orchestra of Florida requires attendance at rehearsal and group performances. Prerequisite: audition.

**HUM 171 Nova Community Singers I/1 sem. hr.** 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 The Individual and Society/3 sem. hrs. (HUM 101)** An interdisciplinary study of humanistic values and insights, focusing on the principal questions of the individual and his/her place in society. Drawing from thought in literature, drama, philosophy, and poetry, the course seeks to find the balance among the individual, his/her desires, and the requirements of society.

**HUM 207 Literature and Politics/3 sem. hrs.** A study of philosophical themes of a political nature that arise in works of literature. Such themes as the nature of justice, the democratic process, the nature of a political community, and the impact of the economy on social formations might be discussed.

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

**\* HUM 218 Myth and Art/3 sem. hrs. (Formerly HUM 105).** This course explores the relations between verbal and visual arts, focusing on the myths and epics of the early Mediterranean world and the literature and arts of later periods, such as the Renaissance and Baroque, when the classical myths were reexamined and reinterpreted.

**\* HUM 220 Non-Western and Modern Art/3 sem. hrs.** This course focuses primarily on Asian, Oceanic, African, and Amerindian arts, their discovery by the West, and their effects on the development of 20th-century art.

**HUM 221 Folklore/3 sem. hrs.** The study of traditional culture, or knowledge that is learned informally within groups and communities. Folklore forms such as folk tales, myths, legends, ballads, customs, crafts, architecture, and food-ways provide examples of how traditional culture functions in the lives of individuals and their communities. Identical to SOC 221.

**HUM 230 Philosophical Issues/3 sem. hrs. (HUM 315)** An examination of such classic philosophical issues as: what is the nature of the human individual; what is reality; how do we know; what is truth; what constitutes beauty; are our wills free or determined; does God exist and how would we know; what is the relation between mind and body?

**HUM 231 Critical Thinking/3 sem. hrs. (HUM 320)** A study of the basic conceptual tools needed to recognize, formulate, and evaluate arguments. Topics include inductive and deductive reasoning, truth and validity, analogies, definitions, fallacies, and paradoxes.

**\* HUM 240 The Theatre Arts/3 sem. hrs. (HUM 217)** Course focuses on the arts of the theatre including drama, music, dance, and play production, with a study of plays representing major theatrical trends.

**HUM 254 Introduction to Film Criticism/3 sem. hrs. (HUM 354)** 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: LAN 111.

**HUM 256 English Literature I/3 sem. hrs.** A survey of English Literature from Beowulf through Shakespeare within historical, political, religious, and cultural context.

**HUM 257 English Literature II/3 sem. hrs.** A survey of English literature from the early 17th century to the present day, emphasizing major writers within their historical and cultural contexts.

**HUM 260 Women and Law/3 sem. hrs. (HUM 314)** This course examines sex-based discrimination in American society. It includes a historical/ sociological analysis of the evolution of laws affecting women in employment, education, health/welfare, property ownership, and criminal justice. It also investigates public policy issues that affect women's lives. The course focuses on the role of the law to promote or hinder constructive social change. Identical to LGS 260.

**HUM 263 Law and Popular Culture/3 sem. hrs.** This course examines how the legal system is presented in various popular media, particularly film. Attention will be paid to the conflict between the aesthetic requirements, the medium in question, and actual practices of the legal profession. Identical to LGS 263.

**HUM 269 American Literature I/3 sem. hrs.** An introductory survey of American writers from the colonial period, including Puritan and Revolutionary writers, through the Transcendentalists, up to the post-Civil War, including Whitman and Dickinson.



**HUM 270 American Literature II/3 sem. hrs.** The second half of the survey sequence examines American writers after the Civil War, 19th-century realists, and the 20th-century writers, including the Modernists through the contemporary poets; selections cover all genres.

**HUM 271 Literature and Science/3 sem. hrs.** This course examines the relationship between literature and science through discussion of the effect of scientific discovery on literary conventions, such as images of physicians, scientists, patients, and experiments, and on literary forms, such as science fiction, poetry, or drama. Topics vary with each offering.

**HUM 272 World Literature I/3 sem. hrs. (HUM 359)** This course introduces students to some of the great works of Western World literature from the age of Homer to the later Renaissance in England. The authors examined include Homer, Sophocles, Euripides, Virgil, Dante, Shakespeare, Cervantes, and Milton. Students are encouraged to view each work both as literary artifact and as the product of historical and social forces.

**HUM 273 World Literature II/3 sem. hrs.** This course introduces students to some of the great works of Western world literature from the mid-seventeenth century to the present. The authors examined include Madame de Lafayette, Moliere, Racine, Swift, Voltaire, Goethe, Blake, Dostoevsky, Proust, Kafka, and Beckett. Students will be encouraged to view each work both as literary artifact and as the product of historical and social forces.

**HUM 274 Literature and the Law/3 sem. hrs.** This course investigates the use of lawyers, outlaws, trials, and components of jurisprudence in literature to illuminate themes examining morality. To analyze other legal issues, the course also studies censorship and court battles affecting the production and sale of books.

**HUM 302 Women's Study Practicum/3 sem. hrs.** Experience working in student's major area or other area of interest that addresses or concerns itself with issues related to women. Identical to WMS 302.

**HUM 305 Feminist Thought: Introduction to Women's Studies/3 sem. hrs.** This course will study assumptions relative to gender issues: how we bring certain assumptions to our reading of text and in what ways we are influenced by them. This course will also address how gender-related assumptions shape the fields and professions of modern American society. Identical to WMS 305.

**HUM 306 Women and Literature/3 sem. hrs.** Works will be studied to acquaint students with the rich and extensive contributions of women to the various literary genres (autobiography, poetry, fiction). Identical to WMS 306.

**HUM 310 The American Character/3 sem. hrs. (SSI 356)** The nature of the American character within the context of modern personality theory, seeking the underlying social and historical forces that have shaped the American. An evaluation of character values expressed in certain strands of American philosophy and literature.

**HUM 318 Biomedical Ethics/3 sem. hrs.** Application of ethical theory and analysis to critically examine moral issues in medicine and other life and social sciences. Topics include abortion, euthanasia, the allocation of scarce medical resources, experimentation, genetic engineering, *in vitro* fertilization, testing for AIDS, involuntary psychiatric commitment, and the patient-professional relationship.

**HUM 321 Ethics/3 sem. hrs. (Formerly Ethical and Moral Judgments)** A philosophical examination of major problems in ethics, including such questions as: what makes an act morally right or wrong; what is the relation of fact to value; what things are intrinsically valuable? Other topics include moral responsibility; the good life; and contemporary moral issues such as abortion, euthanasia, racial discrimination, pornography, and animal rights.

**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: LAN 111.

**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: LAN 111 or its equivalent. Identical to LAC 323.

**HUM 324 African-American Literature/3 sem. hrs.** This course introduces students to the artistry of American writers of color by tracing their development from the early slave narratives to contemporary works of film, novel, and poetry; selected texts familiarize readers with theories of cultural and ethnic distinction, theories of community, and attitudes towards racism.

**HUM 326 Law and American Culture/3 sem. hrs.** Explores the relationship of law to American culture at different historical moments. Emphasis placed upon the cultural values, world view, and assumptions of the culture as it shapes the legal mind. Identical to LGS 326.

**HUM 333 History of Political Thought I/3 sem. hrs. (HIS 310, HIS/LGS/POL 330, POL 401)** A study of the classic works of political philosophy from the ancients through the early modern period (e.g., Plato, Aristotle, Aquinas, Machiavelli) with special attention being paid to the social, political, and economic environments from which these works emerged. Identical to HIS 333, LGS 333, and POL 333.

**HUM 334 History of Political Thought II/3 sem. hrs.** A study of the classic works of political philosophy from the early modern period through the present (e.g., Hobbes, Locke, Rousseau, Mill, Marx, Dewey) with special attention being paid to the social, politically and economic environments from which these works emerged. Identical to HIS 334, LGS 334 and POL 334.

**HUM 351 Studies in American Literature/3 sem. hrs.** Survey of American literature with emphasis on the growth of American thought as expressed in the writings of selected American authors. (Offered in the EPM program only).

**HUM 353 Film as Literature/3 sem. hrs.** Examines ways film creates narrative, metaphor, symbol, and other aspects of language. Includes viewing of representative films and reading of film criticism.

**HUM 355 Irish Literature/3 sem. hrs.** Survey of Irish myth, epic, romance, poetry, drama, and prose from Celtic Iron Age to present day, including both Gaelic works in translation and Anglo-Irish literature.

**HUM 358 King Arthur in Legend and Art/3 sem. hrs.** An exploration of the origins and development of the legend of King Arthur and the Knights of the Round Table in literature, art, music, and film, from the Dark Ages to the 20th century.

**HUM 361 Literary Genres: The Novel/** 3 sem. hrs. This course will explore representative works/readings in a specific genre of literature, such as drama, poetry, novel, or some form of non-fiction (e.g., essay, autobiography, biography).

**HUM 366 Philosophy of Law/3 sem. hrs.** A critical examination of basic analytic and normative questions pertaining to law. Topics include the nature of law, law and morality, legal responsibility and legal excuses, civil disobedience, the justification of criminal punishment, and the discussion of cases in relation to principles. Identical to LGS 366.

\* **HUM 375 Music Through History/3 sem. hrs.** This course investigates the particular contribution of musicians and music in Western cultures since the Middle Ages, including the basic structures of musical forms as well as the evolution of these forms.

\* **HUM 381 Art and Society/3 sem. hrs.** This course examines the roles of the arts and artists in Western society, particularly from the Renaissance to the 20th century, including painting, sculpture, architecture, music, dance, and film. Students will gain a broad perspective on the different ways in which artists and art serve society.

**HUM 401 Women in the Arts and Humanities/3 sem. hrs.** A study of the particular contributions of women in the humanities, including art, literature, music, theatre, film, and dance. Identical to WMS 401.

**HUM 402 Women and Political Theory/3 sem. hrs.** Through a study of theories of social change, this course will examine women's role in liberation movements in the Third World. It will also explore what a "feminist consciousness" can contribute to political movements in our society. Identical to WMS 402.

**HUM 404 Women and Film/3 sem. hrs.** From a feminist perspective and using a technique called semiology, we will examine how images of women are constructed and marginalized through the art work of film. Identical to WMS 404.

**HUM 405 Women and Science/3 sem. hrs.** This course will look at issues in the literature of science concerning women, including the underrepresentation of women in the scientific profession and the possibility of "male bias" in the procedures of science itself. Identical to WMS 405.

**HUM 414 Death and Dying/3 sem. hrs.** This course provides an interdisciplinary study of the metaphysical, psychological, and sociological contexts within which the personal encounter with death takes place. It seeks to understand the meaning and place of death and dying in our lives and how its reality shapes our culture and personality.

**HUM 425 Images of the City/3 sem. hrs.** (HUM 4911) Using a selected city as a focal point, the course will explore the imaginary and real boundaries of city life as portrayed by writers, artists, philosophers, architects, and social scientists. The course considers such questions as "What is the relationship between the writer's imagination and the realities of the city?"

**HUM 440 Studies in Continental Philosophy/3 sem. hrs.** This course will concentrate on a study of some significant trends and/or philosophers of French or German origin that have profoundly influenced twentieth century thought. Possible trends that will be examined include phenomenology, existentialism, Marxism, critical theory, and post-structuralism. Philosophers that might be examined include Heidegger, Lukacs, Habermas, Sartre, and Foucault. Identical to MLS 550.

**HUM 445 Comparative Religions/3 sem. hrs.** This course examines the epistemological, metaphysical, and social assumptions of a number of the world's religions. The course will focus primarily on Hinduism, Buddhism, Zen Buddhism, and Judaeo-Christian traditions. Identical to MLS 558.

**HUM 450 The Creative Mind/3 sem. hrs.** This interdisciplinary course examines psychosocial, cultural, and biological models of how the mind generates original ideas. Through analysis of works by major figures (Shakespeare, Da Vinci, Newton, Mozart, Van Gogh, Freud, Einstein, Curie and others), the course traces the role of originality in affecting developments in the social and natural sciences, arts, and humanities. Identical to MLS 551.

**HUM 451 Eastern Thought/3 sem. hrs.** 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 470 Major Authors/3 sem. hrs.** This course focuses attention on the career of a single major literary figure, tracing thematic and style developments through central works. Focus will depend upon professor's expertise. Authors might include Chaucer, Shakespeare, Cervantes, Milton, Austen, Goethe, Byron, Hawthorne, James, Woolf, Joyce, Proust, or Gordimer.

**HUM 471 Legends and Motifs in Literature/3 sem. hrs.** This course focuses on a single legend or motif that has captured the imagination of authors from ancient Greece to the present. Such legends may include Oedipus and Antigone, Don Juan and Faust, the hard-boiled detective and the femme fatale, among others.

**HUM 2980-4999 Special Topics in the Humanities/3 sem. hrs.** 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 enroll for Special Topics covering differing content.

## LANGUAGE AND COMPOSITION (LAN)

**LAN 080 Test Preparation: Reading/1 sem. hr.** This course is designed to develop and enhance the reading skills necessary to be successful on the CLAST examination.

**LAN 085 Test Preparation: English/1 sem. hr.** This course is designed to develop and enhance the writing and English skills necessary to be successful on the CLAST examination. Prerequisite: LAN 111 and LAN 112.

**LAN 100 Language Arts Lab/3 sem. hrs.** A review of basic writing skills emphasizing usage and organization based on reading and writing assignments. To prepare students for LAN 111.

\* **LAN 111 Critical Reading and Writing I/3 sem. hrs.** Instruction in the principles and skills of effective expository reading and writing with competence. Prerequisite: placement examination.

\* **LAN 112 Critical Reading and Writing II/3 sem. hrs.** A continuation of LAN 111 that includes argumentative writing and instruction in use of the library. Course requires the student to develop a documented research paper. Prerequisite: LAN 111.

**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.** (LAN 121/122) Continuation of LAN 121. Essentials of Spanish language with emphasis on grammar, vocabulary, writing, and oral skills. Prerequisite: LAN 121 or equivalent.

**LAN 123 Spanish Conversation I/3 sem. hrs.** For students who want to acquire survival skills in Spanish to help them communicate with Spanish speakers. May be taken in conjunction with LAN 121 or LAN 122.

**LAN 124 Spanish Conversation II/** 3 sem. hrs. Continuation of LAN 123. Further development of basic conversational skills. May be taken in conjunction with LAN 122 or LAN 221.

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

**LAN 202 Theories of Argument and Debate/3** sem. hrs. Students will exercise analytical and critical thinking skills in assessing valid evidence and in constructing and refuting an argument in a debate form.

**LAN 203 Dramatic Interpretation/** 3 sem. hrs. This course will enable students to practice the use of voice and gesture as they relate to stage dialogue. Excerpts from stage monologues, dramatic readings, actual participation in theatrical productions, and an introduction to modes of acting may be included.

**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: LAN 112.

**LAN 215 Argumentative Writing for Business/3** sem. hrs. A writing course designed to introduce the student to various argument strategies appropriate to the business environment. Particular attention will be paid to the relative value of inductive and deductive forms of argument as well as an understanding of the differing forms of argumentative fallacies. Practice in the use of various rhetorical devices to enhance and hasten agreement.

**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 123 or equivalent.

**LAN 222 Intermediate Spanish II/3** sem. hrs. Continuation of LAN 221. Readings in Spanish literature and culture. Study of Spanish idioms and syntax. Further development of oral and written Spanish. Prerequisite: LAN 221 or equivalent.

**LAN 223 Intermediate Spanish Conversation/3** sem. hrs. For students with intermediate-level Spanish reading and writing competency who wish to increase their speaking and comprehension skills. May be taken with LAN 222, LAN 323, or LAN 324.

**LAN 250 Intensive English - Level II/3** sem. hrs. Lower intermediate level of instruction in English as a foreign language. Course consists of classes in the three skill areas of the language; 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; and basic techniques of reading aloud. Prerequisite: LAN 201.

**LAN 302 Creative Writing: Poetry/** 3 sem. hrs. An examination of the fundamentals of writing poetry; learning to use metrical language and seeking the universal in individual human experience. Students will read a wide variety of contemporary poems and will attempt to develop their own poetic language. Prerequisite: LAN 111.

**LAN 303 Creative Writing: Fiction/3** sem. hrs. An examination of the fundamentals of writing fiction; learning to use the techniques and tools of the fiction writer. Students will read a variety of fictional works and will attempt to develop his or her own voice and narrative style.

**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. Includes writing competency exam and research paper. 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 323 Advanced Spanish/3** sem. hrs. Improvement of literacy and conversation skills. Includes a grammar review, oral and written drill, phonetic theory, and practice for speech refinement. Prerequisite: LAN 222 or LAN 324.

**LAN 324 Introduction to Spanish Literature/3** sem. hrs. Selected master works of Spanish and/or Latin American literature read in the original and critically analyzed in Spanish. Prerequisite: LAN 222 or equivalent.

**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. 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.

## LATIN AMERICAN AND CARIBBEAN STUDIES (LAC)

**LAC 213 Latin American and Caribbean Studies I/3** sem. hrs. (HIS 213) Ancient America to the Mexican Revolution: an interdisciplinary study of ancient American and Latin American systems and societies. The course examines ways in which essential elements of indigenous cultures have had an impact on the development of Latin American political, social, and economic institutions; the impact of Iberian history and socio-economic systems upon the discovery, colonization, and development of Latin American nations; the legacy of Spanish and Portuguese colonialism to emerging Latin American states; and the major goals and consequences of 19th-century neo-colonialism.

**LAC 214 Latin American and Caribbean Studies II/3** sem. hrs. (HIS 214) The 20th and 21st Centuries: using Latin America and the Caribbean as a focal point, the course provides an interdisciplinary overview of contemporary American systems and societies and their place in a rapidly changing, increasingly interdependent world. Topics discussed will include the causes and goals of revolution in Latin America, Latin American debt and development, U.S.-Latin American relations, and a new hemispheric order for the 21st century.

**LAC 240 Comparative Legal Systems/ 3 sem. hrs.** A study of the interrelationship between cultures and legal systems; how legal systems develop as a response to and expression of the cultures from which they derive. Identical to LGS 240.

**LAC 261 Cultural Minorities and the Law/3 sem. hrs.** A study of the position of traditional and black societies within the legal systems of American nations. Topics to be discussed will include the relationship between American Indians and American justice, the legal position of blacks in American societies, and the legal position of Mexican-Americans in North American society from 1848 to present. Identical to LGS 261.

**LAC 323 Contemporary Latin American Fiction/3 sem. hrs.** A survey of Latin American fiction from 1840 to present. Lectures in English; students may read books and write reports in English or Spanish. Identical to HUM 323.

**LAC 325 Emerging Nations/3 sem. hrs. (HIS 325)** The Challenge of Development in Southeast Asia and Latin America: using selected Southeast Asian and Latin American nations as focal points, the course provides an interdisciplinary overview of systems and societies in two distinct regions of the world and their relationship to past and future development. The goal of this course is to establish in the student a hemispheric and global consciousness.

**LAC 485 Preparation for Field Study/ 3 sem. hrs.** Course consists of six preparatory seminars on the Nova College campus and a two-week cultural/archaeological tour of the Maya heartland. Seminar topics and texts will prepare students for total immersion into rural Mexican life and thought and ancient and modern Maya cultures. This course is a necessary prerequisite for LAC 486: Field Study in Latin America. Credit for LAC 485 as a core course can be granted only upon completion of LAC 486.

**LAC 486 Field Study in Latin America/ 6 sem. hrs. (SOC 485-488)** 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 in Field Study experience covering different topics and cultures. Prerequisite: LAC 485.

**LAC 2900-3000 Special Topics in Latin American and Caribbean Studies/3 sem. hrs.** Topics in Latin American and Caribbean Studies 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.

## LEGAL ASSISTANT STUDIES (LEG)

**LEG 215 Introduction to Law and the Legal Profession/3 sem. hrs.** Topics will include the structure and decisional processes of the American legal system, sources of law, methods of dispute resolution, the roles of the attorney and the legal assistant, legal analysis, interviewing techniques, and ethics for legal assistants. This course is not required for those students who have taken LGS 201.

**LEG 221 Computer Applications for the Legal Profession/3 sem. hrs.** Theory and application of programs for computers that are used in the legal profession. Hands-on experience with microcomputers and specialized software utilized by the legal profession. Prerequisite: CAP 111 or permission of the coordinator.

**LEG 350 Business Relations and Organizations/3 sem. hrs.** Topics will include contracts (the essential elements, defenses to enforceability, third party beneficiaries, and assignments), the Uniform Commercial Code, sole proprietorships, general and limited partnerships, and corporations. This course is not required for those students who have taken BUS 215 and BUS 216.

**LEG 360 Civil and Criminal Responsibility/3 sem. hrs.** Topics will include intentional torts, negligence, strict liability, products liability, defamation, defenses to torts, criminal intent, crimes against the person and property, defenses to crimes, and bankruptcy.

**LEG 410 Legal Research and Writing/ 3 sem. hrs.** Students will study primary and secondary sources of law, obtain legal research and writing skills, learn how to use a law library, and obtain computer-assisted legal research training. This course is not required for those students who have taken LGS 430. Prerequisite: LEG 215 or LGS 201 or permission of coordinator.

**LEG 425 Real Estate Practice/3 sem. hrs.** Topics will include interests in real property, contracts, deeds, mortgages and other encumbrances, mortgage foreclosure procedures, title searches, title insurance, and leases. Students will prepare closing documents for a residential real estate transaction. Prerequisite: LEG 215 or LGS 201 or permission of coordinator.

**LEG 430 Litigation and Civil Procedure/3 sem. hrs.** Topics will include evidence, the rules of civil procedure, discovery, jury selection, pre-trial work, and collection of judgments. Students will prepare pleadings and interrogatories for a lawsuit. Prerequisite: LEG 215 or LGS 201 or permission of coordinator.

**LEG 435 Wills, Trusts, and Estates/ 3 sem. hrs.** Topics will include intestacy, wills, trusts, durable powers of attorney, living wills, will substitutes, probate, estate administration, and estate and gift taxes. Students will prepare wills and estate administration documents. Prerequisite: LEG 215 or LGS 201 or permission of coordinator.

**LEG 450 Family Law/3 sem. hrs.** Topics will include prenuptial and postnuptial agreements, marriage, dissolution, equitable distribution, alimony, shared parental responsibility, child support, property settlement agreements, adoption, and paternity and juvenile law. Students will prepare petitions and other documents related to the foregoing topics. Prerequisite: LEG 215 or LGS 201 or permission of coordinator.

## LEGAL STUDIES (LGS)

**LGS 201 Law in Action: Introduction to Legal Reasoning/3 sem. hrs.** Introduction to the structure and basic decisional processes of the American legal system. Course material examines the central issues and processes of the legal system from the perspective of their everyday working relationships, how courts work, how to read and understand statutes, and analyzing constitutional law. Prerequisite: LAN 111.

**LGS 210 The Legal Profession/3 sem. hrs. (LGS 310)** A study of the historical and social development of the legal profession in America from the colonial period to the present with emphasis on the structure of legal education, ethical standards, and the public policy role of lawyers.

**LGS 240 Comparative Legal Systems/ 3 sem. hrs.** A study of the interrelationship between cultures and legal systems; how legal systems develop as a response to and expression of the cultures from which they derive. Identical to LAC 240.

**LGS 260 Women and Law/3 sem. hrs. (LGS 314)** This course examines sex-based discrimination in American society. It includes a historical/sociological analysis of the evolution of laws affecting women in employment, education, health and welfare, property ownership, and criminal justice. It also investigates public policy issues that affect women's lives. The course focuses on the role of the law to promote or hinder constructive social change. Identical to HUM 260.

**LGS 261 Cultural Minorities and the Law/3 sem. hrs.** A study of the position of traditional and black societies within the legal systems of American nations. Topics to be discussed will include the relationship between American Indians and American justice, the legal position of blacks in American societies, and the legal position of Mexican-Americans in North American society from 1848 to present. Identical to LAC 261, HIS 261.

**LGS 262 Children and the Law/3 sem. hrs.** A survey on the philosophical, sociological, and legal doctrines that control the legal status of children in society. Course covers the topics of delinquency, dependency, neglect, abuse, and special educational needs.

**LGS 263 Law and Popular Culture/3 sem. hrs.** This course examines how the legal system is presented in various popular media, particularly film. Attention will be paid to the conflict between the aesthetic requirements, the medium in question, and actual practices of the legal profession. Identical to HUM 263.

**LGS 264 Judiciary and Democracy/3 sem. hrs.** Exploration of theory and practice of an independent judiciary within democratic government. The course will focus on the role of judges in Anglo-American common law jurisdictions. Identical to HUM 264.

**LGS 266 Slavery and American Law/3 sem. hrs.** This course examines the evolution of slavery's legal and constitutional protection. Although the course examines the colonial era, the larger part will be devoted to the period after independence. The course will employ secondary and primary sources. Identical to HIS 266.

**LGS 267 Law and Psychology/3 sem. hrs.** This course will cover various issues that arise when the field of psychology intersects with the field of law. The issues range from the psychology of courtroom demeanor to more overtly legal issues such as the insanity defense, involuntary civil commitment, liability of psycho-therapists to civil commitment, liability of psycho-therapists to honor patient confidentiality, and other due process rights. Identical to PSY 267.

**LGS 268 Law and Economic Growth in America/3 sem. hrs.** The industrializing process transformed the nation as nothing else had in its history. This course uses documents from the era to examine how law helped promote and regulate the industrializing process.

**LGS 301 Constitutional History I/3 sem. hrs.** A study of the origin and development of the American constitutional system from the colonial period to 1870. The course will examine seminal decisions of the United States Supreme Court during this period in their political, social, and economic context. Prerequisite: HIS 185, LGS 201. Identical to HIS 301.

**LGS 302 Constitutional History II/3 sem. hrs.** Continuation of the study of the constitutional system of the United States. The course covers the period 1870 to the present with special emphasis on Supreme Court decisions in the areas of federal-state relations, individual liberties, and civil rights. Prerequisite: LGS 301. Identical to HIS 302.

**LGS 326 Law and American Culture/3 sem. hrs.** Explores the relationship of law to American culture at different historical moments. Emphasis is placed upon the cultural values, world view, and assumptions of the culture as it shapes the legal mind. Prerequisite: LGS 302.

**LGS 333 History of Political Thought I/3 sem. hrs. (LGS 330)** A study of the classic works of political philosophy from the ancients through the early modern period (e.g., Plato, Aristotle, Aquinas, Machiavelli) with special attention being paid to the social, political, and economic environments from which these works emerged. Identical to HUM 333, HIS 333 and POL 333.

**LGS 334 History of Political Thought II/3 sem. hrs.** A study of the classic works of political philosophy from early modern period through the present (e.g., Hobbes, Locke, Rousseau, Mill, Marx, Dewey) with special attention being paid to the social, political and economic environments from which these works emerged. Identical to HIS 334, HUM 334 and POL 334.

**LGS 366 Philosophy of Law/3 sem. hrs.** A critical examination of basic analytic and normative questions pertaining to law. Topics include the nature of law, law and morality, legal responsibility and legal excuses, civil disobedience, the justification of criminal punishment, and the discussion of cases in relation to principles. Identical to HUM 366.

**LGS 405 Civil and Political Liberties/3 sem. hrs.** A survey of the philosophical basis and actual development of civil and political liberties in the United States. The course primarily examines the leading United States Supreme Court cases in the area. Identical to HIS 405. Prerequisite: LGS 302.

**LGS 426 Law and the American Mind/3 sem. hrs.** Study of the development of American jurisprudence and legal thought within the context of the American intellectual climate. The course seeks the relationship between the patterns of legal thought and the changing American mind. Identical to HIS 426. Prerequisite: LGS 302.

**LGS 430 Legal Research/Writing and Mock Trial/6 sem. hrs.** An integrated approach to the fundamentals of legal research and writing, trial advocacy, and basic evidentiary concepts. Each student is required to research and prepare written and oral arguments and prepare and try a mock trial. Prerequisite: LGS 201.

**LGS 440 Special Readings in Legal Studies/3 sem. hrs.** Option I Senior Research Project. Seniors in the major will be required to select a topic in Legal Studies and prepare a term paper. Prerequisite: LGS 302.

**LGS 441 International Law/3 sem. hrs.** Introduction to basic legal principles governing relations between nations. Topics include recognition of states, jurisdiction, human rights, treaties and agreements, law of the sea, and claims against nations. Prerequisite: HUM 321 and LGS 240, 302. Identical to HIS 441.

**LGS 445 Capstone Course in Legal Studies/3 sem. hrs.** Option II Senior Research Project. Drawing together diverse themes from legal studies, this seminar will focus on important links within the triad of law, morals, and public policy. Prerequisite: LGS 302.

## LIFE SCIENCES (LSC)

**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. (LSC 102, COR 132, SCI 2018)** 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 non-science students.

**LSC 148 Biology I/3 sem. hrs.** An introduction to the Biological Sciences for students interested in pursuing a career in this area. Includes cellular and molecular organization, cell reproduction, genetics and evolution. This course does not include a lab.

**LSC 150 Biology I/Lab/4 sem. hrs.** An introduction to the biological sciences for students interested in pursuing a career in this area. Includes sub-cellular and cellular organization, structures and function of organ systems, and population dynamics - all arranged around evolution as a major theme. Includes laboratory sessions.

**LSC 151 Biology II/Lab/4 sem. hrs.** First part of two-part sequence that includes a survey of the five kingdoms and structure and function in plants and animals. Includes laboratory sessions.

**LSC 164 Current Perspectives in Substance Abuse/3 sem. hrs. (LSC 364)** An overview of the major drugs of abuse in American society today. Includes health and legal issues related to substance abuse and resources available for the treatment of chemical dependency and other drug-related problems. Identical to PSY 164.

**LSC 211 Human Sexuality/3 sem. hrs. (BES 350, PSY 413)** 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/Lab/4 sem. hrs.** Introduction to basic structures, 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.** Introduction to marine environments of South Florida with emphasis on adaptation of local organisms to a variety of habitats including mangrove swamps, the intertidal zone, seagrass meadows, coral reefs, and the Gulf Stream. Field trips to various South Florida marine habitats will round out the course experience.

**LSC 230 Animal Structure and Function I/Lab/4 sem. hrs.** Basic invertebrate zoology including introductory anatomy, physiology, phylogeny, and ecology of major animal phyla from protostomes through schinoderms with emphasis on marine organisms. First half of Animal Structure and Function Continuum. Includes laboratory sessions.

**LSC 231 Animal Structure and Function II/Lab/4 sem. hrs.** Second half of Animal Structure and Function. This course deals specifically with form and function of vertebrate organ systems. The lecture period stresses physiology and the laboratory is mainly devoted to gross anatomy. However, the one reinforces the other in presenting a complete picture of functional morphology. Includes laboratory sessions.

**LSC 301 Anatomy and Physiology of the Vocal Mechanism/3 sem. hrs.** Introduction to the anatomy, physiology, and neurophysiology of the vocal mechanism.

**LSC 302 Anatomy and Physiology of Hearing/3 sem. hrs.** Introduction to the anatomy, physiology, and neuroanatomy of the auditory system.

**LSC 320 General Ecology/Lab/4 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. Includes laboratory sessions.

**LSC 340 Microbiology/Lab/4 sem. hrs.** Introduction to basics of morphology, metabolism, growth, genetics, enumeration, and control and public health aspects of bacteria and viruses, with emphasis on marine processes and types. Includes laboratory sessions. Prerequisite: PHY 231.

**LSC 357 The Psychology and Physiology of Substance Abuse/3 sem. hrs.** Pharmacology and physiology of alcohol and drug use and the psychological effects of psychoactive drugs. The nature of addiction and the disease concept, diagnostic criteria for chemical dependency, and the physical and psychiatric disorders related to substance abuse. Identical to PSY 357.

**LSC 359 Genetics/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". This course does not have a lab. Prerequisite: PHY 231.

**LSC 368 Genetics/Lab/4 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: PHY 231.

**LSC 400 Introduction to Hearing, Speech, and Language Disorders/3 sem. hrs.** Understanding of speech, language, and hearing disorders, their classification, manifestation and etiologies. Identical to SLP 400.

**LSC 410 Neuroanatomy and Physiology/3 sem. hrs.** Introduction to anatomy and physiology of developing and mature human nervous system. Identical to SLP 410.

**LSC 435 Cellular and Molecular Biology/Lab/4 sem. hrs.** Study of the subcellular architecture and function, growth, and reproduction of prokaryotic and eukaryotic cells. Includes laboratory sessions. Prerequisite: PHY 231.

**LSC 440 Developmental Biology/Lab/4 sem. hrs.** Principles of human cellular differentiation, morphogenesis, and development, with comparison to lower animal forms.

**LSC 445 Biochemistry/Lab/4 sem. hrs.** Chemistry of proteins, lipids, carbohydrates, and nucleic acids; principles in enzymology, metabolism, and bioenergetics. Prerequisite: PHY 231.

## MANAGEMENT (MGT)

**MGT 141 Personal Career Development/3 sem. hrs.** The process of career development applied to one's self-identifying vocational interests and aptitudes, obtaining information about occupations, gaining experience through practicum and cooperative education, and establishing career plans. Useful for students adjusting to the college role. Identical to EDU 141 and PSY 141.

**MGT 205 Principles of Management/3 sem. hrs. (BUS 111, 205)** An overview of 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 251 Supervisory Skills/3 sem. hrs. (BUS 251)** A study of the fundamentals of supervision. Leadership styles, responsibility, and authority and how they relate to efficient supervision.

**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 different content.

**MGT 301 Organizational Communication/3 sem. hrs.** Survey course of communication in organizations. Topics covered are formal and informal communication networks, communication roles, communication audits, and organizational barriers to effective communication. Skills-building emphasis.

**MGT 307 Stress Management/3 sem. hrs.** This course examines the process and complexities of stress management, its impact on the work place, and the overall quality of work life in an organization. Stressful events and conditions will be presented and analyzed from three perspectives: individual vulnerability to stressors, the environment in which that vulnerability is exposed to stressors, and the resulting behavioral symptoms. Identical to MGT 492.

**MGT 320 Public Administration/3 sem. hrs.** 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. Prerequisite: MGT 305.

**MGT 321 Public Budgeting, Planning and Control/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 organizations. Analysis of appropriate methods of managing static risk, capital budgeting, mergers, and failures. Prerequisite: ACT 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, and comparative management. Prerequisites: BUS 355 and MGT 205.

**MGT 356 Substance Abuse in Business and Industry/3 sem. hrs.** Scope and cost of alcohol and other drug-related problems in American business and industry today and the role of managers and supervisors in dealing with these problems. The formulation of company policies regarding substance abuse, effective educational and intervention programs, and strategies for implementing these. Identical to PSY 356.

**MGT 366 Management Information Systems/3 sem. hrs. (BUS 300)** Course offers a broad coverage of computer use, database 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 quantities and capital cost), investment (capital budgeting), concept of profit centers, and cost functions.

**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 401 Health Care Organization and Administration/3 sem. hrs. (HCS 401)** 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. Offered in HCS only.

**MGT 402 Legal Aspects of Health Care Administration/3 sem. hrs. (HCS 402)** 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. Offered in HCS only.

**MGT 415 Legal Environment of Management/3 sem. hrs.** A macro law course emphasizing public law and regulation of business. Examines relationships such as employer-employee, labor-management, debtor-creditor, and buyer-seller.

**MGT 416 Personnel Administration/3 sem. hrs. (BUS 231, MGT 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 305.

**MGT 417 Organization Behavior/3 sem. hrs. (BUS 241, MGT 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 communication in the organization. Prerequisite: MGT 305.

**MGT 420 Administrative Law/3 sem. hrs.** Introduces students to important legal issues involving administrative law and administrative process such as regulation, rule-making, adjudication, hearings, discretion, tort liability, and judicial review. Covers how administrative agencies are created, how they operate, and how they are controlled and reviewed.

**MGT 421 Issues in Public Policy/3 sem. hrs.** Description and analysis of issues in public policy. Case studies cover topics such as regulatory and redistributive public policies, policy evaluation, and the impact of politics on policy analysis. Prerequisite: MGT 320, MGT 420.

**MGT 425 Human Resource Management/3 sem. hrs. (BUS 415, 425, 441)** A capstone course in the behavioral management area that 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; and labor relations and negotiations. Prerequisites: MGT 416 and 417.

**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 416.

**MGT 490 Business Communications/3 sem. hrs.** Study of strategy and implementation of effective written and oral business communications. Topics include persuasive messages, delivery of good news and bad news, sales letters, collection messages, design of business reports and oral presentations, use of visual aids, and effective memos. Prerequisite: LAN 111. Identical to BUS 302.

**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 enroll for Special Topics covering different content.

**MGT 4016 Advanced Tutorial in Personnel Administration/0 sem. hrs.** Students registered for this course will complete advanced course work in Personnel Administration. The student will work independently with an assigned instructor. Students who complete both MGT 315 and MGT 4016 will be considered as having the equivalent of MGT 416. Prerequisite: Completion of MGT 315 with a grade of A or B.

**MGT 4017 Advanced Tutorial in Organization Behavior/6 sem. hrs.** Students registered for this course will complete advanced course work in Organization Behavior. The student will work independently with an assigned instructor. Students who complete both MGT 317 and MGT 4017 will be considered as having the equivalent of MGT 417. Prerequisite: Completion of MGT 317 with a grade of A or B.

## 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, adaptation of products to markets, consumer behavior, selection of channels of distribution, and development of effective promotional and pricing strategies.

**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 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 different 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 308 Cooperative Education (no credit)** Work placement for a period of 16-18 weeks. The placement will be directly related to the student's program of study.

**MKT 321 Advertising and Sales/3 sem. hrs. (MKT 311, 483)** Introduces the basic principles and concepts of marketing communication. Focus is on the development/implementation of effective advertising campaigns and sales promotional plans for business on a local, regional, and national basis. Prerequisite: MKT 101.

**MKT 353 International Marketing/3 sem. hrs. (MKT 255, 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, and export/import management. Prerequisites: BUS 355 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 response. The push-versus-pull strategy, the selling approach versus the marketing approach, and other topics. Prerequisites: MGT 417 and MKT 101.

**MKT 455 Export/Import Marketing/3 sem. hrs. (MKT 355)** Managing the export/import department; government regulations affecting imports; financing, insuring, transporting, and marketing of exported or imported raw materials and finished products; methods of purchasing foreign products and selling domestic goods abroad; joint marketing; licensing; distributor relations. Prerequisite: MKT 353.

**MKT 471 Marketing Strategy/3 sem. hrs. (MKT 451, 452, 453, 481)** 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 301 and 321.

**MKT 491-498 Advanced Special Topics/3 sem. hrs. (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 different content.

**MKT 2901 Special Topics - Customer Service Theory and Practices/3 sem. hrs.** Examination of customer service theory and practice. Methods to measure and enhance productivity of customer service representatives. Students will learn about customer service as a total organizational philosophy as well as examine techniques of motivating customer service workers and raising consumer satisfaction.

**MKT 2902 Special Topics - Public Relations/3 sem. hrs.** Principles and practices of establishing and maintaining goodwill between a person or organization and the public. Methods of gaining publicity. Students will analyze and develop public relations strategies and campaigns using case studies.

**MKT 4901 Advanced Special Topics - Customer Service Practicum:** The requirements of this experiential course can be met in one of two ways: (1) The student will have passed Nova-approved corporate training programs in customer service or (2) The student will complete a customer service project within his/her company under the supervision of a faculty member and a corporate sponsor.

**MKT 4911 Advanced Special Topics - Marketing in the Hospitality Industry/3 sem. hrs.**

## MATHEMATICS (MAT)

**MAT 080 Test Preparation: Mathematics/1 sem. hr.** This course is designed to develop and enhance the mathematics skills necessary to be successful on the CLAST examination. These skills are included in the following five broad areas: Arithmetic, Geometry and Measurement, Algebra, Statistics and Probability, and Logical Reasoning. Prerequisites: MAT 102 and MAT 133.

**MAT 100 Essential Mathematics/3 sem. hrs.** This course is designed to provide a brief review of basic computational skills in fractions, decimals, and rational numbers. It expands into a comprehensive study of introductory algebra including: variable expressions, linear equations and inequalities, polynomials, exponents, radicals, factoring, and algebraic word problems. Prerequisite: placement examination required.

**MAT 102 Introductory Algebra/3 sem. hrs.** This course encompasses a basic review of algebra, including algebraic terminology and applications of algebraic reasoning. Topics covered are fundamental concepts of arithmetic, linear equations and inequalities, algebraic word problems, operations with exponents and radicals, polynomial expressions, and graphing linear equations. Prerequisite: placement examination requirements satisfied or MAT 101.

**MAT 103 Intermediate Algebra/3 sem. hrs.** A course designed to bridge the gap between beginning algebra and college algebra. Ideal for those students who have had some algebra and have been out of school for several years. Topics covered include polynomials, rational expressions, equations and inequalities in one and two variables, quadratic equations, and systems of linear equations. Prerequisite: Placement examination satisfied or MAT 102.



\* **MAT 110 Topics in Mathematics I/3 sem. hrs.** The first in a two-course sequence whose goal is to provide students a perspective on diverse areas of mathematics and their applications. Topics included are set theory, logic, number theory, applications of linear and quadratic equations of one variable, and solutions of systems of linear equations of two or three variables via substitution, addition, and matrix methods. There will be an emphasis on problem solving throughout the course. Prerequisite: placement examination requirements satisfied or MAT 101.

\* **MAT 115 Topics in Mathematics II/3 sem. hrs.** A continuation of MAT 110 beginning with linear programming and continuing with geometry network theory, probability, and statistics. In addition, the sequence MAT 110/MAT 115 includes all CLAST objectives, and students needing CLAST are urged to register for it as soon after completing MAT 115 as possible. Prerequisite: MAT 110.

**MAT 120 Precalculus I/3 sem. hrs.** This is the first course in a two-course sequence designed for the student who has a strong high school mathematics background. Students will study Fundamental Concepts of Algebra, Equations and Inequalities, Functions and Graphs, and Polynomial, Rational, Exponential and Logarithmic Functions. Prerequisite: placement examination requirements satisfied.

**MAT 125 Precalculus II/3 sem. hrs.** This is the second course in the two-course sequence designed for the student who has a strong high school mathematics background. Students will study Trigonometric Functions, Analytic Trigonometry, Applications of Trigonometry, Systems of Equations and Inequalities, and Sequences and Series. Prerequisite: MAT 120.

**MAT 133 Mathematical Way of Thinking/3 sem. hrs.** (COR 133, 1018) An introduction to sets, logic, number systems, geometry, and probability and statistics. In addition, the sequence MAT 102/MAT 133 includes all CLAST objectives, and students needing CLAST are urged to register for it as soon after completing MAT 115 as possible. Prerequisite: MAT 102.

**MAT 143 Geometry/3 sem. hrs.** Plane Euclidean geometry starts with a vocabulary of terms, definitions, and postulates, works its way into direct and indirect proofs, and finishes with similar figures, triangles, circles, and areas. The study of coordinate, solid, and non-Euclidean geometries will be left as an option (directed study) to the interested individual student. Prerequisite: MAT 105 or MAT 120.

**MAT 247 Number Theory/3 sem. hrs.** Designed primarily for secondary math education majors. Topics covered include divisibility, theory of primes, numerical functions, and congruence classes. Prerequisite: MATH 220 with a grade of C or higher or departmental approval.

**MAT 208 Fundamentals of Calculus I/3 sem. hrs.** Includes a review of algebra and a complete discussion of differentiation and its applications, including curve sketching, related rates and other applications to business, life science, and other disciplines. Exponential and logarithmic functions are also covered. This course cannot replace MATH 210. Prerequisite: departmental approval or MAT 120.

**MAT 209 Fundamentals of Calculus II/3 sem. hrs.** A continuation of MAT 208 beginning with techniques of integration and continuing with a chapter of trigonometry, including differentiation and integration of trigonometric functions. Applications of first order linear differential equations and a study of functions of several variables. The course concludes with a chapter on infinite sequences and series including Taylor polynomials. Prerequisite: MAT 208.

**MAT 240 Abstract Algebra/3 sem. hrs.** Designed primarily for secondary math education majors. Topics covered are sets and equivalence relations, mathematical induction including permutation groups, cyclic groups, homomorphism theorems, and factor groups. Prerequisite: departmental approval.

**MAT 302 Applied Statistics/3 sem. hrs.** (BUS 309, MAT 201, 202, MGT 301, PSY 301) Descriptive and inferential statistics relevant to applied research, data sets, frequency distributions, probability, sampling, estimating, hypothesis testing, chi-square and ANOVA, regression and correlation, and nonparametric measures. Prerequisite: MAT 110 and MAT 115 OR MAT 102 and MAT 133.

**MAT 330 Introductory Linear Algebra/3 sem. hrs.** Designed primarily for secondary math education majors, but is also appropriate for any student seeking a first course in linear algebra. The focus of the course is on matrix theory and its applications. Prerequisite: MATH 220 or departmental approval.

**MAT 390 History of Mathematics/3 sem. hrs.** Designed primarily for secondary math education majors. Covers from the early development in mathematics to current thinking. Students will gain the perspective that mathematics is the cumulative creation of many people over time. Prerequisite: MAT 143 and MATH 220.

## ADVANCED MATHEMATICS (MATH)

**MATH 210 Calculus I/3 sem. hrs.** (MAT 210) Functions, limits, and derivatives of algebraic functions. Introduction to derivatives of trigonometric functions, logarithmic functions, application of derivatives to physics problems, related rates and maximum/minimum problems, and definite and indefinite integrals with applications. Prerequisite: MAT 125.

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

**MATH 303 Applied Statistics II/3 sem. hrs.** Introductory aspects of inferential statistics and experimental design are covered. Course material includes hypothesis testing and estimation, analysis of variance, multiple comparison procedures, linear and multiple correlation and regression methods, chi-square tests, nonparametric techniques, and elementary design of experiments. Stress will be placed on interpreting studies that employ these techniques. Prerequisite: MAT 302.

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

**MATH 405 Advanced Calculus I/3 sem. hrs.** Begins with analytic geometry and vectors in several dimensions and continues with partial differentiation of functions of several variables and its applications, including linear programming, multipliers, and linear regression. Finally, double and triple integrals and their applications are also covered.

**MATH 406 Advanced Calculus II/3 sem. hrs.** Begins with a study of vector functions of one variable and their applications and continues with vector fields including line and surface integrals. The major theorems of vector calculus, including the divergence theorem, Green's Theorem, and Stokes's Theorem, are also covered.

**MATH 420 Linear Algebra/3 sem. hrs.** Matrices and systems of linear equations and vector spaces. Linear transformations, determinants, eigenvalues and eigenvectors, canonical forms, and inner product spaces. Prerequisite: MATH 310.

**MATH 440 Numerical Analysis/3 sem. hrs. (MAT 440)** Solution of algebraic and transcendental equations by a number of iterative methods, discussion of convergence considerations, probability and statistical theory, and 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: MATH 220 and PHYS 240, 250; CCS 210 or CCS 330.

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

## OCEANOGRAPHY (OCE)

**OCE 250 Introductory Oceanography/Lab/4 sem. hrs. (OCE 350)** Study of the physical and life sciences as they apply to the ocean. Oceanographic sampling and laboratory analysis techniques are covered.

**OCE 400 Oceanography Seminar I/1 sem. hr.** Participation in the science seminar series at the Nova Oceanographic Center. Intended for ocean studies majors during the last quarter of their sophomore year.

**OCE 401 Oceanography Seminar II/1 sem. hr.** Participation in the science seminar series at the Nova Oceanographic Center. Students present a 15-20-minute seminar on their research proposal. Intended for the last quarter of the junior year. Prerequisite: OCE 400.

**OCE 402 Oceanography Seminar III/1 sem. hr.** Participation in the science seminar series at the Nova Oceanographic Center. Students present a 15-20 minute seminar on their research. Intended for the last quarter of the senior year. Prerequisite: OCE 401.

**OCE 449 Research Methods/3 sem. hrs.** The course will present a broad theoretical outline for the design and implementation of research projects. Topics to be covered include problem definition, principles of design, sampling, measurement concepts, and research proposal preparation. Although this is not a course in statistics, a brief overview of univariate and bivariate statistics will be presented. The course will also cover the presentation of results, including graphics. It is assumed that the student will have some background in basic statistics and has some familiarity with computers.

**OCE 450 Directed Research Project I/1 sem. hrs.** Initiation of laboratory or field research in marine biology/ecology in consultation with an adviser.

**OCE 451 Directed Research Project II/1 sem. hrs.** Continuation of laboratory or field research in marine biology/ecology. Prerequisite: OCE 450.

**OCE 452 Directed Research Project III/1 sem. hrs.** Completion of laboratory or field research in marine biology/ecology, culminating with a thesis. Prerequisite: OCE 450.

## PERSONAL GROWTH AND DEVELOPMENT (PGD)

**PGD 101 Personal Adjustment/3 sem. hrs.** This course focuses upon personal growth and development. Various means of acquiring self-understanding are explored, as are a number of important life-management and interpersonal skills.

## PHYSICAL SCIENCES (PHY)

**PHY 101 Concepts in Physical Science/3 sem. hrs. (COR 131, SCI 2018)** 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. Prerequisite: MAT 102.

**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 106 Introduction to Oceanography/3 sem. hrs.** Examination of the physical, chemical, biological, and geological properties of the world ocean will be conducted. The interdisciplinary approach will introduce concepts important in understanding the development and current status of oceanographic research for the nonscience major.

**PHY 205 Physical Geology/Lab/4 sem. hrs.** Study of the earth, its materials, surface, and interior features and processes of formation and changes. Includes laboratory sessions.

**PHY 215 Historical Geology/Lab/4 sem. hrs.** Study of the earth's history through geologic time; its major geologic periods, formations, and evolution as evidenced through the fossil record.

**PHY 226 Conservation 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 world and the non-Western world. Identical to GEO 226.

**PHY 230 General Chemistry I/Lab/4 sem. hrs.** Basic chemical calculations, periodicity, bonding, inorganic reactions, and kinetics. First half of General Chemistry Continuum. Includes laboratory sessions.

**PHY 231 General Chemistry II/Lab/4 sem. hrs.** Continuation of General Chemistry Continuum including thermodynamics, acid-base reactions, electrochemistry, and nuclear chemistry. Includes laboratory sessions. Prerequisite: PHY 230.

**PHY 235 Applied Physics I/Lab/4 sem. hrs.** First of a two-part series covering mechanics, thermodynamics, vibrations, and waves. Includes laboratory sessions. Prerequisite: MAT 208.

**PHY 235 Applied Physics II/Lab/4 sem. hrs.** Second of a two-part series covering electricity and magnetism, optics, and modern physics. Includes laboratory sessions. Prerequisites: MAT 208 and PHY 235.

**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 announced in the course schedule for given term. Students may re-enroll for Special Topics covering differing content.

**PHY 301 Acoustics of Speech and Hearing/3 sem. hrs.** Introduction to the physics of sound and phonetics as related to speech communication.

**PHY 324 Bio-Organic Chemistry/3 sem. hrs.** Introduction to the structure, properties, and reactions of the major organic chemical groups with emphasis on those important in biochemical processes, biological macromolecules, and the basics of carbohydrate, lipid, and protein metabolism. This course does not include a laboratory session. Prerequisite: PHY 231.

**PHY 325 Bio-organic Chemistry/Lab/4 sem. hrs.** Introduction to structure, properties, and reactions of major organic chemical groups with emphasis on those important in biochemical processes, biological macromolecules, and basics of carbohydrate, lipid, and protein metabolism. Includes laboratory sessions. Prerequisite: PHY 231.

**PHY 330 Organic Chemistry I/Lab/4 sem. hrs.** The chemistry of carbon compounds, including their structure, nomenclature, preparation, reactions, analysis, and properties. Reaction mechanisms are stressed within a functional group framework. Includes laboratory sessions. Prerequisite: PHY 231.

**PHY 331 Organic Chemistry II/Lab/** 4 sem. hrs. Continuation of PHY 330, Organic Chemistry I/Lab, includes laboratory sessions. Prerequisite: PHY 330.

### ADVANCED PHYSICAL SCIENCES (PHYS)

**PHYS 240 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, and mechanics of systems of particles and rigid bodies. Includes laboratory sessions. Prerequisite: MATH 220.

**PHYS 241 Physics I/Lab 4 sem. hrs.** Basic principles of mechanics including vectors, force, equilibrium, displacement, velocity, acceleration, MASS, Newton's Laws, work energy, gravitation, momentum, rotational motion, and mechanics of systems of particles and rigid bodies. Includes laboratory sessions. Prerequisite: MATH 220.

**PHYS 250 Physics II/3 sem. hrs.** Electrostatics, electric currents, electric fields and electric potential, AC and DC circuits, magnetic fields, capacitance, inductance, and electromagnetic waves. Prerequisites: MATH 220 and PHYS 240.

**PHYS 251 Physics II/Lab 4 sem. hrs.** Electrostatics, electric currents, electric fields and electric potential, AC and DC circuits, magnetic fields, capacitance, inductance, and electromagnetic waves. Prerequisites: MATH 220 and PHYS 241.

### 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 processes.

**POL 333 History of Political Thought I** /3 sem. hrs. (POL 310, 330, 401) A study of the classic works of political philosophy from the ancients through the early modern period (e.g., Plato, Aristotle, Aquinas, Machiavelli) with special attention being paid to the social, political, and economic environments from which these works emerged. Identical to HIS 333, HUM 333 and LGS 333.

**POL 334 History of Political Thought II** /3 sem. hrs. A study of the classic works of political philosophy from the early modern period through the present (e.g., Hobbes, Locke, Rousseau, Mill, Marx, Dewey) with special attention being paid to the social, political, and economic environments from which these works emerged. Identical to HIS 334, HUM 334 and LGS 334.

**POL 2900-3000 Special Topics in Political Science/3 sem. hrs. (POL 491-499)** 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 differing content.

### PSYCHOLOGY (PSY)

**PSY 102 Introduction to Psychology/** 3 sem. hrs. (BES 1018, COR 111, PSY 101, 111, 201) An introduction to theory, research, and applications in the field of psychology. Topics include biological bases of behavior, perception, motivation, learning and memory, psychological development, personality, social psychology, and the identification and treatment of mental illness.

**PSY 141 Personal Career Development/3 sem. hrs.** The process of career development applied to oneself; identifying vocational interests and aptitudes, obtaining information about occupations, gaining experience through practicum and cooperative education, and establishing career plans. Useful for students adjusting to the college role. Identical to EDU 141 and MGT 141.

**PSY 164 Current Perspectives in Substance Abuse/3 sem. hrs. (PSY 364)** An overview of the major drugs of abuse in American society today. Includes health and legal issues related to substance abuse and resources available for the treatment of chemical dependency and other drug-related problems. Identical to LSC 164. Students may not receive credit for this course and for LSC/PSY 165.

**PSY 211 Human Sexuality/3 sem. hrs. (BES 350, PSY 413)** Anatomy/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 Relationship Skills/** 3 sem. hrs. (BES 305, SOC 231, 331) Contemporary patterns of marriage and family living. 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. Identical to SOC 213.

**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: PSY 102.

**PSY 239 Adulthood and Aging/3 sem. hrs. (PSY 202, 339)** Developmental experiences of maturity. Physiological and psychological aspects of aging. Prerequisite: PSY 102.

**PSY 245 Forensic Psychology/3 sem. hrs. (PSY 298)** This course covers the interaction of psychology and the legal system. Students will learn how psychologists help courts make decisions about the competency of people to stand trial, about insanity, about sentencing, about committing people to psychiatric treatment against their will, about competency to manage one's own affairs, and about awarding money for psychological harm. Students will also explore the role of psychologists in finding serial killers, dealing with hostage takers, and rehabilitating criminals.

**PSY 246 Health Psychology/3 sem. hrs.** This course covers stressors and health, health behavior promotion, and psychological treatment for cancer, heart disease, and other medical disorders.

**PSY 247 Loss, Grief, and Bereavement/3 sem. hrs.** This course addresses the issues of loss accompanying the death of a loved one and the handling of grief for people of all ages. Sensitizes students to their own feelings about death, describes the rites of passage, and identifies methods of resolution for grief. This course will be beneficial to individuals in their own lives, as well as to those who will be involved in counseling.

**PSY 280 Introductory Practicum/** 1-6 sem. hrs. An introductory field experience to broaden the student's education. Placement in a research setting, community agency, or human resource department. Report required. Supervision on site and by the Academic Division. Prerequisites: PSY 102 and prior written approval by the division director.

**PSY 291-299 Special Topics/3 sem. hrs.** Topics in psychology 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.

**PSY 300 Psychological Research Methods/3 sem. hrs.** (HSC 302, PSY 302) Research design commonly used in psychology; observational, experimental, and quasi-experimental. Steps in doing research including use of the APA format for writing reports. Prerequisites: LAN 112, MAT 302 and PSY 102.

**PSY 303 Experimental Psychology (Laboratory)/3 sem. hrs.** Laboratory experience in various areas of experimental psychology. Covers experiments and reports on sensation and perception, motivation, learning and memory, and the measurement of ability and personality factors. Prerequisite: PSY 102.

**PSY 308 Cooperative Education (no credit)** Work placement for a period of 16-18 weeks. The placement will be directly related to the student's program of study.

**PSY 311 Interpersonal Communication/3 sem. hrs.** Study of human communications, interpersonal relationships, and small group dynamics. Topics include verbal and nonverbal behavior, development of relationships and groups, and 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 advertising, aggression and TV violence, prejudice, and conformity. Prerequisite: PSY 102 or CORE 142.

**PSY 321 Personality/3 sem. hrs.** (PSY 310) Survey of psychoanalytic, humanistic, cognitive, and behavioral theories of personality. Current issues and personality research. Prerequisite: PSY 102 or CORE 142.

**PSY 326 Abnormal Psychology/3 sem. hrs.** (PSY 440) Diagnoses, causes, and prognosis for the various categories of psychological disorders. Case studies supplement and illustrate theory and research. Prerequisite: PSY 102.

**PSY 330 Behavior Modification/3 sem. hrs.** (PSY 441) Behavior modification techniques applied to diverse areas such as mild and severe behavior problems in children and adults, behavioral medicine, organizational behavior, sports psychology, and self-management. Prerequisite: PSY 102 or CORE 142.

**PSY 336 Psychology of Women/3 sem. hrs.** Emphasis will be on the psychological and social factors influencing women's development and behavior. Women's identity, gender-related roles, cognitive styles, value systems, and relationship patterns will be explored. Identical to WHS 336.

**PSY 345 Interviewing/3 sem. hrs.** (PSY 202, 346) General principles of effective interviewing. Skills and techniques for achieving various interview goals, with an emphasis on counseling interviews and the establishment of helping relationships.

**PSY 350 Community Psychology/3 sem. hrs.** Prevention, recognition, and mobilization of individual and community resources for helping solve psychological problems. The role of psychologically trained change agents in the human services field. Prerequisite: PSY 102.

**PSY 351 Human Learning and Cognition/3 sem. hrs.** (PSY 320, 451) Theories and research concerning human learning and cognition. Covers conditioning, verbal learning, memory, and problem solving. Prerequisite: PSY 102 or CORE 142.

**PSY 354 Substance Abuse: Historical and Legal Perspectives/3 sem. hrs.** The role of alcohol and other drugs in American society today. Includes a historical overview of psychoactive drug use and abuse, the classification of drugs currently in use, and legal issues related to substance abuse. Identical to SOC 354.

**PSY 355 Substance Abuse and the Family/3 sem. hrs.** Family problems related to the abuse of alcohol and other psychoactive drugs. An examination of the changes in family functioning that accompany chemical dependency. Attention given to the concept of substance abuse as a family illness and the role of family members in the recovery process. Identical to SOC 355.

**PSY 356 Substance Abuse in Business and Industry/3 sem. hrs.** Scope and cost of alcohol and other drug-related problems in American business and industry today, and the role of managers and supervisors in dealing with these problems. The formulation of company policies regarding substance abuse, effective educational and intervention programs, and strategies for implementing these. Identical to MGT 356.

**PSY 357 The Psychology and Physiology of Substance Abuse/3 sem. hrs.** This course will provide you with a sound introduction to the pharmacology and physiology of alcohol and other drugs' use and psychological effects of psychoactive drugs. It will provide you with an understanding of the nature of addictions and of the disease concept, the signs and symptoms of substance abuse, diagnostic criteria for evaluating chemical dependency, the physical and psychiatric disorders related to substance abuse (including AIDS), and the stages of recovery from chemical dependency. Identical to LSC 357.

**PSY 358 Rehabilitation Strategies for Substance Abuse/3 sem. hrs.** This course focuses upon the various types of therapeutic approaches that may be successfully employed in the treatment of substance abuse problems and the types of facilities available for such treatment. Treatment planning and coordination and the application of specific treatment techniques will be covered. You will be exposed to the structure, traditions, and the programs of Alcoholics Anonymous, as well as the approaches employed by several other major mutual support organizations. This course includes ways in which the self-help groups and the professional

community can work together to achieve common goals. You will also examine the special needs of women, adolescents, and minorities within the rehabilitation process.

**PSY 362 Drug Prevention and Education/3 sem. hrs.** This course covers the classification and identification of drugs, as well as the behavioral criteria for recognizing alcohol and drug abuse. Specific attention is paid to prevention, education, and intervention strategies within the home, the school, and the community. Methods for evaluating the effectiveness of these strategies are also examined. Identical to EDU 362.

**PSY 363 Professional Development in Substance Abuse/3 sem. hrs.** This course examines personal and professional issues faced by the substance abuse counselor. It will focus on personal values and ethical considerations for the beginning counselor, as well as legal requirements for substance abuse treatment. Students will learn to recognize agents of change and resistance through personal experience in the classroom.

**PSY 371 History and Theories of Psychology/3 sem. hrs.** (PSY 471) Exploration of the historical roots of psychology, and the bases and growth of psychology as a science. Examines the major historical and contemporary theories of psychology, with an emphasis on enduring issues. Prerequisite: PSY 102.

**PSY 376 Multicultural Issues in Psychology/3 sem. hrs.** This course will explore several issues relevant to the field of psychology. There will be examinations of different cultural groups and their values as they pertain to the individual, the family, time, proxemics (personal and interpersonal space), communication styles, and body language. Different cultural world views will be explored as they pertain to locus of control, conception of mental illness, and attitude toward seeking psychological help.

**PSY 380 Current Psychotherapies/** 3 sem. hrs. (PSY 496) This course is intended for the advanced undergraduate. This course is a comprehensive introduction to the most popular theories and techniques presently in use. Format for this course includes lectures and discussion sessions, role playing, and audio-video tape sessions.

**PSY 405 Psychological Tests and Measurements/3 sem. hrs.** (PSY 340, 406) Theory and use of psychological tests of ability and personality. Covers the selection, administration, scoring, and interpretation of psychological tests. Prerequisites: MAT 302, PSY 102.

**PSY 410 Principles of Individual Counseling/3 sem. hrs.** This course covers the essential elements of individual counseling, with a specific focus upon substance abuse problems. Includes techniques for establishing rapport, overcoming client resistance, clarifying issues, problem solving, developing insights, and strengthening support systems. Experiential learning included. Prerequisite: completion of substance abuse specialty and written approval by division director.

**PSY 415 Principles of Group Counseling/3 sem. hrs.** This course covers the essential elements of group counseling, with a specific focus upon substance abuse problems. Includes group leadership styles, facilitation skills, group dynamics, the stages of group development, and techniques for dealing with specific problems that often occur in a group setting. Emphasis on experiential learning. Prerequisite: completion of substance abuse specialty and written approval by division director.

**PSY 460 Biological Bases of Behavior/** 3 sem. hrs. (PSY/LSC 461) Genetic, neural, and endocrine bases of behavior. Neuroanatomy and chemical and electrical events in the nervous system. Secondary processes, motivation, emotion, and arousal. Prerequisites: LSC 102 or 105, PSY 102. Identical to LSC 460.

**PSY 480 Practicum in Psychological Research/1-6 sem. hrs.** Experience in doing research under the supervision of the Academic Division. Reading the relevant research literature, running subjects, analyzing data, and writing an APA format report. Prerequisites: PSY 300 and prior written approval by the division director.

**PSY 481 Practicum in Community Psychology/1-6 sem. hrs.** Experience in applying psychology in the community through placement in a human services agency. Report required. Supervision on-site and by the Academic Division. Prerequisite: PSY 311, 350 and prior written approval by the division director.

**PSY 483 Practicum in Substance Abuse Treatment/3 sem. hrs.** Experience in the application of knowledge concerning substance abuse treatment. Through placement in a treatment setting, students will gain practical experience in the substance abuse field. Prerequisite: completion of substance abuse studies program and written consent of division director.

**PSY 484 Advanced Practicum in Psychology/3-6 sem. hrs.** Students will gain experience in a specialty area of psychology by working with teams of faculty members and graduate students. They will be able to observe and participate in both research and applied clinical work. To enroll in this practicum, students need junior or senior standing and written approval of the director of undergraduate Behavioral Sciences and approval of the director of any graduate program where the student may be placed. Prerequisite: PSY 300.

**PSY 488 Senior Seminar in Psychology/** 3 sem. hrs. Students will have the opportunity to integrate information from a variety of specialties in psychology. Each seminar will have a focal theme that will allow students to gain new perspectives as well as apply knowledge from prior courses and experiences. To enroll in this course, students must have senior standing.

**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 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 300 and written consent of instructor and division director.

## COLLEGE READING (REA)

**REA 100 College Reading/3 sem. hrs.** Develops literal and critical reading and study skills strategies that an active reader needs in order to master college course work. Students will focus on vocabulary knowledge and improving literal, analytical, inferential, and critical reading skills. Study skills strategies will be addressed and developed.

## SECONDARY EDUCATION (SEC)

**SEC 311 Teaching Social Studies in Middle and 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 Middle and 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 students' 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 Middle and 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 Middle and 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 Middle and 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 Middle and 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 Middle and Secondary School/3 sem. hrs.** Content and methods of teaching foreign language in the secondary school. Language development and expression. 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 Middle and Secondary School/3 sem. hrs.** Teaching business subjects in the secondary school. Methods and materials, program development, evaluation techniques, resources, and 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 Middle and 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.

## **SOCIOLOGY (SOC)**

**SOC 202 Introduction to Sociology/3 sem. hrs.** (BES 2018, SOC 101, 201) 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 213 Family Relationships/3 sem. hrs.** (BES 305, SOC 231, 331) Contemporary patterns of marriage and family living. Approaches to effective living together in family units. Covers both adult and parent-child relationships. Emphasis on communication, supportiveness, contingency management. Experiential learning included. Identical to PSY 213.

**SOC 221 Folklore/3 sem. hrs.** This is the study of traditional culture, or knowledge that is learned informally within groups and communities. Folklore forms such as folk tales, myths, legends, ballads, customs, crafts, architecture, and foodways provide examples of how traditional culture functions in the lives of individuals and their communities. Identical to HUM 221.

**SOC 251 Social Problems/3 sem. hrs.** Focuses upon a number of contemporary social problems, analyzing causative factors and exploring alternative solutions. Examines the role of community services agencies in the amelioration of some of these problems. Identical to CMS 251.

**SOC 300 Advocating Change: Crucial Issues/3 sem. hrs.** An exploration of the major issues of concern to advocacy groups today. Includes environmental issues, human rights, disarmament and peace movements, constitutional and civil rights, consumer advocacy, the needs of special populations (elderly, handicapped, abused children, etc.), political and legal reform efforts, and other socially relevant causes. Identical to CMS 300.

**SOC 302 Community Services Systems/3 sem. hrs.** (HCS 302) An overview of community service institutions to assist the health care professional in meeting patients' needs. Discussion of professional issues related to community services. Offered only in HCS.

**SOC 303 Transcultural Issues in Health Care/3 sem. hrs.** (HCS 303) Concepts of the social sciences as they relate to the work of the health professional. Identification of economic, social, cultural, and environmental factors that affect health care. Offered only in HCS.

**SOC 311 Women and Society: Cross-Cultural Perspectives/3 sem. hrs.** A study to explore definitions of masculine and feminine in a cross-cultural context, with an emphasis on the ways in which anthropology and science have begun to revise traditional concepts of sex roles and behavior. Identical to WMS 311.

**SOC 324 Women in the Workforce/3 sem. hrs.** This course will examine the concept of work and the historical and current role of women in the labor force from a comparative perspective, with special emphasis on the American experience. The objective of the course will be to provide a framework and methodology for understanding the role that gender has played in structuring both the work force and the work place through an analysis of some of the current key issues. Identical to BUS/WMS 324.

**SOC 354 Substance Abuse: Historical and Legal Perspectives/3 sem. hrs.** The role of alcohol and other drugs in American society today. Includes a historical overview of psychoactive drug use and abuse, the classification of drugs currently in use, and legal issues related to substance abuse. Identical to PSY 354.

**SOC 355 Substance Abuse and the Family/3 sem. hrs.** Family problems related to the abuse of alcohol and other psychoactive drugs. An examination of the changes in family functioning that accompany chemical dependency. Attention given to the concept of substance abuse as a family illness and the role of family members in the recovery process. Identical to PSY 355.

**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: SOC 202.

**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 enroll for Field Study experiences covering different topics and cultures.

## **SPEECH-LANGUAGE PATHOLOGY (SLP)**

**SLP 400 Introduction to Hearing, Speech and Language Disorders/3 sem. hrs.** Understanding of speech, language, and hearing disorders, their classification, manifestation, and etiologies. Identical to LSC 400.

**SLP 410 NeuroAnatomy and Physiology/3 sem. hrs.** Introduction to anatomy and physiology of developing and mature human nervous system. Identical to LSC 410.

**SLP 420 Anatomy and Physiology of Vocal and Hearing Mechanisms/3 sem. hrs.** Introduction to the anatomy and physiology of the auditory and vocal mechanisms.

**SLP 430 Phonetics/3 sem. hrs.** History, theory, and application of phonetics including sampling and transcription techniques.

**SLP 440 Hearing and Speech Science/3 sem. hrs.** Physical bases and processes of the production and perception of hearing, language, and speech. Use of instrumentation.

**SLP 450 Speech and Language Development/3 sem. hrs.** Study of prelinguistic, linguistic, and psycholinguistic variables related to normal development from infancy through adolescence. Application of analytic methods to developmental and cultural variations in speech and language.

**SLP 460 Linguistics/3 sem. hrs.** Historical, descriptive, and sociolinguistic components of language.

SLP 470 Directed Observation/3 sem. hrs. Students must observe 25 clock hours of evaluation and management. Observation hours must precede clinical assignments and be completed under the direct supervision of a supervisor in the Communication Disorders Clinic.

### TELECOMMUNICATIONS (CSTC)

CSTC 200 Mathematical Foundations of Telecommunications/3 sem. hrs. Development of techniques applied to telecommunications systems for solution of problems solved by queuing theory, information theory, operations research, statistics, and topology. Prerequisites: MAT 150, MAT 302, and MAT 450.

CSTC 205 Electronics for Telecommunications/3 sem. hrs. (TC 205) An introduction to electronic systems for communications including signaling, modulation, demodulation, data transmission, switching, satellites, optical methods, test equipment, and error control. Prerequisites: CSTC 200 and CSEE 365.

CSTC 300 Telecommunications Network Planning and Operations/3 sem. hrs. (TC 300) Development of techniques applied to telecommunication systems for the planning and operation of telecommunications networks. Prerequisites: CCS 345, CSTC 200 and CSTC 205.

CSTC 305 Telecommunications Software and Protocols/3 sem. hrs. (TC 305) Development of protocols by example for software support of telecommunications systems. Prerequisites: CCS 345 and CSTC 200.

CSTC 400 Telecommunications Economics and Policy/3 sem. hrs. (TC 400) Development of the economic and regulatory environment of modern telecommunications systems and the effects on planning, cost, and operations. Prerequisites: CCS 345 and CSTC 200.

### WOMEN'S STUDIES (WMS)

WMS 260 Women and Law/3 sem. hrs. This course examines sex-based discrimination in American society. Includes historical/sociological analysis of evolution of law affecting women in employment, education, health and welfare, property ownership, and criminal justice. It also investigates public policy issues that affect women's lives. The course focuses on the role of the law to promote or hinder constructive social change. Identical to LGS 260.

WMS 302 Women's Studies Practicum/Directed Project/3 sem. hrs. This course will cover a sixteen-week period in which the student will work closely with the instructor in applying the theory and ideas pertinent to woman's studies. The work will involve both individual research and community projects.

WMS 305 Feminist Thought: Introduction to Women's Studies/3 sem. hrs. This course will study assumptions relative to gender issues: how we bring certain assumptions to our reading of text and in what ways we are influenced by them. This course will also address how gender-related assumptions shape the fields and professions of modern American society. Identical to HUM 305.

WMS 306 Women and Literature/3 sem. hrs. Works will be studied to acquaint students with the rich and extensive contributions of women to the various literary genres (autobiography, poetry, fiction). Identical to HUM 306.

WMS 311 Women and Society: Cross Cultural Perspectives/3 sem. hrs. A study to explore definitions of masculine and feminine in a cross-cultural context, with an emphasis on the ways in which anthropology and science have begun to revise traditional concepts of sex roles and behavior. Identical to SOC 311.

WMS 324 Women in the Workforce/3 sem. hrs. This course will examine the concept of work and the historical and current role of women in the labor force from a comparative perspective, with special emphasis on the American experience. The objective of the course will be to provide a framework and methodology for understanding the role that gender has played in structuring both the work force and the work place through an analysis of some of the current key issues. Identical to BUS/30C 324.

WMS 336 Psychology of Women/3 sem. hrs. Emphasis will be on psychological and social factors influencing women's development and behavior. Women's identity, gender-related roles, cognitive styles, value systems, and relationship patterns will be explored. Identical to PSY 336.

WMS 401 Women in the Arts and Humanities/3 sem. hrs. A study of the particular contributions of women in the humanities, including art, literature, music, theatre, film, and dance. Identical to HUM 401.

WMS 402 Women and Political Theory/3 sem. hrs. Through a study of theories of social change, this course will examine women's role in liberation movements in the third world. It will also explore what a "feminist consciousness" can contribute to political movements in our society. Identical to HUM 402.

WMS 404 Women and Film/3 sem. hrs. From a feminist perspective and using a technique called semiology, we will examine how images of women are constructed and marginalized through the art work of film. Identical to HUM 404.

WMS 405 Women and Science/3 sem. hrs. This course will look at issues in the literature of science concerning women, including the underrepresentation of women in the scientific profession and the possibility of "male bias" in the procedures of science itself. Identical to HUM 405.

WMS 498 Images of Women in Popular Culture/3 sem. hrs. This course examines the changing images of women in popular media other than literature, including film, music videos, television situation comedies, comic books; examples will be drawn from both past and contemporary sources. Readings will be assigned from a variety of feminists currently working in this area, in an effort to expose the influence of these images on mainstream America.

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Nova University was chartered by the state of Florida in 1964. Numerous graduate programs offer master's, educational specialist, and doctoral degrees and postgraduate education. The College for Career Development and Nova College offer undergraduate education, and the University School, a demonstration school, serves children from early childhood 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.

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.



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Accounting (D.B.A./Acc.)  
Business Administration (D.B.A.)  
Finance (D.B.A./Fin.)  
Human Resource Management (D.B.A./H.R.M.)  
International Management (D.B.A./I.M.)  
Marketing (D.B.A./Mkt.)

#### Doctor of Education (Ed.D.) in:

Adult Education  
Child and Youth Studies  
Computer and Information Technology  
Computer Education  
Educational Leadership  
Health Care Education  
Higher Education  
Vocational, Technical, Occupational Education

#### Doctor of International Business Administration (D.I.B.A.) in: International Business Administration

#### Doctor of Philosophy (Ph.D.) in:

Clinical Psychology  
Family Therapy  
Oceanography

#### Doctor of Psychology (Psy.D.) in:

Clinical Psychology

#### Doctor of Public Administration (D.P.A.) in: Public Administration

#### Doctor of Science (Sc.D.) in:

Computer Science  
Information Science  
Information Systems  
Training and Learning

#### Juris Doctor (J.D.) in:

Law

### SPECIALIST DEGREES

#### Educational Specialist (Ed.S.) in:

Computer Education  
Computer-Based Learning  
Education

### MASTER'S DEGREES

#### Executive Master of Business Administration in Banking (M.B.A./Ex.) in: Business Administration

#### Executive Master of Business Administration in Real Estate Development and Management (M.B.A./R.E.) in:

Business Administration

#### Master of Accounting (M.Acc.) in:

Accounting

#### Master of Arts (M.A.) in:

Liberal Studies

#### Master of Business Administration (M.B.A.) in:

Business Administration (M.B.A.)  
Financial Services Management (M.B.A./F.S.M.)

#### Master of International Business Administration (M.I.B.A.) in: International Business Administration

#### Master of Public Administration (M.P.A.) in:

Public Administration  
Public Administration/Coastal Zone Management  
Public Administration/Environmental Resources Management

#### Master of Science (M.S.) in:

Child and Youth Care Administration  
Child Care Administration  
Coastal Zone Management  
Computer-Based Learning  
Computer Information Systems  
Computer Science Education  
Education  
Elder Care Administration  
Family Support Studies  
Family Therapy  
Gerontology  
Health Services Administration  
Human Resource Management  
Human Services  
Information Systems

Information Technology and Resource Management  
Management of Quality and Technology  
Marine Biology  
Mental Health Counseling  
School Guidance and Counseling  
Speech-Language Pathology  
Training and Learning

Master of Arts (M.A.) in:  
Liberal Studies

#### BACHELOR'S DEGREES

Bachelor of Arts (B.A.) in:  
Liberal Arts

Bachelor of Science (B.S.) in:  
Accounting  
Administrative Studies  
Applied Professional Studies  
Business Administration  
Computer Information Systems  
Computer Science  
Computer Systems  
Elementary Education  
Exceptional Education  
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Hospitality Management  
Legal Studies (prelaw)  
Liberal Arts  
Life Sciences (premedical)  
Ocean Studies  
Professional Management  
Psychology  
Secondary Education

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A student also has the right to petition Nova University to amend or correct any part of his or her educational record that he or she believes to be inaccurate, misleading, or in violation of the privacy or other rights of students. If the University decides it will not amend or correct a student's record, the student has a right to a hearing to present evidence that the record is inaccurate, misleading, or in violation of the privacy or other rights of students.

If these rights are violated, a student may file a complaint with the Department of Education. A student may obtain a copy of the Educational Privacy Act policy by requesting it in writing from the Office of the University Registrar, Nova University, Parker Building, 3301 College Avenue, Fort Lauderdale, Florida 33314. A schedule of fees and a listing of types and locations of educational records is contained in this policy.

Nova University does not discriminate on the basis of nondisqualifying handicap, sex, age, race, color, religion or creed, or national or ethnic origin in admission, access, or employment for any of its programs and activities. The University registrar and director of human resources have been designated as student and employee coordinators, respectively, to assure compliance with the provisions of applicable laws and regulations relative to nondiscrimination. Nova University programs are approved for the training of veterans and other eligible persons by the Bureau of State Approval for Veterans' Training, Florida Department of Veterans' Affairs.

The school is authorized under federal law to enroll nonimmigrant alien students.

The Nova University general policies on student relations are on file in the Office of the University Registrar.

## THE CODE OF STUDENT CONDUCT AND ACADEMIC RESPONSIBILITY

**Purpose:** This code seeks to promote high standards of academic integrity by setting forth the responsibilities of students as members of the University community. Abiding by the code ensures a climate wherein all members of the University community can exercise their rights of membership.

### I. 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 society. As an institution, its purpose is to assure all students an equal opportunity to fulfill their intellectual potential through pursuit of the highest standards of academic excellence.

Certain rights and obligations flow from membership in any academic community committed to such goals:

- The rights of personal and intellectual freedom, which are fundamental to the idea of a university;
- A scrupulous respect for the equal rights and dignity of others; and
- Dedication to the scholarly and educational purposes of the University and participation in promoting and assuring the academic quality and credibility of the institution.

Students are responsible for obtaining, learning and observing the established University and center policies as listed in all official publications. In addition, students must comply with the legal and ethical standards of the institution as well as those of Broward County and the state of Florida. All members of the community should inform the appropriate official of any violation of conduct regulations.

#### A. Academic Standards

The University expects its students to manifest a commitment to academic integrity through rigid observance of standards for academic honesty. The academic honesty standards include:

1. **Original Work.** Assignments such as course preparations, exams, texts, projects, term papers, practicums, etc. must be the original work of the student. Original work may include the thoughts and words of another author, but if that is the case, those ideas or words must be indicated in a manner consistent with a University-recognized form and style manual.

Work is not original that has been submitted previously by the author or by anyone else for academic credit. Work is not original that 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 credit at the time the work is being submitted or unless copying, sharing, or joint authorship is an express 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.

2. **Referencing the Works of Another Author.** All academic work submitted for credit or as partial fulfillment of course requirements must adhere to each center's specific accepted reference manuals and rules of documentation. Standards of

scholarship require that proper acknowledgement be given by the writer when the thoughts and words of another author are used. Students must acquire a style manual approved by their Center and become familiar with accepted scholarly and editorial practice in their Program. Students' work must comport with the adopted citation manual for their particular Center.

At Nova University, it is plagiarism to represent another person's work, words or ideas as one's own without use of a center-recognized method of citation. Deviating from Center standards I(A)(1) or I(A)(2) are considered plagiarism at Nova University.

3. **Tendering of Information.** All academic work must be the original work of the student. Giving or allowing one's work to be copied, giving out exam questions or answers, or releasing or selling term papers is prohibited.
4. **Acts Prohibited.** Students should avoid any impropriety, or the appearance thereof, in taking examinations or completing work in pursuance of their educational goals. Violations of academic responsibility include, but are not limited to:
  - a. Plagiarism
  - b. Any form of cheating
  - c. Conspiracy to commit academic dishonesty
  - d. Misrepresentation
  - e. Bribery in an attempt to gain an academic advantage
  - f. Forging or altering documents or credentials
  - g. Knowingly furnishing false information to the institution.
5. **Additional Matters of Ethical Concern.** Where circumstances are such as to place students in positions of power over University personnel, inside or outside the institution, students should avoid any reasonable suspicion that they have used that power for personal benefit or in a capricious manner.

#### B. Conduct Standards

1. Students should not interfere with the rights, safety or health of members of the University community nor interfere with other students' right to learn. Students are expected to abide by all University, Center, and Program rules and regulations and all local, state, and federal laws. Violations of conduct standards include, but are not limited to:
  - a. Theft
  - b. Vandalism
  - c. Disruptive behavior
  - d. Possession or use of firearms, fireworks, explosives, or other dangerous substances or items
  - e. Possession, transfer, sale, or use of illicit drugs
  - f. Appearance in class or on campus under the apparent influence of alcohol or illicit drugs or chemicals
  - g. Violations of housing regulations
  - h. Any act of conspiracy to commit an act which is harassing or abusive or which invades an individual's right to privacy, including, but not limited to, sexual harassment and abuse against members of a particular racial, ethnic, religious, or cultural group
  - i. Threats of actual damage to property or physical harm to others

- j. Nova University prohibits any activity that may be construed as hazing. "Hazing" is defined as: any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of a university.
  - k. Failure to make timely payment of tuition and fees.
2. Students must have authorization from the University to have access to University documents, data, programs, and other types of information and information systems. Any use of the above without authorization is prohibited.

#### C. Supplementary Standards

Students are expected to comply with the legal and ethical standards of this institution and those of their chosen field of study, including the code of ethics for computer usage. The University and each Center or Program may prescribe additional standards for student conduct as would comport with the letter and spirit of this code.

#### D. Violations

Any violation(s) of any of the academic standards, conduct standards or supplemental standards may result in a complaint being filed against a student to enforce the Code of Student Conduct and Academic Responsibility. Deans or directors may, in their discretion, immediately suspend students pending a hearing on charges of academic conduct or supplemental standard violations. Any student found guilty of a violation of the academic, conduct, or supplemental standards will be subject to disciplinary action, including expulsion from the University.

### STUDENT CODE OF COMPUTER ETHICS

Nova University provides computer systems with access to hardware, software, and networks to enhance academic experience. The University's computer systems are vital to the University's programs of instruction, research and administration. Nova University's "computer systems" refer to all computers owned or operated by the University and include hardware, software, data, and communication networks associated with these systems. In particular, "computer systems" refer to systems ranging from multi-user time-sharing systems to single-user terminals and personal computers, whether free-standing or connected to a network.

Ethical conduct by students in the use of this technology is the same as in all other areas of University life and it is of equal importance. All students are expected to abide by the Nova University Code of Student Conduct and Academic Responsibility. Students as part of their academic preparation toward specific professional career goals must be aware of and abide by the professional code of ethics associated with that chosen profession. Therefore, student technology users must apply standards of normal academic and professional ethics and considerate conduct to their use of the University's computing systems and resources, including respect of other users' rights to privacy.

The student user must be aware of the legal and moral responsibility for ethical conduct in the use of technology. Student users of Nova University's computer systems are subject to all applicable federal, state and international computer laws. A copy of the Florida Computer Crimes Act and referenced Florida State Statutes may be examined on line or in a student's academic program office.

In addition, a student accessing any of Nova University computer systems, whether a multi-user time-sharing system or a single-user terminal or personal computer, must:

- Have proper authorization for use or attempted use of accounts within the Nova University computer systems
- Limit the use of Nova University computer systems to academic activities as defined by the student's academic program office

- Refrain from attempting to tamper with or obstruct the operation of Nova University's computer systems
- Be aware that accessing or using another person's computer account without that person's permission is illegal and unethical
- Refrain from any attempt to use Nova University's computer systems as a means for the unauthorized access to computer systems outside the University's systems
- Be aware that the use of invasive software, such as worms and viruses destructive to hardware, software or data files is illegal and unethical
- Be aware that using Nova University's computer systems to act or behave in a rude, obscene or harassing manner will be dealt with by appropriate University policy, procedures and agents
- Use only legally obtained or licensed data or software in accordance with its license or purchase agreement
- Be in compliance with federal copyright laws and the Nova University Copyright Code.

As with all matters of law and ethics, ignorance of the rules does not excuse violations. Inappropriate conduct and violations will be dealt with under the guidelines of the Nova University Code of Student Conduct and Academic Responsibility as defined and determined by the Office of the Academic Vice-President and the Office of the Dean of a student's academic program.

## NOVA UNIVERSITY DRUG-FREE POLICY STATEMENT

In order to comply with the Drug-Free Schools and Communities Act (Pub. L. No. 101-226, Title 34 C.F.R., part 86), Nova University has adopted the following policy for all workplace, school, campus, and field-based programs.

The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs\* and the abuse of alcohol are prohibited in and on Nova University owned or controlled property and as a part of any of its activities. No Nova University employee or student is to report to work or school while under the influence of illicit drugs or alcohol.

There are serious health risks associated with the abuse of drugs and alcohol. If you, a fellow student, teacher, or co-worker has a problem with abuse of drugs and/or alcohol, help can be provided at the following locations:

### On Campus:

Nova University Student Counseling Service  
Mailman Building  
(305) 475-7552

Nova University Community Mental Health  
Davie (305) 475-7070  
Lauderhill (305) 486-3663  
Coral Springs (305) 753-7020

### Community:

Florida Department of Education  
Educational Prevention Center  
Knott Building  
Tallahassee, FL 32399  
(904) 488-6304

Department of Health and Rehabilitative Services  
Alcohol and Drug Abuse Program  
1317 Winewood Boulevard  
Tallahassee, FL 32399  
(904) 488-0900

When you use or deal in drugs, you also risk incarceration and/or fines. In addition to federal sanctions, Florida state statutes provide sanctions in regard to the use, possession and/or sale of illicit drugs and the abuse of alcohol. Punishment varies dependent upon the amount and type of drug and/or alcohol involved. Felony convictions range from one year to life imprisonment. Possession of not less than 20 grams of cannabis is punishable as a misdemeanor of the first degree. Punishment for a misdemeanor ranges from less than 60 days to one year imprisonment.

Under §893.13, Florida Statutes: It is unlawful for any person to sell, purchase, manufacture, deliver, or to possess with the intent to sell, purchase, manufacture, or deliver a controlled substance. Violation of this statute is a felony, and is punishable under Chapter 775 of the Florida Statutes.

Under §893.13(1) (e), Florida Statutes: It is unlawful for any person to sell, purchase, manufacture, deliver, or to possess with the intent to sell, purchase, manufacture, or deliver a controlled substance in, on, or within 1,000 feet of a public or private elementary, middle, or secondary school. Punishment for a violation of this statute may include a minimum three-year imprisonment.

\* The term "illicit drugs" refers to all illegal drugs and to legal drugs obtained or used without a physician's order. It does not prohibit the use of prescribed medication under the direction of a physician.

Under §316.1936, Florida Statutes: It is unlawful for any person to possess an open container of alcoholic beverage while operating a vehicle in the state, or while a passenger in or on a vehicle being operated in the state. Violation of this law will result in a noncriminal moving traffic violation, punishable as provided in Chapter 318 of the Florida Statutes, with fines and points on a driving record leading to driver's license suspension.

Under §316.193, Florida Statutes: A person is guilty of driving under the influence if such a person is driving or in actual physical control of a vehicle within the state and the person is under the influence of alcoholic beverages or any controlled substance when affected to the extent that his or her normal faculties are impaired or the person has a blood alcohol level of .10 percent or higher. First conviction on such a DUI charge shall result in a fine of not less than \$250 or more than \$500 and imprisonment not more than six months. Second conviction results in a fine of not less than \$500 or more than \$1,000 and not more than nine months, imprisonment. Third conviction will result in not less than a \$1,000 fine or more than a \$2,500 fine and imprisonment for not more than 12 months.

By applying for a driver's license and accepting and using a driver's license, a person holding the driver's license is deemed to have expressed his or her consent to submit to breath, blood, and urine tests for alcohol, chemical substances, or controlled substances.

Nova University requires that an employee notify the employer of any criminal drug statute conviction for a violation occurring in the work place no later than five (5) days after such conviction. In order to comply with federal law, Nova University must notify any federal contracting agency within ten (10) days of having received notice that an employee engaged in the performance of a federal contract or grant has had a criminal drug statute conviction for a violation occurring in the work place. Any criminal drug convictions in the work place must be reported by the employee to his or her University supervisor or department head within five (5) days of the date of such conviction. The University will discipline any employee who is so convicted or require the employee's satisfactory participation in a drug/alcohol abuse assistance or rehabilitation program within thirty (30) days of notice of such conviction.

Any Nova University employee or student determined to have violated this policy shall be subject to referral for prosecution by the appropriate authorities. Other sanctions include: evaluation/treatment for drug use disorder, which may include mandatory completion of a drug/alcohol abuse rehabilitation program, expulsion, and/or termination.

All Nova University faculty and staff members will, as a condition of their employment, abide by the terms of this policy. All Nova University students will, as a condition of their enrollment, abide by the terms of this policy.

## Federal Trafficking Penalties

CSA	PENALTY		Quantity	DRUG	Quantity	PENALTY	
	2nd Offense	1st Offense				1st Offense	2nd Offense
I	Not less than 10 years, Not more than life.	Not less than 5 years, Not more than 40 years.	10-99 gm or 100-999 gm mixture	<b>METHAMPHETAMINE</b>	100 gm or more or 1 kg* or more mixture	Not less than 10 years, Not more than life.	Not less than 20 years, Not more than life.
			100-999 gm mixture		1 kg or more mixture		
			500-4,999 gm mixture		5 kg or more mixture		
I and II	If death or serious injury, not less than life.	If death or serious injury, not less than 20 years, Not more than life.	5-49 gm mixture	<b>COCAINE BASE</b>	50 gm or more mixture	If death or serious injury, not less than 20 years, Not more than life.	If death or serious injury, not less than life.
II	Fine of not more than \$4 million individual, \$10 million other than individual.	Fine of not more than \$2 million individual, \$5 million other than individual.	10-99 gm or 100-999 gm mixture	<b>PCP</b>	100 gm or more or 1 kg* or more mixture	Fine of not more than \$4 million individual, \$10 million other than individual.	Fine of not more than \$8 million individual, \$20 million other than individual.
			1-10 gm mixture		10 gm or more mixture		
			40-399 gm mixture		400 gm or more mixture		
			10-99 gm mixture		100 gm or more mixture		
				<b>LSD</b>			
				<b>FENTANYL</b>			
				<b>FENTANYL ANALOGUE</b>			

Drug	Quantity	First Offense	Second Offense
Others <sup>1</sup>	Any	Not more than 20 years, if death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual, \$5 million not individual.	Not more than 30 years, if death or serious injury, life. Fine \$2 million individual, \$10 million not individual.
II	All	Any	Not more than 10 years, Fine not more than \$500,000 individual, \$2 million not individual.
IV	All	Any	Not more than 5 years, Fine not more than \$500,000 individual, \$2 million not individual.
V	All	Any	Not more than 2 years, Fine not more than \$200,000 individual, \$500,000 not individual.

\* Less or insignificantly exceeded doses 100 gm. Congress requested to make technical correction to 1 kg. <sup>1</sup> Does not include marijuana, heroin, or hashish.

## Federal Trafficking Penalties - Marijuana

Quantity	Description	First Offense	Second Offense
1,000 kg or more, or 1,000 or more plants	<b>Marijuana</b> Mixture containing detectable quantity	Not less than 10 years, not more than life, if death or serious injury, not less than 20 years, not more than life. Fine not more than \$4 million individual, \$10 million other than individual.	Not less than 20 years, not more than life, if death or serious injury, not less than life. Fine not more than \$8 million individual, \$20 million other than individual.
100 kg or 1,000-999 plants	<b>Marijuana</b> Mixture containing detectable quantity	Not less than 5 years, not more than 40 years, if death or serious injury, not less than 20 years, not more than life. Fine not more than \$2 million individual, \$5 million other than individual.	Not less than 10 years, not more than life, if death or serious injury, not less than life. Fine not more than \$4 million individual, \$10 million other than individual.
50 to 100 kg	<b>Marijuana</b>	Not more than 20 years, if death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual, \$5 million other than individual.	Not more than 30 years, if death or serious injury, life. Fine \$2 million individual, \$10 million other than individual.
10 to 100 kg	<b>Hashish</b>		
1 to 100 kg	<b>Hashish Oil</b>		
50-99 plants	<b>Marijuana</b>		
Less than 50 kg	<b>Marijuana</b>	Not more than 5 years, Fine not more than \$250,000, \$1 million other than individual.	Not more than 10 years, Fine \$500,000 individual, \$2 million other than individual.
Less than 10 kg	<b>Hashish</b>		
Less than 1 kg	<b>Hashish Oil</b>		

## Controlled Substances - Uses & Effects

CLASSIFICATION	NAME OR OTHER NAME	MEDICAL USES	DEPENDENCE	TOLERANCE	EFFECTS	USUAL	
						METHODS OF ADMINISTRATION	POSSIBLE EFFECTS
ANALGESIC							
II	<b>Opium</b>	Anesthetic, analgesic	High	High	High	High	High
II	<b>Codeine</b>	Anesthetic, analgesic	High	High	High	High	High
II	<b>Heroin</b>	Anesthetic, analgesic	High	High	High	High	High
II	<b>Morphine</b>	Anesthetic, analgesic	High	High	High	High	High
II	<b>Propoxyphene</b>	Anesthetic, analgesic	High	High	High	High	High
II	<b>Tramadol</b>	Anesthetic, analgesic	High	High	High	High	High
II	<b>Buprenorphine</b>	Anesthetic, analgesic	High	High	High	High	High
II	<b>Naloxone</b>	Antagonist	High	High	High	High	High
II	<b>Naltrexone</b>	Antagonist	High	High	High	High	High
II	<b>Meperidine</b>	Anesthetic, analgesic	High	High	High	High	High
II	<b>Pemoline</b>	Stimulant	High	High	High	High	High
II	<b>Amphetamine</b>	Stimulant	High	High	High	High	High
II	<b>Methylphenidate</b>	Stimulant	High	High	High	High	High
II	<b>Propylhexedrine</b>	Stimulant	High	High	High	High	High
II	<b>Sedative-Hypnotics</b>	Sedative, hypnotic	High	High	High	High	High
II	<b>Barbiturates</b>	Sedative, hypnotic	High	High	High	High	High
II	<b>Benzodiazepines</b>	Sedative, hypnotic	High	High	High	High	High
II	<b>Other Sedatives</b>	Sedative, hypnotic	High	High	High	High	High
II	<b>Stimulants</b>	Stimulant	High	High	High	High	High
II	<b>Amphetamines</b>	Stimulant	High	High	High	High	High
II	<b>Methylphenidate</b>	Stimulant	High	High	High	High	High
II	<b>Propylhexedrine</b>	Stimulant	High	High	High	High	High
II	<b>Other Stimulants</b>	Stimulant	High	High	High	High	High
II	<b>Antipsychotics</b>	Antipsychotic	High	High	High	High	High
II	<b>Antidepressants</b>	Antidepressant	High	High	High	High	High
II	<b>Anticonvulsants</b>	Anticonvulsant	High	High	High	High	High
II	<b>Other Medications</b>	Other medication	High	High	High	High	High

## SMOKING AND NONSMOKING

Smoking is prohibited in any Nova University facility where, regardless of physical separation, nonsmokers share a ventilation system with smokers.

This policy does not apply to living quarters (dormitories) which are subject to a separate smoking policy. Nor does this policy in any way supersede the Florida Clean Indoor Air Act.

## ALCOHOL AND OTHER DRUGS

Nova University, as an institution of higher education, is dedicated to the well-being of all members of the University community -- students, faculty, staff, and administrators. Concerned with the misuse of alcohol and other drugs (both licit and illicit), it is the policy of the University to endeavor to prevent substance abuse through programs of education and prevention.

The University recognizes alcoholism and drug abuse as illnesses or treatable disorders, and it is the University's policy to work with members of the University community to provide channels of education and assistance. However, it is the individual's responsibility to seek help. The University also recognizes that the possession and/or use of certain substances is illegal, and the University is obligated to comply with local, state, and federal laws.

1. While on campus or engaged in any University related activity, members of the University community must be in a fit condition to perform appropriately. Being under the influence of alcohol and/or drugs is prohibited and may subject the individual to disciplinary action including the possibility of dismissal.
2. Employees will be evaluated only on their work performance. If alcohol consumption or the use of any other drug affects an employee's performance, assistance is available. However, if an employee's performance continues to deteriorate, the University will discipline the employee based on his or her job performance. Poor job performance will lead to discharge.
3. Professional assistance for substance abuse is given on a confidential, professional, and voluntary basis. The purpose of this assistance is to help the individual member of the University community, who has a substance abuse problem, lead a productive work and/or academic life free of the substance abuse.
4. Members of the University community who engage in any illegal activity involving alcohol or other drugs are subject to dismissal.

## SUBSTANCE ABUSE AWARENESS, EDUCATION, AND PREVENTION

Nova University's activities in substance abuse awareness, education, and prevention exist to encourage members of the University community to avoid the use of illicit drugs, to use alcohol and other licit drugs in a responsible manner, and to avert the need for direct intervention. The specific goals of the program are the following:

- To educate all members of the community that the use and possession of certain substances are illegal and may result in adverse consequences
- To inform members of the University community concerning the physical and psychological effects of alcohol and other drugs and to develop an awareness of potential problems that can result from the use of these substances
- To support those who choose not to drink alcohol or to use other drugs
- To teach those who choose to drink alcohol to do so responsibly
- To help those who abuse alcohol or other drugs.

In order to achieve these goals, the University operates and/or engages in the following programs and activities:

1. **Alcohol and Drug Resource Center.** The Resource Center is directed by an existing staff member. Additional staff consists of student employees, practicum students, and/or student volunteers. The center has the primary responsibility for the University's prevention and education programs. It coordinates the various activities and serves as a clearinghouse for alcohol and drug information. Each academic center designates a contact person who works with the Resource Center staff to disseminate information within their centers.
2. **Advisory Committee.** There is a group of administrators, faculty, and student leaders who are appointed by the vice president for academic affairs to serve as advisers and resource persons. The committee is chaired by the director of the Alcohol and Drug Resource Center. The group meets monthly to discuss and develop program plans and activities.
3. **Alcohol and Drug Awareness Activities.** Under the direction of the Resource Center, there are regular and ongoing activities designed to disseminate information about alcohol and drug use. The audience of the information is all students, employees, and faculty of the University, both on and off campus. The awareness activities can include posters, media campaigns, films, exhibits, and literature. The University supports the National Alcohol Awareness Week and schedules activities at that time to promote awareness on campus.
4. **Student Organizations.** The student governments are encouraged to establish chapters of organizations such as BACCHUS (Boost Alcohol Consciousness Concerning the Health of University Students) and SADD (Students Against Drunk Driving).
5. **Alcohol and Drug Workshops.** Workshops are provided for student leaders and for employees as part of the University's staff development program. These workshops provide the opportunity for the participants to discuss the information they receive. Student leaders are required to complete such workshops before they can plan parties which involve drinking.
6. **Academic Courses.** Several academic centers have put identifiable units on alcohol and drugs into appropriate existing courses. Additionally, several academic centers have established elective courses in substance abuse and/or recommend students to take such courses in other centers. Assistance is available to the academic centers from the Alcohol and Drug Abuse Resource Center to ensure the substance abuse content of courses are consistent with University's policies.
7. **Orientation.** Academic centers include information on drugs and alcohol in the orientation sessions and materials for new students. The orientation provides a general orientation to the problems of substance abuse and includes a statement of the University's policy on drugs and alcohol. The information is presented in a positive manner. The Resource Center works with the academic centers to prepare the materials presented.

## COMMUNICABLE DISEASES POLICY GUIDELINES

It is the intent of the University to protect students and employees from exposure to communicable diseases which pose reasonable risk of harm to members of the University community. It is also the intent of the University to protect the rights of those infected with a communicable disease pursuant to the sick leave policy of the University. Employees and students of the University who do become infected with a communicable disease are subject to the guidelines listed below.

All employees diagnosed with any communicable disease will receive the same benefits and privileges extended to any employee under the sick leave policy, and shall be afforded confidentiality for all related issues.

The University will be flexible in its response to incidents of communicable disease, evaluating each occurrence in light of this policy and current available medical information.

### GUIDELINES

1. For the purpose of this policy, the term "employee" shall include all persons employed by the University, either full-time or part-time, including adjuncts and off-site coordinators, but shall not include the following persons:
  - a. Members of the Board of Trustees
  - b. Guest lecturers
  - c. VisitorsThe term "student" shall include all persons enrolled at the University, either part-time or full-time, from preschool through graduate studies.  
The term "infected person" shall include students and employees who have been medically diagnosed as infected with a communicable disease.  
In the event that any employee, administrator, or student has a concern about the potential for the spread of a communicable disease within the University community, those concerns should be brought to the assistant director of human resources for review consistent with the current available information on the spread of the particular communicable disease. After review and evaluation of the concerns, if there appears to be a reasonable likelihood of the spread of the disease within the University community by an infected person, the assistant director of human resources will, after notification of the issues presented to the University president, contact the Broward Health Department for recommendations of appropriate action consistent with state law.  
The University will make available to its employees and students information about the transmissibility of communicable diseases and precautions which can be taken to prevent the spread of various communicable diseases.
2. An infected person can continue to work and study so long as he or she is able to continue to perform his or her regular responsibilities satisfactorily, and so long as the best available medical evidence indicates that his or her continual status does not present a health or safety threat to themselves or others. Infected employees with diseases which threaten the safety of others are eligible for the same leave of absence provisions of current University policy for sick or annual leave.
3. An infected person returning to work or school after a leave of absence for reasons related to a communicable disease must provide a statement from his or her treating physician indicating their current medical status. An employee shall submit the physician's statement to the director of human resources or a delegated representative. Students shall submit their statement to their program dean.
4. Within reason, the University shall make accommodations to the infected persons, whenever possible, to ensure continuity in employment or in the classroom. Such measures may include, subject to administrative limitations, job reassignment or class reassignment to place the infected person in a less demanding position.

5. No infected person (employee or student) may be dismissed from the University solely on the basis of a diagnosis of an infection of a contagious disease. A decision to dismiss or discharge will only be made after reasonable accommodation has been attempted and an examination of facts demonstrate that the infected person can no longer perform as required or poses a reasonable threat to the health and safety of those around him or her.
6. Disciplinary measures are available to the University when any employee fails or refuses to work at his or her assigned job with an infected person who has not been deemed to pose a present health or safety threat to self or to others. Student disciplinary measures shall range from counseling to expulsion.
7. As with any medical condition, employees must not disclose information regarding another employee or student to anyone except those employees with a medical or administrative need to know. The University shall take every precaution to ensure that confidentiality is maintained. Breach of such confidentiality by any employee shall result in disciplinary action.

## POLICY ON SEXUAL HARASSMENT

It is the intent of the University to protect all employees and students from sexual harassment. Sexual harassment is a violation of Title VII. Sexual harassment undermines the integrity of the employment and academic environment, debilitates morale, and interferes with the effectiveness of employees and students. In accordance with Equal Employment Opportunity Commission-promulgated guidelines, unwelcome sexual advances, unwanted request for favors of a sexual nature, and any other verbal or physical conduct of a sexual nature are considered sexual harassment if:

- (a) Explicit or implicit submission to sexual overtures is made a term or condition of employment
  - (b) Employment decisions are made on the basis of whether submission to or rejection of sexual overtures occurred
  - (c) An individual's work performance is unreasonably interfered with by a sexually intimidating, hostile, or offensive atmosphere.
- A. At Nova University, sexual harassment of or by employees includes:
1. Unwelcome or unwanted sexual advances. This includes unwelcome physical contact or sexual advances considered unacceptable by another individual.
  2. Requests or demands for sexual favors. This includes subtle or blatant pressures or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment status.
  3. Verbal abuse that is sex-oriented or considered unacceptable by another individual, as well as sexually derogatory comments. This includes commenting about an individual's body or appearance when such comments go beyond mere courtesy; telling jokes that are clearly unwanted and considered offensive by others; or other tasteless sexually-oriented comments or innuendoes or actions that offend others.
  4. Engaging in any type of sexually-oriented conduct that would unreasonably interfere with another's work performance. This includes extending unwanted sexual attention to someone that reduces personal productivity or time available to work at assigned tasks.
  5. Creating a work environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually-oriented conversations, suggestions, requests, demands, physical contacts or attentions.
- Nova University will not tolerate sexual harassment. Sexual harassment is an insidious practice. It demeans individuals being treated in such manner, and creates unacceptable stress for the entire organization. Persons harassing others will be dealt with swiftly and vigorously.
- Normal, noncoercive interaction that is acceptable to both parties is not considered to be sexual harassment.



All allegations of sexual harassment of or by an employee, client, or vendor will be promptly and thoroughly investigated by the Human Resources Department and should be reported promptly to the director of human resources.

B. At Nova University, sexual harassment by employees of students is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made to appear to be a term or condition of enrollment, attendance, or participation in a class
2. Submission to or rejection of such conduct affects academic decisions
3. Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance or creating an intimidating, hostile, or offensive academic environment
4. Unwelcome patting, pinching, or touching
5. Offensive or demeaning sexual remarks, jokes or gestures.

Students aggrieved by a violation of this policy may file a grievance under their center's grievance procedure.

Any employee who violates any portion of this policy shall be subject to disciplinary action.

At Nova University, romantic and sexual relationships between a faculty member and a student are subject to the prohibition against sexual harassment.

Romantic or sexual relationships between a faculty member and a student then enrolled in the faculty member's class (including supervised student activities for which academic credit is given) may appear to be coercive and are discouraged. Even when no coercion is present, such relationships create the appearance of impropriety and favoritism which can impair the academic experience of all students in that class. It is, therefore, improper conduct for a faculty member to engage in a romantic or sexual relationship with a student then enrolled in the faculty member's class.

## REFUND POLICY

Students have three working days from the date of signing an enrollment contract or financial agreement with the University to cancel the contract and receive a full refund of any tuition and registration fees paid. Further a student shall receive a full refund of tuition and registration fees paid by the student prior to the commencement of instruction if the student submits a written request to the institution within three working days of the payment. Refund schedules for tuition and fees after the commencement of instruction may be found in the appropriate center or program catalog.

## PRIVACY OF RECORDS

Nova University maintains a system of records that includes application forms, letters of recommendation, admission test scores, and transcripts of students' previous academic records and performance while in residence. These records are available for review by present and former students upon written request to the registrar's office. However, the registrar will not release transcripts of students' academic records until all their accounts, both academic and nonacademic, have been paid.

The law limits access by and disclosure to a third party. Such access is given only upon consent of the student or if required by law, except for the following information, which may be released as directory information: (a) student's name; (b) dates of attendance; (c) degree and awards received. Requests for such information must be submitted in writing to the registrar. The University reserves the right to refuse the above information if the reason for the request is not considered to be a sufficient need to know.

Any student or parent not wishing to have this information disclosed should notify the Office of the University Registrar in writing prior to September of the relevant school year.

A person does not have the right of access to educational records until he or she has been admitted to 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 the University if they wish to challenge the content of the record. If they are still not satisfied, the parents or eligible students may add explanatory or rebuttal matter to the record.

If the students or parents are denied access to a hearing or if the records are alleged to have been illegally disclosed to a third party, the students or parents may file a complaint with the U.S. Department of Education.

The Nova University general policies on student relations are on file in the Office of the University Registrar.

## RESERVATION OF POWER

Nova University reserves the right to amend, modify, add to, or delete its rules, regulations, policies, and procedures affecting its institutional relationship with students as deemed necessary by the administration. Any such amendment, modification, addition or deletion shall not be considered a violation of the relationship between the University and the student. Such right includes modification to academic requirements, curriculum, tuition, and/or fees when in the judgment of the administration such changes are required in the exercise of its educational responsibility.

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