

1985

The Center for Undergraduate Studies 1985-86 Catalog

Nova University

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NOVA UNIVERSITY

Nova College

The Center for Undergraduate Studies
1985-86 Catalog



Nova College

The Center for Undergraduate Studies 1985-86 Catalog

Policies and programs set forth herein are effective through June 30, 1986. The regulations and requirements herein, including fees, are necessarily subject to change without notice at any time at the discretion of Nova University administration.

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

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

Contents



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

*Alexzander Schure
Chancellor, Nova University*

Now entering its third decade, Nova University is beginning to see the impact that its graduates are having on the institutions within our society. Many of the University's programs are mission-oriented, designed to improve the performance of professionals, and evidence is being collected which indicates that Nova alumni are having a strong, positive effect on the institutions in which they are employed.

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

*Abraham S. Fischler
President, Nova University*



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Academic Calendar

FALL 1985

Registration
Late Registration
Orientation for New Students
Classes Begin
Change of Registration (prior to 2nd week)
LABOR DAY—University Closed
ROSH HASHANAH—University Closed
YOM KIPPUR—No Evening Classes
YOM KIPPUR—University Closed
End of Withdrawal (prior to 7th week)
Classes End
Registration
Late Registration
Classes Begin
Change of Registration (prior to 2nd week)
THANKSGIVING HOLIDAY—University Closed
End of Withdrawal (prior to 7th or 15th week)
VACATION for 9-week Classes
Classes End

Career Program 8 & 16 Wks.	Career Program 9 Weeks	Day Program 8 & 16 Wks
Aug. 1-24 After Aug. 24	Jul. 29-Aug. 19 After Aug. 19	Aug. 1-24 After Aug. 24 Aug. 21-23
Aug. 26 Aug. 26-31	Aug. 26 Aug. 26-30	Aug. 26 Aug. 26-30
Sept. 2 Sept. 16	Sept. 2 Sept. 16	Sept. 2 Sept. 16
Sep. 24 Sep. 25	Sep. 24 Sep. 25	Sep. 24 Sep. 25
Oct. 9 Oct. 23	Oct. 11 Oct. 26	Oct. 9 Oct. 23
Oct. 1-23 After Oct. 23	Sep. 30-Oct. 21 After Oct. 21	Oct. 1-23 After Oct. 23
Oct. 24 Oct. 24-30	Oct. 28 Oct. 28-Nov. 1	Oct. 24 Oct. 24-30
Nov. 28-30 Dec. 7	Nov. 28-30 Dec. 13	Nov. 28-30 Dec. 7
Dec. 21	Dec. 18-Jan. 1 Jan. 11	Dec. 21

WINTER 1986

Registration
Late Registration
Orientation for New Students
Classes Begin
Change of Registration (Prior to 2nd week)
End of Withdrawal (prior to 7th week)
Classes End
Registration
Late Registration
Classes Begin
Change of Registration (prior to 2nd week)
GOOD FRIDAY—University Closed
SPRING BREAK
Classes resume
End of Withdrawal (prior to 7th or 15th week)
Classes End

Dec. 2-Jan. 4 After Jan. 4	Dec. 2-Jan. 10 After Jan. 10	Dec. 2-Jan. 3 After Jan. 3 Jan. 2-3
Jan. 4 Jan. 4-10	Jan. 13 Jan. 13-17	Jan. 6 Jan. 6-10
Feb. 14 Feb. 28	Feb. 28 Mar. 14	Feb. 14 Feb. 28
Feb. 3-Mar. 1 After Mar. 1	Feb. 17-Mar. 14 After Mar. 17	Feb. 3-28 After Feb. 28
Mar. 1 Mar. 1-7	Mar. 17 Mar. 17-21	Mar. 3 Mar. 3-7
Mar. 28 Mar. 28-Apr. 4	Mar. 28	Mar. 28 Mar. 28-Apr. 6
Apr. 5 Apr. 18	Apr. 5 Apr. 18	Apr. 5 Apr. 18
May 2	May 2 May 16	May 2

SPRING/SUMMER 1986

Registration
Late Registration
Orientation for New Students
Classes Begin
Change of Registration (prior to 2nd week)
MEMORIAL DAY—University Closed
End of Withdrawal (prior to 7th week)
Classes End
Registration
Late Registration
Classes Begin
Change of Registration (prior to 2nd week)
INDEPENDENCE DAY—University Closed
End of Withdrawal (prior to 7th or 15th week)
Classes End

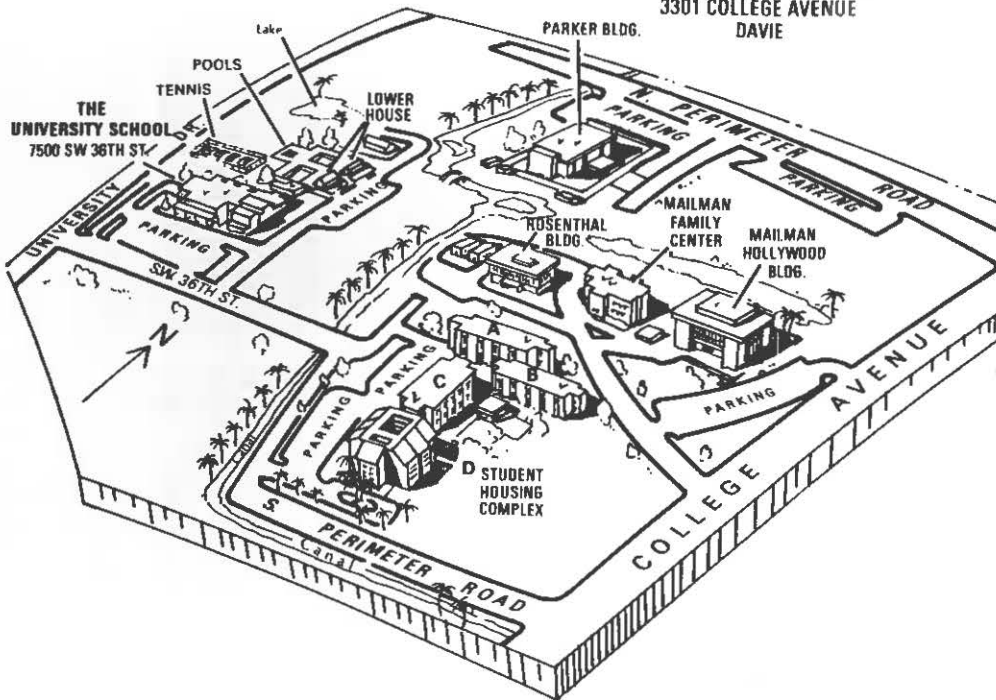
Apr. 7-May 3 After May 3	Apr. 21-May 16 After May 16	Apr. 7-May 2 After May 2 May 1-2
May 3 May 3-9	May 19 May 19-23	May 5 May 5-9
May 26 June 13	May 26 July 3	May 26 June 13
June 27 June 2-27	July 18 May 12-June 6	June 27 June 2-27
After June 27		After June 27
June 28 June 28-July 3	June 9 June 9-13	June 30 June 30-July 3
July 4 Aug. 8	July 4 Jul. 25	July 4 Aug. 8
Aug. 22	Aug. 8	Aug. 22

FALL 1986

Registration
 Late Registration
 Orientation for New Students
Classes Begin
 Change of Registration (prior to 2nd week)
 LABOR DAY—University Closed
 ROSH HASHANAH—No Evening Classes
 ROSH HASHANAH—University Closed
 YOM KIPPUR—University Closed
 End of Withdrawal (prior to 7th week)
Classes End
 Registration
 Late Registration
Classes Begin
 Change of Registration (prior to 2nd week)
 THANKSGIVING HOLIDAY—University Closed
 End of Withdrawal (prior to 7th or 15th week)
 VACATION for 9-week Classes
Classes End

July 28-Aug. 22	Aug. 1-22	July 28-Aug. 22
After Aug. 22	After Aug. 22	After Aug. 22
Aug. 23	Aug. 25	Aug. 25
Aug. 23-29	Aug. 25-29	Aug. 25-29
Sept. 1	Sept. 1	Sept. 1
Oct. 3		Oct. 4
Oct. 4	Oct. 4	Oct. 4
Oct. 13	Oct. 13	Oct. 13
Oct. 3	Oct. 10	Oct. 3
Oct. 22	Oct. 24	Oct. 22
Sep. 25-Oct. 23	Sept. 29-Oct. 24	Sep. 25-Oct. 22
After Oct. 23	After Oct. 24	After Oct. 22
Oct. 23	Oct. 27	Oct. 23
Oct. 23-29	Oct. 27-31	Oct. 23-29
Nov. 27-29	Nov. 27-28	Nov. 27-28
Dec. 6	Dec. 12	Dec. 5
	Dec. 19-Jan. 1	
Dec. 20	Jan. 10	Dec. 19

MAIN CAMPUS
 3301 COLLEGE AVENUE
 DAVIE

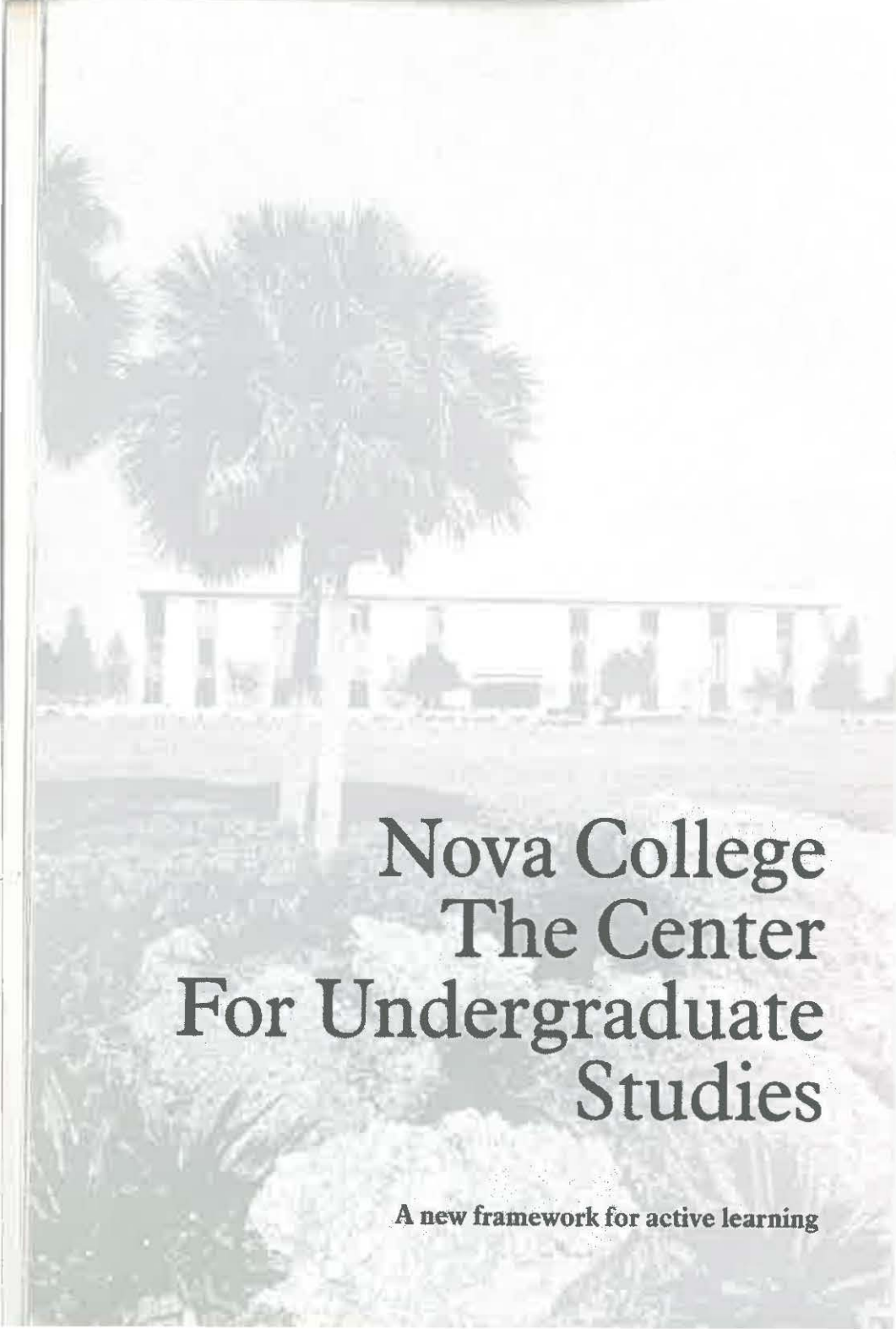


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January 1985 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	February 1985 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	March 1985 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	April 1985 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
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Nova College The Center For Undergraduate Studies

A new framework for active learning

GOALS

Nova College Will—

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

NOVA COLLEGE

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

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

2 delivery formats

CAREER DEVELOPMENT PROGRAMS

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

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

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

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

• FLEXIBLE COURSE SCHEDULING

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

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

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

- CONVENIENT TIMES FOR CLASSES
- ACCELERATION OF STUDIES
- CONVENIENT LOCATIONS

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

• PRAGMATIC TEACHING

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

• STUDENT POPULATION *most of adults*

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

• RESPONSIVE COUNSELING

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

Counselors are available in the evening by appointment.

• EXPERIENTIAL LEARNING (RECALL)

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

• SPECIAL PROGRAMS

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

DAY PROGRAM

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

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

• CORE CURRICULUM

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

• PERSONALIZED ENVIRONMENT

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

• EXPERIENTIAL LEARNING (NOT RECALL)

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

• TIME—INTENSE INSTRUCTION

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

• FLEXIBLE SCHEDULING

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

• DEDICATED TEACHING

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

INSTITUTE FOR RETIRED PROFESSIONALS

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

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

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

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

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

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

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

Additional printed information is available.

RESOURCES

The administrative offices for Nova College are located on the second floor of the Parker Building, 3301 College Avenue, Fort Lauderdale, 33314. Classrooms are located in the Parker Building and the Mailman-Hollywood Building on the main campus, at the Coral Springs center, in Dade and Palm Beach Counties and at various other sites around Florida. The telephone number on the main campus is 305-475-7340.

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

The Albert and Birdie Einstein Library in the Mailman-Hollywood Building contains a collection of books and periodicals in the disciplines of the behavioral sciences, education, public administration, computer sciences, business administration, public communications, and the humanities. This facility also includes individual study carrels and a media room in addition to microform readers.

The combined holdings of the University library system contain extensive collections in the law, basic sciences, applied mathematics, and computing sciences. Through computer terminals, the Nova Libraries are connected with the DIALOG Information Retrieval System and other national data bases.

Through special cooperative arrangements, Nova University students have access to other libraries in the South Florida Educational Complex, such as the Broward Community College Library. Believing in maximum interchange of community educational resources, Nova University also maintains cooperative arrangements with other academic libraries in the area, including the Professional Library of the Broward County Public Schools.

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

Nova University/New York Institute of Technology In July, 1970, New York Institute of Technology joined in a university federation with Nova University of Fort Lauderdale, Florida. Drawing on the combined faculties, facilities, and educational philosophies of both institutions, the affiliation permits an interrelationship of learning in broad areas of human interest and endeavor. The interchange of academic activity and resources for the reciprocal advancement of both institutions offers students maximum educational opportunities.

ACCREDITATION

Nova University is accredited by the Southern Association of Colleges and Schools. Nova University is also a member of the College Entrance Examination Board. Courses in education have program approval by the Florida Department of Education.

MEMBERSHIP

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



Becoming a Nova College Student

APPLYING FOR ADMISSION

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

Applicants are required to

- 1) Submit a completed application form and the \$30 non-refundable application fee to:

Nova University
Office of the Registrar
3301 College Avenue
Fort Lauderdale, Florida 33314

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

DAY PROGRAM STUDENTS are also required to

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

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

Acceptance to Career Development Programs

1. As soon as we have the completed application form and fee on file you are eligible to take courses.
2. Acceptance into a degree program can be effected only after
 - a. You submit proof of high school graduation (or its equivalent) and official transcripts of all previous college work (if any). At this time credentials will be evaluated and you will be notified of your status.

For students who have not graduated from high school, the following will be considered in lieu of a high school diploma:

- (1) G.E.D. certificate or its equivalent
- (2) Documented ability to benefit from the College's program. Such documentation may include any *one* of the following:
 - Written demonstration of the language and math skills necessary for college work
 - Two or more written recommendations from professional educators or counselors who are not affiliated with Nova University
 - Other evaluations of the student's ability as deemed appropriate by the College.
- b. You complete six semester hours at Nova with at least a 2.0 Q.P.A.
- c. You complete required placement tests.
- d. You declare a major and have your program evaluated by a counselor.

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

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

International Students International students applying to Nova College must:

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

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

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

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

INFORMATION AND COUNSELING

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

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

UNDERGRADUATE DEGREE

Nova University awards three undergraduate degrees: the Bachelor of Science degree, the Bachelor of Science in Electrical Engineering degree and the Bachelor of Arts degree. A student can earn only one undergraduate degree and one diploma from Nova University. The diploma indicates which of the above degrees was earned; it does not indicate which major. The student's academic transcript, the official record of work at Nova University, indicates degree earned, major field of study, and specialty, if any.

Combined Majors, Minors And Specialties Nova College offers the opportunity for students to acquire substantial credit in a second major or specialty area. Students should check with an advisor as to which majors may be combined. Whenever requirements for a specialty or permissible second major are completed, the student needs to request, through a student action form, that this information be made a permanent part of the student's official academic transcript. By judiciously selecting elective courses or by the completion of a few additional credits, students can acquire recognizable competence in more than one academic area.

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

STUDENT LIFE

Activities Student life at Nova College complements the academic purpose of the institution. Nova students have an excellent opportunity to become involved in the co-curricular program of the College. A few of the current clubs and organizations include:

- The Student Government Association
- The Resident Student Association
- The Nova International Students Association
- The Women's Student Forum
- Cheerleaders

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

Student publications are:
The Nova Knight (weekly newspaper/newsletter)
The Paladin (yearbook)
The Nebulae (literary magazine)

The Knight and Paladin staffs include a number of students who function as writers, photographers, reporters and editors. Each publication is produced entirely by the students of Nova College. The Nebulae is a literary publication, produced by students, which contains original works by students, staff, and faculty from the College.

A wide range of social activities is available to students. Several parties, sponsored by different student organizations, are held throughout the year including a Halloween costume ball, a Christmas party, Homecoming Ball, and the End of the Year Dinner Dance.

Nova College athletes are involved in a very exciting and challenging athletic program. Nova participates in men's basketball, men's soccer, men's and women's cross country, and women's volleyball. These teams compete against the best Division II teams in Florida and South Georgia. The athletic program is supported by a very energetic and enthusiastic cheerleading team. Nova students are encouraged to be active participants in or active supporters of these programs.

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

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

Housing rates are per trimester per person including air conditioning and utilities. For further information about student housing, call or write to the Office of Student Housing, 305-475-7052.

RECALL

(Review and Evaluation of Career and Lifelong Learning)

Nova College extends experiential credit and credit for prior learning when it is appropriate to a degree program and where college-level learning has been demonstrated. To assure academic quality and fairness to students, the RECALL process is used. With counselor assistance, each student can examine how to earn credit for prior learning experiences through transfer, testing and portfolio development.

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

Transfer students must submit official academic transcripts from their previous colleges. Their previous academic work will then be evaluated. The College will transfer a maximum of 90 credits (including credit for CLEP, Proficiency Examinations, and prior Experiential Learning) toward their degrees. The remaining credits must be earned at Nova in regular academic offerings. At least 50% of the credits in the student's major area and specialty must be earned at Nova in regular academic offerings.

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

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 advisor and an earned grade of "C" or better. Students taking courses at more than one center within Nova University must also receive written approval from a counselor.



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

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

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

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

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

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

COOPERATIVE EDUCATION PROGRAM

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

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

1. completed 45 semester hours of credit including transfer credit;
2. earned a CQPA of 2.5 or higher; and
3. completed specific required courses in their major as specified by the program office.

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

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

TUITION AND FEE SCHEDULE FOR 1985-86 (Subject to change)

Application fee (nonrefundable)	\$ 30.00
Registration fee (nonrefundable)	per trimester 25.00
Late registration fee (nonrefundable)	5.00
Tuition—Career Development Program (per semester credit hour)	130.00
Tuition—Day Program (per semester 12-15 credits)	1950.00
Tuition—9-week Computer Science and Engineering courses (per semester credit hour)	150.00
CLEP (payable to College Level Examination Program)	per test 30.00
Graduation Fee	20.00
Laboratory Fee (for computer courses)	35.00
Materials Fee	variable where applicable
Activity Fee (Day Program)	75.00
Lab Fee (Day Program—Writing and Math labs)	50.00
Placement Examination	no fee
Portfolio Evaluation* (per credit requested)	25.00
Standard Grant* (per credit requested)	5.00
Transcript Fee (first copy, no fee)	3.00
Credit by Examination (3 credits)	125.00
Cap and Gown rental	20.00

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

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

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

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

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

Finances and Student Aid



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

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

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

*located in the Rosenthal Building.

Change of Registration The Change of Registration Period is the first two weeks of a term. A student may drop a course during the *first two weeks* of the course by submitting a Change of Registration form, available in the Registrar's Office. If mailing a written statement, it must be received during the first two weeks of the course. A course dropped in this manner will not appear on the student's record. Such a drop may be eligible for a refund by following the process described below. To withdraw from a course after the Change of Registration Period, see **Withdrawal Policy**, page 33.

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

Refunds Fees other than tuition are not refundable. Students who wish to receive a refund of tuition upon withdrawal from a course must complete an official change of registration form. Withdrawal (see **Withdrawal Policy**, page 33) in itself is not a reason for an automatic refund. In the event of a refund, the following schedule applies:

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

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

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

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

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 your Personnel Office should be submitted stating dates and reasons you were unable to attend.
3. Other reasons must be supported with 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 Academic Advisor who will then approve or disapprove the request and submit it to the Registrar's Office.

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

FINANCIAL AID

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

The primary responsibility to pay for education rests with the student and his or her family. Need-based financial aid is available to "fill the gap" between the cost of education and the amount that the family can reasonably be expected to contribute. The Financial Aid Office will determine the family's ability to pay by performing a need analysis based on the family's income and asset information. However, other types of aid, which are not need-based, are also available.

With the exception of academic scholarships, in order to be eligible to apply for financial aid you must be a U.S. citizen or be in the U.S. for other than a temporary purpose. You must also be at least a half-time student enrolled in a degree program. If you meet the above criteria and you believe you are unable to meet college expenses you are urged to apply for financial assistance. The following is a list of the programs of assistance available at Nova:

GRANTS

Pell Grant The Pell Grant program provides federal grant aid to needy undergraduate students who are enrolled at least half-time (6 credits per trimester). Awards range from \$200 to \$2100 per year, and no repayment is required. All undergraduates who apply for need-based assistance are required to apply for a Pell Grant, as it is the base on which all other aid is awarded.

Supplemental Educational Opportunity Grant (SEOG) The SEOG program provides additional grant assistance to needy undergraduate students. Funds are limited, and priority is given to full-time students.

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

Florida Tuition Voucher Fund (FTV) Full-time undergraduate students may receive up to \$835 per year to offset the cost of tuition and fees, regardless of financial need. Students must be two year Florida residents to qualify. A separate application form is required.

STATE SUPPORTED SCHOLARSHIPS

Florida Academic Scholars Fund The Academic Scholars program rewards outstanding high school achievement by offering scholarships of up to \$1000 per year. Students must be Florida residents and must be enrolled full time. These awards are renewable provided the student maintains a 3.2 grade point average. A separate application, available from Florida high schools or the Nova Financial Aid Office is required.

Seminole and Miccosukee Indian Scholarships

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

NOVA COLLEGE SCHOLARSHIPS

Nova College Day Program offers scholarships to those students who demonstrate academic excellence. Nova College has numerous scholarships to assist students in meeting the costs of their education:

- Academic merit
- Academic merit plus financial need
- Athletic excellence
- Minority academic merit
- Women's academic merit

If you are interested in submitting an application, please call (305) 475-7360 or write to the Admissions Office of Nova College and request a Scholarship Packet.

LOANS

Guaranteed Student Loans (GSL) The Guaranteed Student Loan program provides low-interest, long-term educational loans through participating banks, credit unions and other financial institutions. Undergraduate students who are enrolled at least half time are eligible to apply. The interest rate for first-time borrowers whose loan period begins after September 13, 1983, is 8%. Undergraduate students may borrow up to \$2500 per year. Repayment begins six months after the student is no longer enrolled at least half time. GSL applications packets are available from the Nova Financial Aid Office.

National Direct Student Loans (NDSL) The National Direct Student Loan program offers long-term, 5% interest loans to students who are enrolled at least half time. Eligibility is based on financial need. Repayment begins six months after the student is no longer enrolled at least half time.

Parent Loans for Undergraduate Students/ Auxiliary Loans to Assist Students

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

EMPLOYMENT

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

Florida College Career Work Experience

Program (CCWEP) Part-time jobs off campus are available through this program for needy undergraduate students. Students must be 2-year Florida residents to qualify and the positions held must be related to their academic majors.

Other Sources of Assistance Many employers offer tuition reimbursement to their employees and employee dependents. In addition, a number of other scholarships and grants are available through private donors and community organizations. Veteran's benefits are also available.

HOW TO APPLY FOR AID

1. Apply for admission—aid cannot be awarded until you have been accepted into an academic program.
2. Based on the descriptions of available aid programs, determine which types of aid you would like to apply for. You may apply for all programs, any combination of two or more, or only one program if you so choose.

Listed below are the application forms required for each aid program. If you are applying for multiple types of aid you need only submit each required form once.

Need-based grants (Pell Grant, Florida Student Assistance Grant) and **Campus-based aid** (Supplemental Educational Opportunity Grant, College Workstudy, Florida College Career Work Experience, National Direct Student Loan).

- College Scholarship Service Financial Aid Form (FAF)
- Nova Financial Aid Application
- Financial Aid Transcript (transfer students only)
- Copy of your and/or your parents' 1984 tax return

(Note: If you want to apply for a Pell Grant **only**, you may submit an Application for Federal Student Aid instead of the FAF.)

Florida Tuition Voucher

- FTV Application
- Nova Financial Aid Application
- Proof of two-year residency in Florida

(Note: Once you have submitted an FTV Application and proof of residency, you will not be required to submit these forms again in subsequent years. However, you **must** submit a Nova Financial Aid Application every year in order to continue receiving these funds).

Guaranteed Student Loans

- GSL Application
- Nova Financial Aid Application
- Nova Student Loan Information Form
- Copy of your and/or your parents' 1984 tax return

PLUS Loans

- PLUS Loan Application
- Nova Student Loan Information Form
- Nova Financial Aid Application

Aid Applications are available at the Financial Aid Office, or may be obtained from your high school guidance counselor.

DEADLINES

Applications for campus-based aid which are received in our office by April 1, 1985, will be given priority consideration for funds. Applications received after that date will be considered on a funds-available basis only. The last date to submit an FAF for the 85-86 academic year is May 1, 1986.

Applications for Florida Student Assistance Grant must be postmarked by April 1, 1985.

The last date to apply for a Pell Grant is May 1, 1986.

NOTIFICATION OF AWARD

Students who have applied before April 1, 1985 and are awarded aid by the University should receive notification by June 15, 1985. Students who have applied for a Pell Grant will receive a Student Aid Report (SAR) directly from the U.S. Department of Education. Students should submit all copies of the SAR to the Nova Financial Aid Office for processing. Students who have applied for a Florida Student Assistance Grant, will be notified by the Florida Dept. of Education.

PLEASE NOTE: The application process normally takes 6-8 weeks, and possibly up to 12 weeks. It is extremely important that applicants fill out all forms completely and correctly, and that you respond promptly to all inquiries, in order to prevent delays in processing.

RENEWAL OF AWARDS

Awards made by the University are not automatically renewed. All students must re-apply for aid each academic year.



SATISFACTORY PROGRESS

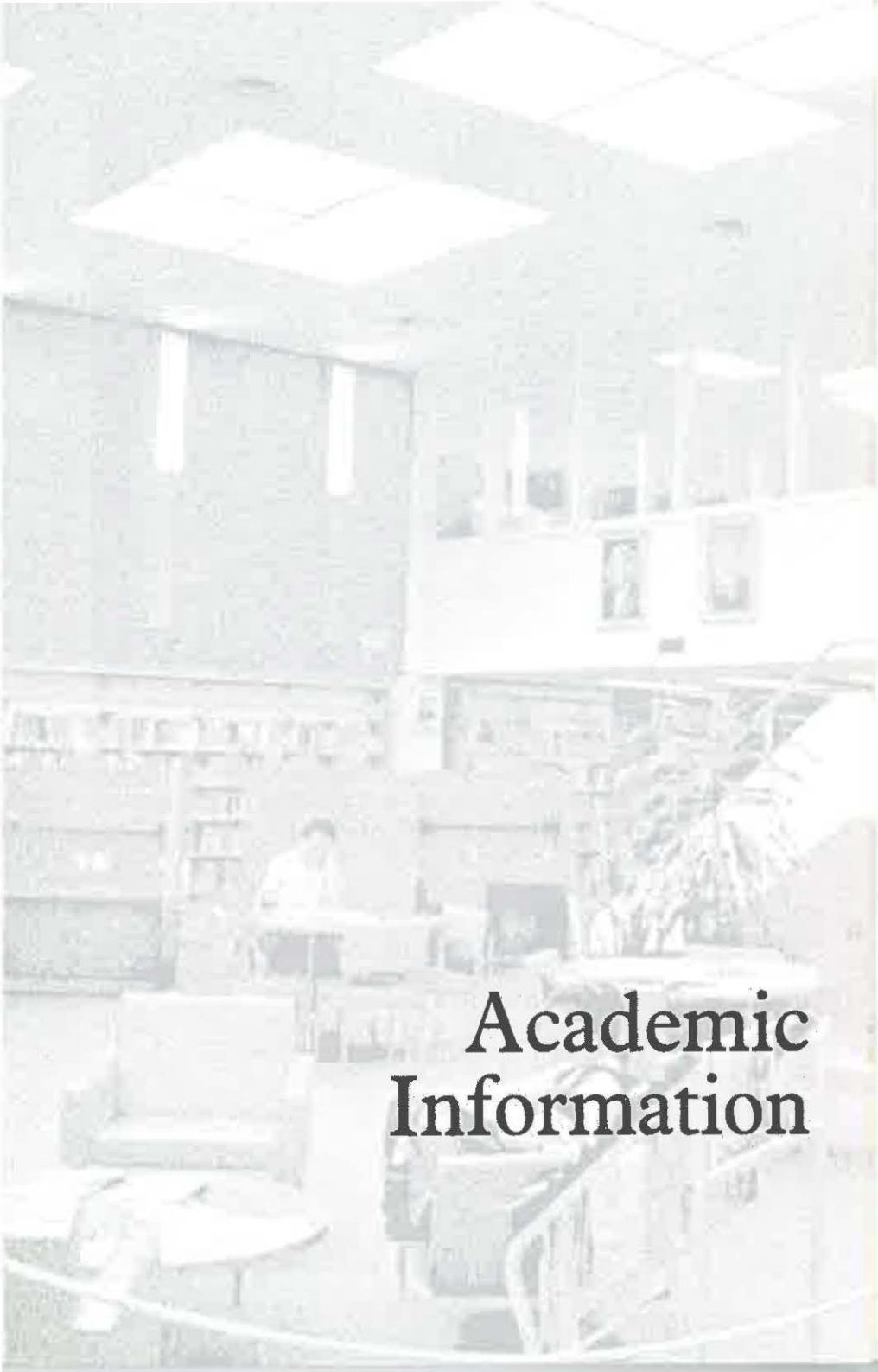
All students must achieve and maintain satisfactory academic progress in the course of study they are pursuing, in order to continue receiving financial assistance.

SPECIAL NOTE concerning Applicants for FLORIDA STATE AID:-

Effective August 1, 1985, students enrolled in bachelor's degree programs who receive state aid, shall participate in the College Level Academic Skills Test (CLAST). The test is required for students who have completed 60 or more credit hours. If you have taken the test, submit proof of your participation in the test to the Financial Aid Office. If you have NOT taken the test, contact your academic advisor for more information.

FOR MORE INFORMATION

Contact the Financial Aid Office, 3301 College Avenue, Ft. Lauderdale, Florida 33314 (Parker Bldg., room 351). Phone: (305) 475-7411 or 475-7410.
From Dade County: 940-6447 ext 7410
From Palm Beach County: 732-6600 ext 7410
In all other areas of Florida: 1-800-432-5021 ext 7410.



Academic Information

REQUIREMENTS

Skill and Competency Requirements Students are expected to demonstrate skills appropriate for college work in all courses at Nova College. 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 more than six semester hours. Students needing further development of skills required for Nova College work will be counseled as to opportunities available for assistance. While a student is acquiring these skills, his or her enrollment is limited to courses **APPROVED BY AN ADVISOR**, generally at the 100 and 200 levels. The passing of placement tests is prerequisite to enrollment in many courses including all initial mathematics and language courses.

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

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

* Assistance in mathematics and language is available to help student attain the skills necessary for college work.

The Writing Lab. As part of its support services for students, Nova College offers a Writing Lab to assist students in the writing process. Work in the Lab is designed to help individuals overcome particular problems in their writing and is not graded. The Writing Lab staff helps students to evaluate their own work, to recognize the writing skills they need to improve, and to practice those skills under guided supervision.

The Math Lab. The Mathematics Lab was established to provide assistance to students enrolled in math courses at Nova College. Students who participate in this lab receive guided instruction in areas where they are experiencing difficulty. The Mathematics Lab provides individual tutorial assistance, videotape and audiotape instruction, and a large array of supplemental math exercises.

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

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

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

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

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

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

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)	—
AU	Audit	—

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

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

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

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

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

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

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

Withdrawal A student will be administratively withdrawn if he or she misses both the first and second class meetings. After the Change of Registration Period, a student may withdraw from a course *before the 7th week* of an 8- or 9-week course, and *before the 15th week* of a 16-week course. 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 coursework.

A Withdrawal Form must be received and date-stamped by the Registrar's Office before that 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 advisor. Progress Probation (see page 35) will be adversely affected by excessive withdrawals.

CERTIFICATES

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

INDEPENDENT STUDIES AND TUTORIALS

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

LENGTH OF PROGRAM

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

INTERRUPTION OF STUDIES

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

SATISFACTORY ACADEMIC PROGRESS

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

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

PROBATION AND SUSPENSION

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

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

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

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

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

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

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

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

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

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

NOVA UNIVERSITY STATEMENT OF ACADEMIC RIGHTS AND RESPONSIBILITIES

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

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

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

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

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

Work is not original which has been submitted previously by the author or by anyone else for academic credit. Work is not original which has been copied or partially copied from any other source including another student unless such copying is acknowledged by the person submitting the work for the credit at the time the work is being submitted or unless copying, sharing, or joint authorship is an expressed part of the assignment. Exams and tests are original work when no unauthorized aid is given, received, or used prior to or during the course of the examination.

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

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

REQUIREMENTS FOR GRADUATION

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

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

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

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

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



Programs of Study



GENERAL DISTRIBUTION

Career Development Studies

Recognizing that many adult students have already completed college work through prior learning experiences, Nova College allows considerable latitude in general studies credit while maintaining very specific requirements in selected skill areas. Many of the College expectations in general studies are satisfied by adult students through prior college work, testing and portfolio development. Each student, upon admission, is afforded a Review and Evaluation of Career and Lifelong Learning (RECALL, see page 17) to determine what requirements remain to be met through additional work.

GENERAL DISTRIBUTION COURSES

(Requirements vary slightly by major)

45 credits

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

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

Day Core Studies

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

*CORE COURSES

45-63 credits

(Core requirements vary slightly by major)

- COM 111 Critical Reading and Writing I
- COM 112 Critical Reading and Writing II
- COM 210 Mass Media
- CS 111 Computer Literacy
- ECO 201 Principles of Macroeconomics
- HIS 101 Roots of Western Society
- HIS 105 The American Experience
- HUM 105 Humanities I
- HUM 204 Humanities II
- LAC 113 Latin American and Caribbean Studies
- LSC 102 Concepts in Life Science
- MAT 133 Mathematical Way of Thinking
- MAT 302 Applied Statistics
- PHY 102 Concepts in Physical Science
- PSY 111 Principles of Behavior
- SOC 112 Human Origins and Diversity

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

BEHAVIORAL AND SOCIAL SCIENCES

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

Community Psychology

General Psychology

Organizational Psychology

Legal Studies

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

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

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

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

The **Legal Studies** major is designed for students interested in preparing for law school or other graduate study and for those desiring 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 Behavioral and Social Sciences division also supervises the **Criminal Justice Specialty** and the **Latin American and Caribbean Studies Specialty**.

Community Psychology

MAJOR REQUIREMENTS

PSY 213	Family Relationships or	3
PSY 239	Adulthood and Aging (Career Only)	
PSY 238	Child and Adolescent Development	3
PSY 302	Psychological Research Methods	4
PSY 311	Interpersonal Communication	3
PSY 321	Personality	3
PSY 326	Abnormal Psychology or	3
PSY 316	Issues in Social Psychology	
PSY 330	Behavior Modification or	3
PSY 346	Interviewing or	3
PSY 406	Psychological Tests & Measurements	
PSY 350	Community Psychology	3
PSY 451	Learning and Memory	4
PSY 481	Practicum in Community Psychology (Day only)	4

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

General Distribution Requirements	48
Community Psychology Major Requirements	33
Free Electives	39
TOTAL DEGREE REQUIREMENTS	120 sem. hrs.

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

Core Requirements	64
Community Psychology Major Requirements	33
Free Electives	23
TOTAL DEGREE REQUIREMENTS	120 sem. hrs.



General Psychology

MAJOR REQUIREMENTS

PSY 238	Child and Adolescent Development	3
PSY 302	Psychological Research Methods	4
PSY 321	Personality	3
PSY 326	Abnormal Psychology	3
PSY 316	Issues in Social Psychology	3
PSY 371	History and Theories of Psychology	3
PSY 406	Psychological Tests and Measurements	4
PSY 451	Learning and Memory	4
PSY 460	Biological Bases of Behavior	3
PSY 480	Practicum in Psychological Research	3

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

General Distribution Requirements	48
General Psychology Major Requirements	33
Free Electives	39
TOTAL DEGREE REQUIREMENTS	120 sem. hrs.

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

Core Requirements	64
General Psychology Major Requirements	33
Free Electives	23
TOTAL DEGREE REQUIREMENTS	120 sem. hrs.

Organizational Psychology

MAJOR REQUIREMENTS

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

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

General Distribution Requirements	48
Organizational Psychology Major Requirements	33
Free Electives	39
TOTAL DEGREE REQUIREMENTS	120 sem. hrs.

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

Core Requirements	64
Organizational Psychology Major Requirements	34
Free Electives	22
TOTAL DEGREE REQUIREMENTS	120 sem. hrs.



Criminal Justice Specialty

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

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

Latin American And Caribbean Studies Specialty

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

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

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

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

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

- HUM 323 Contemporary Latin American Fiction
- LAC 113 Latin American and Caribbean Studies
- LAC 245 Black Cultures of the Americas
- LAC 485 Field Study
- LAN 121 Elementary Spanish I
- LAN 122 Elementary Spanish II
- LAN 221 Intermediate Spanish I
- LAN 222 Intermediate Spanish II
- SOC 250 Native Cultures of the Americas

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



BUSINESS AND ADMINISTRATIVE STUDIES

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

Accounting

Administrative Studies

Business Administration

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

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

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

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

Accounting

MAJOR REQUIREMENTS

ACT 205	Principles of Accounting I	3
ACT 207	Principles of Accounting II	3
ACT 211	Cost Accounting	3
ACT 305	Intermediate Accounting I	3
ACT 306	Intermediate Accounting II	3
ACT 311	Federal Taxation I	3
ACT 312	Federal Taxation II	3
ACT 401	Advanced Accounting	3
ACT 421	Auditing	3
BUS 101	Introduction to Business	3
BUS 215	Business Law I	3
BUS 216	Business Law II	3
BUS 255	Introduction to International Business	3
BUS 409	Quantitative Methods	3
BUS 488	Business Strategy and Policy	3
CS 113	Business Applications of Microcomputers	3
ECO 202	Principles of Microeconomics (Career General Distribution Requirement)	3
FIN 301	Corporation Finance	3
MAT 102	Introductory Algebra (Day Core Requirement)	3
MAT 302	Applied Statistics (Day Core Requirement)	3
MGT 205	Principles of Management	3
MKT 101	Introduction to Marketing	3

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

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

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

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

Administrative Studies

MAJOR REQUIREMENTS

ACT 205	Principles of Accounting I	3
BUS 101	Introduction to Business	3
BUS 215	Business Law I	3
BUS 255	Introduction to International Business	3
BUS 488	Business Strategy and Policy	3
ECO 202	Principles of Microeconomics (Career General Distribution Requirement)	3
FIN 301	Corporation Finance	3
MAT 302	Applied Statistics (Day Core Requirement)	3
MGT 205	Principles of Management	3
MGT 315	Personnel Administration	3
MGT 317	Organization Behavior	3
MKT 101	Introduction to Marketing	3

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

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

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

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

Business Administration

MAJOR REQUIREMENTS

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 255	Introduction to International Business	3
BUS 409	Quantitative Methods	3
BUS 461	Research Methods	3
BUS 488	Business Strategy and Policy	3
ECO 202	Principles of Microeconomics (Career General Distribution Requirement)	3
FIN 301	Corporation Finance	3
MAT 102	Introductory Algebra (Day Core Requirement)	3
MAT 302	Applied Statistics (Day Core Requirement)	3
MGT 205	Principles of Management	3
MGT 315	Personnel Administration	3
MGT 317	Organization Behavior	3
MKT 101	Introduction to Marketing	3

BUSINESS ADMINISTRATION: Specialty Requirements

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

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

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

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

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

Business and Administrative Studies Specialties

BANKING AND FINANCE SPECIALTY

(Prerequisite FIN 301)

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

COMPUTER SCIENCE SPECIALTY

(With consent of academic office)

CS 150	Introduction to Computer Organization
CS 170	Computer Programming I
CS 200	Computer Programming II
CS 220	Business Oriented Language (COBOL)
MGT 366	Management Information Systems

HUMAN RESOURCE MANAGEMENT SPECIALTY

(Prerequisites MGT 205, MGT 317)

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

ECO 355	International Economics
FIN 455	International Finance
MGT 355	International Management
MKT 255	International Marketing
MKT 355	Export/Import Marketing

MARKETING SPECIALTY

(Prerequisite: MKT 101)

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

SPECIALTY OPTION

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

CLUSTER STUDIES

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

Health Care Services

Professional Management

The **Health Care Services** major (HCS) is designed for registered nurses and other health care professionals who are seeking a bachelor's degree. The program will enable those students to draw from their specialized backgrounds and to develop professionally and personally.

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

When possible, the classes will be offered at hospitals. Classes meet one evening per week and every fourth Saturday. Each student is required to have a total of 60 lower-level hours plus 63 additional credits (a total of 123 semester credits) to graduate with a bachelor of science degree. The course work for the Bachelor of Science in Health Care Services can be completed in approximately 27 months.

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

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

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

Health Care Services

MAJOR REQUIREMENTS

Communication Skills	6
LAN 311 Writing for the Professions	
LAN 312 Public Communication for the Professions	
Socio/Cultural Issues in Health Care	9
HUM 318 Ethical Issues in Health Care	
SOC 302 Community Services Systems	
SOC 303 Transcultural Issues in Health Care	
Analytic Skills	9
MAT 101 General Mathematics	
MAT 133 Mathematical Way of Thinking	
MAL 101-133 Math Labs	
Human Resource Management	9
MGT 205 Principles of Management	
MGT 317 Organization Behavior	
MGT 425 Human Resource Management	
Health Care Administrators	12
CS 114 Computer Applications for Health Care Administrators	
FIN 203 Financial and Accounting Management in Health Care	
MGT 401 Health Care Organization and Administration	
MGT 402 Legal Aspects of Health Care Administration	
Humanities	9
HIS 310 History of Political Thought	
HUM 202 Man as an Individual	
HUM 381 Art and Society	

ELECTIVES: (choose one nine-credit module)

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

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

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



Professional Management

MAJOR REQUIREMENTS

Introductory Skills

LAN 311	Writing for the Professions	3
LAN 312	Public Communications for the Professions	3
MAT 133	Mathematical Way of Thinking	3

Management of Organizations

BUS 488	Business Strategy and Policy	3
MGT 205	Principles of Management	3
MGT 317	Organization Behavior	3
MGT 415	Legal Environment of Management	3
MGT 425	Human Resource Management	3

Behavioral and Social Sciences

BUS 325	Business, Government and Society	3
ECO 315	Macroeconomics For Managers	3
PSY 311	Interpersonal Communication	3
PSY 316	Issues in Social Psychology	3

Functional Management

ACT 205	Principles of Accounting I	3
FIN 301	Corporation Finance	3
MAT 302	Applied Statistics	3
MGT 366	Management Information Systems	3
MKT 391	Principles of Marketing	3

Humanities

HUM 202	Man as an Individual	3
HUM 210	Freedom and Totalitarianism	3
HUM 381	Art and Society or	
HUM 321	Ethical and Moral Judgment	3

Applied Project

BUS 461	Research Methods	3
BUS 462	Management Applied Project	3

COMPUTER SCIENCE AND ENGINEERING

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

Computer Engineering	Computer Science
Computer Information Systems	Computer Systems
Electrical Engineering	

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

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

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

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



Computer Information Systems

MAJOR REQUIREMENTS

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

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

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

Computer Science

MAJOR REQUIREMENTS

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

*choose one of the three *courses

**choose two of three **courses

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

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

Computer Systems

MAJOR REQUIREMENTS

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

*Choose one of three *courses

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

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

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

Electrical Engineering

(Not offered in the Day Program)

MAJOR REQUIREMENTS

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

*Choose one *course

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

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

The following course matrix summarizes the requirements for ALL curricula and shows the differences between Day Program requirements and Career Development Program requirements.

SUMMARY OF PROGRAM REQUIREMENTS

EE	CE	CS	SYS	CIS	CAREER PROGRAM	DAY PROGRAM	CE	CS	SYS	CIS
x	x	x	x	x	LAN 111, 112; Humanities (6 cr)	COR 101-105, 111-113	x	x	x	x
x	x	x	x	x	Social/Behavioral Sci. (12 cr)	COR 121, 201, 202	x	x	x	x
		x	x		Physical/Life Science (9 cr)	COR 131, 132, LSC/PHY (3 cr)			x	x
						GEO/LAW/PSY/SOC/POL (3 cr)			x	x
						COM/HIS/HUM/LAN (3 cr)				x
			6		Electives in CS					6
		30	12		Credits in Business (or approved discipline)					27
12	9	12	12	21	Electives					9

REQUIREMENTS FOR BOTH CAREER AND DAY PROGRAMS

	x	x			MAT 150	Precalculus
x	x	x	x		MAT 210	Calculus I
x	x	x			MAT 220	Calculus II
			x		MAT 302	Applied Statistics
x	x				MAT 305	Calculus III
x	x				MAT 310	Differential Equations
					MAT 320	Advanced Calculus
a	a	a			MAT 360	Matrices and Statistics
a	a	a			MAT 420	Linear Algebra
					MAT 430	Functions of a Complex Variable
x	x	x			MAT 440	Numerical Analysis
a	a	a			MAT 450	Probability and Statistics
x	x	x			PHY 140	Physics I
x	x	x			PHY 150	Physics II
x	x	x			PHY 160	Physics III
x	x	x			PHY 212	Science of Matter/or a chemistry course
			x		CS 112	Introduction to Data Processing
			x	x	CS 150	Introduction to Computer Organization
x	x	x			CS 160	Fundamentals of Logic Design
x	x	x	x	x	CS 170	Computer Programming I
x	x	x	x	x	CS 200	Computer Programming II
c	x	x	x		CS 210	Fortran
	x	x	x		CS 220	Business Oriented Language (Cobol)
x	x	x			CS 306	Digital Design
			x		CS 315	Advanced Cobol
	x	x			CS 320	Organization of Programming Languages
c	x	x	x	x	CS 330	Structured Programming (Pascal)

	x	x	x	x	CS 335	Assemblers & Assembly Language Programming
		x	x	x	CS 340	Data Structures
				x	CS 345	Distributed Data Processing
x	x	x			CS 350	Computer Circuit Design
				x	CS 365	Methods of Systems Analysis
		x	x		CS 370	Software Design
				x	CS 401	Organization of the Computer Environment
x	x	x			CS 405	Computer Architecture
x	c	x			CS 410	System Design and Analysis
		x	a		CS 420	Operating System Concepts
		x	x	x	CS 450	Data Base Management Systems Design
		x	x		CS 460	Systems Programming
			a	x	CS 470	Information Systems Analysis and Design
				x	CS 475	EDP Audit and Control
		x	a		CS 480	Introduction to Compilers and Interpreters
					CS 485	Theory of Computation
				x	CS 490	Directed Project in Computer Science
x	x				EE 210	Networks I
x	x				EE 255	Engineering Laboratory I (1 cr.)
		x			EE 305	Electronics for Computer Science Majors
x	x				EE 310	Networks II
x	x				EE 330	Electronics I
x	x				EE 335	Engineering Laboratory II (1 cr.)
x	x				EE 340	Electronics II
x	c				EE 400	Electronics III
x	x				EE 405	Networks III
x	c				EE 410	Electromagnetic Theory
x	c				EE 420	Field Transmission Lines
x	c				EE 430	Fundamentals of Communication Systems
x	c				EE 440	Energy Systems
x	x				EE 445	Engineering Laboratory III (1 cr.)
x	c				EE 450	Control Systems
x	x				EE 460	Microprocessor Applications
x	x				EE 470	Electrical Engineering Design
					ES 310	Engineering Applications of Materials

Notes for use of the Matrix above:

- Abbreviations: EE Electrical Engineering 138 credits
CE Computer Engineering 120 credits
CS Computer Science 120 credits
SYS Computer Systems 120 credits
CIS Computer Information Systems 120 credits
- An "x" in a column indicates that the course in that row is required in that curriculum.
- "a" means: choose one "a" course.
"c" means: choose one "c" course.
- All courses are 3-credit courses unless otherwise indicated.



EDUCATION

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

Elementary Education

Secondary Education

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

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

Elementary Education

MAJOR REQUIREMENTS

EDU 222	Sociological Foundations of Education	3
EDU 336	Educational Psychology	3
EDU 434	Learning Assessment: Principles & Practices	3
*EDU 447	Teaching: Principles & Practices	3
*EDU 448	Classroom Management	3
EDU 452	Internship	9
ELE 318	Teaching Language Arts	3
ELE 331	Reading Skills in Elementary School	3
ELE 332	Reading Evaluation	3
*ELE 342	Designing the Elementary School Curriculum	3
*ELE 345	Child in the Classroom	3

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

SPECIALTY REQUIREMENTS

Methods of Teaching

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

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

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

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

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

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

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

Secondary Education

MAJOR REQUIREMENTS

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

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

SPECIALTY REQUIREMENTS

Each student in Secondary Education must complete a major program in one of the three State-approved fields of specialization (social studies, English, mathematics) which includes a minimum of 30 credits. The student must meet state certification requirements for the specialization and consult with an academic advisor in the selection of appropriate courses. One 3-credit Methods of Teaching course in the academic area at the secondary level is also required.

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

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

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

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 desired. Added to these are 9 credits common to the three areas.

SPECIFIC LEARNING DISABILITIES SPECIALTY

EDU 433	Identification & Remediation of Learning Disabilities
EDU 439	Individualization of Diagnosis and Instruction for the Learning Disabled Child
EDU 458	Classroom Management of the Exceptional Student

EMOTIONAL DISTURBANCE SPECIALTY

EDU 429	Educational Programming for the Emotionally Disturbed
EDU 432	Precision Teaching and Behavior Modification
EDU 458	Classroom Management of the Exceptional Student

MENTAL RETARDATION SPECIALTY

EDU 406	Foundations of Mental Retardation
EDU 407	Curriculum for Mental Retardation
EDU 408	Classroom Procedures for Mental Retardation

Additional credits required in all areas of exceptionality are:

EDU 435	Survey in the Education of Exceptional Children
EDU 438	Educational Assessment of Exceptional Children
EDU 440	Introduction to Language Development and Speech Disabilities

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

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



Course Descriptions

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

ACCOUNTING (ACT)

ACT 205 Principles of Accounting I/3 sem. hrs. (Formerly called Introduction to Financial Accounting; ACT 101, 203, 209) The conceptual framework of accounting including the entity concept, materiality, unit of measure, continuity, and periodicity. Basic double entry bookkeeping including journalizing of transactions, posting, preparing a trial balance, adjusting, closing, and basic financial statement presentation.

ACT 207 Principles of Accounting II/3 sem. hrs. (Formerly called Introduction to Managerial Accounting; ACT 102, 206, 210) A continuation of ACT 205. Topics include corporate structure, stockholders, equity, long-term liabilities, department and branch accounting, costing methods, cost-volume-profit analysis, and financial statement analysis. **Prerequisite:** ACT 205.

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

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

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

ACT 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.

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

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

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

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

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

BUSINESS (BUS)

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

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

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

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

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

BUS 255 Introduction to International Business/3 sem. hrs. (MGT 491) Survey of the field which would include legal and cultural environment of international business; international financial system; management of international operations; personnel and labor relations; international marketing; international economics, trade, and finance; multinational enterprise; international accounting. **Prerequisite:** BUS 101.

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

BUS 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.

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

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

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

BUS 363 Contract and Procurement Law/3 sem. hrs. This course examines the legal aspects of contracts and procurement methodology, including the evaluation of contract clauses and case law. Course content includes contract administration responsibilities, quality assurance, minority contracting requirements, and the Uniform Commercial Code as applied to the field. **Prerequisite:** BUS 332.

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

BUS 409 Quantitative Methods/3 sem. hrs. (BUS 321) Emphasis on specific decision-making tools and their applications in various business situations. How to solve problems of cost-volume profit analysis; linear programming; Markov-chain gaming; the assignment problem; the transportation problem; PERT and other network models; decision theory; inventory problems; computer simulation; and waiting line models. **Prerequisite:** MAT 302.

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

BUS 461 Research Methods/3 sem. hrs. (BUS 499) This course introduces a set of conceptual tools and techniques which will be applied to the analysis and proposed solution of real problems in an organization setting. Students will submit a research proposal as part of the course requirements. For BPM students, the proposal will be the first step in the fulfillment of their management applied project requirement. **Prerequisites:** COM 111 or 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. **Prerequisite:** BUS 461 and approved project proposal.

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

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

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

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

COMMUNICATIONS (COM)

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

COM 111 Critical Reading and Writing I/3 sem. hrs. (COM 1018/COR 101) Emphasis on expository writing and reading for comprehension. **Prerequisite:** Placement Examination.

COM 112 Critical Reading and Writing II/3 sem. hrs. (COM 1028/COR 102) Emphasis on argumentative writing and analytical reading. Includes an introduction to the conventions of the research paper. **Prerequisite:** COM 111.

COM 201 Introduction to Journalism/3 sem. hrs. Training in the elements of reporting with emphasis on the modern news story. Students will learn the elements of news, the style and structure of news writing, and the mechanics of newspaper production. **Prerequisite:** COM 112 or its equivalent.

COM 210 Mass Media/3 sem. hrs. (COM 1048/COR 201) An examination of the impact of technology on the way we receive and process information and images, the basic legal and economic structure of the mass media, the new cultural forms that have emerged with the mass media, and the nature and implications of developing media technologies.

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

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

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

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

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

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

COMPUTER SCIENCE (CS)

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

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

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

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

CS 150 Introduction to Computer Organization/3 sem. hrs. An introduction to principles of digital computer operation and organization, data representation, the central processing unit, memory, input/output devices, number systems, logic systems. **Prerequisite:** Demonstrated competency equivalent to MAT 105 or MAT 150.

CS 160 Fundamentals of Logic Design/3 sem. hrs. An introduction to elementary digital logic circuits, Boolean algebra, Karnaugh maps, digital counters, other basic circuit elements. Number set modules, binary, octal and hexadecimal number systems are investigated and related to digital computing structures. **Prerequisite:** demonstrated competency equivalent to MAT 105 or MAT 150.

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

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

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

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

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

CS 306 Digital Design/3 sem. hrs. Application of the principles of logic design in digital systems. Arithmetic logic units, parallel and serial interfaces, information transfer in a digital system, major hardware components and peripheral devices, digital computers. **Prerequisite:** CS 160, EE 305.

CS 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.

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

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

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

CS 335 Assemblers and Assembly Language Programming/3 sem. hrs. A detailed analysis of the operation of assemblers. Assembler features, assembly language programming, macrofacilities. Assembly language programs will be written as part of this course. **Prerequisite:** CS 210 or CS 330 and CS 150 or CS 160.

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

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

CS 350 Computer Circuit Design/3 sem. hrs. Design of combinational and sequential digital circuits, programmable logic design, and firmware design. **Prerequisite:** CS 306.

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

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

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

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

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

CS 420 Operating System Concepts/3 sem. hrs. Methods in the analysis and design of large scale systems, including concepts of semaphores, processed, linear address space, resource allocation, protection and basic topics in operating system development. **Prerequisite:** CS 460.

CS 450 Data Base Management Systems Design/3 sem. hrs. Concepts and structures necessary to design and implement a data base management system, including physical file organization and data organization techniques, data models, networks, data integrity, and file security. **Prerequisite:** CS 220, CS 340.

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

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

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

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

CS 481 Ada Programming Language/3 sem. hrs. Fundamentals of Ada including details of its historical development and its similarities to Pascal. Emphasis on the special features of Ada including data abstractions, multi-tasking, exception handling, encapsulation and generics. **Prerequisites:** CS 330, CS 340.

CS 482 Introduction to Unix/3 sem. hrs. Basic concepts on Unix Operating System, system commands, system calls, library functions, system editors, introduction to "C" and Shell programming languages, software development tools, text formatting tools, and system maintenance utilities. **Prerequisites:** CS 335 and CS 340.

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

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

CRIMINAL JUSTICE (CRJ)

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

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

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

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

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

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

ECONOMICS (ECO)

ECO 201 Principles of Macroeconomics/3 sem. hrs. (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.

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

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

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

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

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

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

EDUCATION CORE (EDU)

EDU 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 experiences through practicums and cooperative education, and establishing career plans. For students adjusting to the college role. Identical to MGT 141 and PSY 141.

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

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

EDU 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.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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 assure optimum growth for the individual child; identification of the child's strengths and their potential contributions to his positive self-image.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SECONDARY EDUCATION (SEC)

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

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

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

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

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

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

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

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

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

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

ELECTRICAL ENGINEERING (EE)

EE 210 Networks I/3 sem. hrs. Definitions of charge, current, voltage, resistance, capacitance and inductance. Ohm's law, Kirchoff's laws, nodal analysis and mesh analysis. Principles of superposition, maximum power theorem, Thevenin's theorem and Norton's theorem. **Prerequisites:** PHY 150, MAT 220.

EE 255 Electricity Laboratory/1 sem. hrs. Basic laboratory to complement Networks I. **Prerequisite or Corequisite:** EE 310.

EE 305 Electronics for Computer Science Majors/3 sem. hrs. 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 diodes characteristics and their applications in logic circuits, differences in existing manufacturing technologies for VLSI such as C-MOS, N-MOS and P-MOS. Intended as a special survey course for CS majors but will not meet requirements for EE or CE MAJORS.

EE 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.

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

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

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

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

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

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

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

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

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

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

EE 445 Engineering Lab III/1 sem. hr. Lab work to complement electronics theory course. **Prerequisites:** EE 335, EE 340, EE 360.

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

EE 460 Microprocessor Applications/3 sem. hrs. Applications in the design of micro-processor-based circuits. **Prerequisites:** CS 350, CS 335.

EE 470 Electrical Engineering Design/3 sem. hrs. Application of design techniques to special projects in Electrical Engineering. **Prerequisite:** EE 405.

ENGINEERING SCIENCE (ES)

ES 310 Engineering Applications of Materials/3 sem. hrs. Basic concepts of material structure and their relation to mechanical, thermal, electrical, magnetic and optical properties with engineering applications. Simple stress and strains, thermal stresses, pure torsion, shearing force, bending moment, combined stresses. **Prerequisites:** PHY 140, PHY 150, PHY 160, MAT 220.

ENGLISH AS A SECOND LANGUAGE (ESL)

ESL 104 English as a Second Language/3 sem. hrs. Intended for students from non-English backgrounds who have been admitted to Level IV of the Intensive English Program. Credit awarded for successful completion of Level IV subject matter: reading and writing skills at a level sufficient for study at a college or university where English is the language of instruction, and speaking/listening skills at an advanced, pre-professional level.

FINANCE (FIN)

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 institution. 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, 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.

GENERAL STUDIES (GEN)

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

GEOGRAPHY (GEO)

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

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

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

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

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

HISTORY (HIS)

HIS 101 Roots of Western Society/3 sem. hrs. (formerly called History of Western Civilization to 1648; COR 103) An historical examination of western society prior to the rise of modern nations emphasizing such interdisciplinary subjects as politics, social order, economics, and the religious and philosophical ideas that have created the western heritage.

HIS 102 Modern Western Society/3 sem. hrs. (formerly called History of Western Civilization Since 1648; SSI 102) An 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 103 American History to 1865/3 sem. hrs. (SSI 201, HIS 201) American history from its Colonial origins through the Civil War. Special emphasis is given to analyzing and evaluating the major forces and ideas which have shaped American political, social and economic life.

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

HIS 105 The American Experience/3 sem. hrs. (COR 104) 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 291-299 Special Topics/3 sem. hrs. Topics in history that are not included in regular course offerings and may be taken without prerequisites. Specific content is announced in the course schedule for a given term. Students may re-enroll for Special Topics covering differing content.

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

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

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

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

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

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

HUMANITIES (HUM)

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

HUM 171 Nova Community Singers/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 Man and His Society/3 sem. hrs. (HUM 101) An interdisciplinary study of humanistic values and insights, focusing on the principal questions of man and his place in society. Drawing from thought in literature, drama, philosophy and poetry, the course reveals conclusions of those who have sought to find the balance and harmony between the individual, his desires and the requirements of society.

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

HUM 204 Humanities II/3 sem. hrs. (HUM 2018, 2028, COR 202) An examination of imaginative works for what they reveal about how we shape our perception of the world, how concepts such as nature and good are affected by culture, and how imagination and cultural values interact when we attempt to constitute meaning. **Prerequisite:** COM 111.

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

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

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

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

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

HUM 312 Women's Studies/3 sem. hrs. An examination of women's roles in society, the history of those roles through feminist perspectives in the humanities and arts, and the nature and significance of women's contribution to society. **Prerequisite:** COM 111.

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

HUM 318 Ethical Issues in Health Care/3 sem. hrs. (HCS 301) Surveys the concepts, issues, conflicts and technical decisions with moral problems in health care. Identification of problems health care professionals face in human, moral and ethical conflicts. Offered in HCS only.

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

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

HUM 322 Science and Modern Thought/3 sem. hrs. An examination of the role of science in the modern world including the nature of the scientific object, the nature of the scientific method and scientific revolutions, the relation of scientific revolutions, the relation of science to other modes of knowing, and the relation of science to technology. **Prerequisite:** COM 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:** COM 112 or its equivalent.

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

HUM 352 English Literature/3 sem. hrs. (HUM 261) A survey of selected English classics with a focus on relevance for modern understanding. Literature as an expression of various periods is explored within a casual discussion format.

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

HUM 354 Introduction to Film Criticism/3 sem. hrs. An examination of film as an art form. Topics include the "grammar" of film, film genres, the documentary, the avant garde film, and critical approaches to film. **Prerequisite:** COM 111.

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

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

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

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

LANGUAGE AND COMPOSITION (LAN)

LAN 100 Language Arts lab/3 sem. hrs. A review of basic writing skills emphasizing usage and organization based upon reading and writing assignments. To prepare students for LAN 111.

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

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

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

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

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

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

LAN 211 Intermediate Expository Writing/3 sem. hrs. A workshop course for students seeking to extend their command of exposition, argumentation and persuasion and their mastery of prose style. **Prerequisite:** COM 112.

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

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

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

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

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

LAN 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:** COM 111.

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

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

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

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

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

LATIN AMERICAN AND CARIBBEAN STUDIES (LAC)

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

LAC 245 Black Cultures of the Americas/3 sem. hrs. (SOC 240) Historical and contemporary analysis of Afro-Americans. A comparison of blacks' social position in the United States, the Caribbean, and Latin America. Contemporary expressions of the black experience.

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

LAC 485-488 Field Study in Latin America/3-12 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 for Field Study experience covering different topics and cultures.

LEGAL STUDIES (LGS)

LGS 201 Law in Action: Introduction to Legal Reasoning/3 sem. hrs. (BUS 1028, LAW 201) Introduction to the legal structure and basic decisional processes in the creation of the American legal system. Includes what is law, how the American system of courts works, how to read and understand statutes and analyzing constitutional law. **Prerequisites:** COM 112; POL 101 or HIS 105.

LGS 303 Legal History/3 sem. hrs. Survey of the development of the common law in both England and the United States from 1066 to 1932. The following substantive areas are emphasized: property, torts, contracts, remedies and pleading. **Prerequisites:** LGS 201; HIS 101 and 102 or HIS 201 and 202 or HIS 310.

LGS 320 Legal Research and Writing/3 sem. hrs. Introduction to the fundamentals of legal research and writing. Special emphasis is given to development of these skills in the context of specific legal problems. Each student is required to argue orally at least one of the problems. **Prerequisite:** LGS 201.

LGS 405 Civil and Political Liberties/3 sem. hrs. 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. **Prerequisites:** LGS 201, LGS 302.

LGS 420 Moot Court/3 sem. hrs. Introduction to basic evidentiary concepts. Each student is required to prepare and try a mock trial. **Prerequisites:** LGS 201, LGS 320, LGS 410.

LGS 441 International Law/3 sem. hrs. Introduction to the basic legal principles governing the relations between nations. **Prerequisites:** LGS 310.

LGS 491-498 Advanced Special Topics/3 sem. hrs. Detailed examination of the evolution of a particular substantive area of law (either torts, contracts, property or criminal law) to be designated by the Professor. A research paper is required. Students may re-enroll for Special Topics covering different content. **Prerequisites:** LGS 303, LGS 320.

LIFE SCIENCES (LSC)

LSC 102 Concepts in Life Sciences/3 sem. hrs. (COR 132, SCI 2018) An introductory course emphasizing concepts, principles and problems of the life sciences and their relevance to significant issues confronting man. Emphasis is placed upon interdisciplinary approaches essential to the improvement of the resources, environment, culture, and well-being of man.

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

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

LSC 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.

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 experiences through practicums and cooperative education, and establishing career plans. For students adjusting to the college role. **Identical to EDU 141 and PSY 141.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

MGT 477 Inventory Systems/3 sem. hrs. Inventory processes analyzed through stochastic (forecasting) models. Concepts of optimal policy in a constrained inventory system. Analysis of distribution systems for multi-item and single-item production and marketing. Application of dynamic programming utilizing deterministic and probabilistic inventory models, economic order quantities, and other financial ratios. **Prerequisite:** BUS 409 and MGT 388.

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

MARKETING (MKT)

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

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

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

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

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

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

MKT 321 Advertising and Sales Promotion/3 sem. hrs. (MKT 311,483) introduces the basic principles and concepts of marketing communication. Focus is on the development and implementation of effective advertising campaigns and sales promotional plans for business on a local, regional, and national basis. **Prerequisite:** MKT 101.

MKT 355 Export/Import Marketing/3 sem. hrs. 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 255.

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

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

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

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

MATHEMATICS (MAT)

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

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

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

MAT 133 Mathematical Way of Thinking/3 sem. hrs. (COR 133,1018) An introduction to sets, logic, number systems, algebra, consumer math, geometry, and probability and statistics. Appropriate for non-math and non-science majors. **Prerequisite:** Placement examination requirement satisfied or MAT 101.

MAT 142 Introduction to Fields/2 sem. hrs. Elementary properties of fields, equation solving in fields, multiples and powers in a field, elementary polynomial functions over a field, and ordered fields. Applications.

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

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

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

MAT 302 Applied Statistics/3 sem. hrs. (BUS 309, MAT 202, MAT 315, 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 non-parametric measures. **Prerequisite:** MAT 133 or higher.

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

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

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

MAT 360 Matrices and Statistics/3 sem. hrs. Systems of linear equations, matrix algebra, determinants, eigenvalues and eigenvectors, applications to differential equations, introduction to statistics. **Prerequisite:** MAT 226.

MAT 420 Linear Algebra/3 sem. hrs. Matrices and systems of linear equations, vector spaces, Linear transformations, determinants, eigenvalues and eigenvectors, canonical forms, inner product spaces. **Prerequisite:** MAT 310.

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

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

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

MATHEMATICS LABORATORY (MAL)

MAL 101 General Mathematics Laboratory/1 sem. hr. Laboratory for MAT 101, to be taken concurrently with MAT 101. **Prerequisite:** Placement examination requirement satisfied.

MAL 133 Mathematical Way of Thinking Laboratory/2 sem. hrs. Laboratory for MAT 133, to be taken concurrently with MAT 133. **Prerequisite:** Placement examination requirement satisfied or MAT 101.

ORIENTATION (ORI)

ORI 101 New Student Orientation/1 sem. hr. The purpose of this course is to provide information and help students develop skills and attitudes necessary to maximize their potential for adjustment and academic success at Nova College. Students will be expected to complete this course during the first eight weeks.

PHYSICAL SCIENCES (PHY)

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

PHY 102 Concepts in Physical Science/2 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.

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

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

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

PHY 140 Physics I/3 sem. hrs. Basic principles of mechanics including vectors, force, equilibrium, displacement, velocity, acceleration, mass, Newton's Laws, work energy, gravitation, momentum, rotational motion, mechanics of systems of particles and rigid bodies. **Prerequisite:** MAT 220.

PHY 150 Physics II/3 sem. hrs. Electrostatics, electric currents, electric fields and electric potential, AC and DC circuits, magnetic fields, capacitance, inductance and electromagnetic waves. **Prerequisite:** MAT 220, PHY 140.

PHY 160 Physics III/3 sem. hrs. Thermodynamics, entropy, wave motion and optics, temperature, heat and kinetic theory, reflection and refraction of light, interference and diffraction, polarization, radiation. **Prerequisite:** MAT 220, PHY 150.

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

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

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

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

PHY 301 Acoustics of Speech and Hearing/3 sem. hrs. Introduction to the physics of sound and phonetics as related to speech communication.

POLITICS AND PUBLIC AFFAIRS (POL)

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

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

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

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

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

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

POL 491-496 Advanced Special Topics/3 sem. hrs. Advanced topics in politics and public affairs that are not included in regular course offerings. Specific content and possible prerequisites are announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.

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

PSYCHOLOGY (PSY)

PSY 111 Principles of Behavior/3 sem. hrs. (BES 1018, PSY 101, 201, COR 111) An introduction to the theory, research, and application in psychology. Topics include biological bases of behavior, perception, motivation, learning and memory, psychological development, personality, social psychology, and abnormal psychology.

PSY 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 experiences through practicums and cooperative education, and establishing career plans. For students adjusting to the college role. **Identical to EDU 141 and MGT 141.**

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

PSY 213 Family Relationships Skills/3 sem. hrs. (BES 305, 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 111.

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

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 111 and written approval by the Division.

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 differing content.

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

PSY 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 non-verbal behavior, development of relationships and groups, assertiveness and leadership. Experiential learning included. **Prerequisite:** PSY 111.

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

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

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

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

PSY 346 Interviewing/4 sem. hrs. (PSY 202, 345) General principles of effective interviewing. Skills and techniques for achieving various interview goals, with an emphasis upon counseling interviews and the establishment of helping relationships. Includes out-of-class applications in addition to normal coursework requirements. **Prerequisite:** PSY 111.

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

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

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

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

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

PSY 480 Practicum in Psychological Research/1-12 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 302 and prior written consent of 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. **Prerequisites:** PSY 311, 350 and written approval of the Supervisor and Division.

PSY 482 Practicum in Organizational Psychology/1-6 sem. hrs. Experience in applying psychology in an organization through placement in a personnel or training department. Report required. Supervision on-site and by the Academic Division. **Prerequisites:** MGT 315, PSY 406 and written approval of the Supervisor and Division.

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

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

SOCIOLOGY (SOC)

SOC 112 Human Origins and Diversity/3 sem. hrs. (BES 2028, COR 112, SOC 211) The discoveries of physical anthropology concerning early hominids and their ecological adaptations. Neolithic cultural patterns and technologies. Ethnographies of diverse cultures.

SOC 202 Introduction to Sociology/3 sem. hrs. (SOC 101/201, BES 2018) 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, SOC 331) Contemporary patterns of marriage and family living. Approaches to effective living together in family units. Coverage of both adult and parent-child relationships. Experiential learning included. **Identical to PSY 213.**

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

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

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

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

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

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 101. Identical to CRJ 430.**

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

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

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About Nova University



Nova University was chartered by the State of Florida in 1964. Numerous graduate programs offer master's and doctoral programs and postgraduate education. Nova College offers undergraduate education, and the University School, a demonstration school, serves children from preschool through high school. In addition, nondegree, continuing education and certificate programs are available.

From the beginning, the University has distinguished itself by its innovative outlook, its unique programs that provide both traditional and nontraditional choices in educational programs, and its research in many fields aimed at solving the problems of immediate concern to mankind.

In 1970, Nova University joined in an educational consortium with the New York Institute of Technology, an independent, nonprofit institution with campuses in Manhattan and at Old Westbury and Commack, Long Island.

The Nova University campus is located on a 200-acre site west of Fort Lauderdale, Florida, at 3301 College Avenue in the town of Davie.

Nova University Degree Offerings

Doctoral and Professional Degrees

Doctor of Arts (D.A.) in:

Information Science

Training and Learning Technology

Doctor of Business Administration
(D.B.A.)

Doctor of Business Administration

International Management (D.B.A.-I.M.)

Doctor of Education (Ed.D.) in:

Early and Middle Childhood

Educational Leadership

Higher Education

Leadership in Adult Education

School Administration

*Vocational, Technical, and Occupational
Education*

Juris Doctor (J.D., Law)

Doctor of Philosophy (Ph.D.) in:

Applied Developmental Psychology

Clinical Psychology

Oceanography

Doctor of Psychology (Ph.D.) in:

Clinical Psychology

Doctor of Public Administration (D.P.A.)

Specialist Degrees

Educational Specialist (Ed.S.) in:

Computer Applications

Computer Education

Computer Studies

Education (23 majors)

Learning Resources

Health Education

School Psychology

Master's Degrees

Master of Accounting (M.Ac.)

Master of Business Administration
(M.B.A.)

Master of Public Administration (M.P.A.)

Master of Science (M.S.) in:

Admissions and Registration

Applied Psychology

Child Care Administration

Coastal Studies

Computer Applications

Computer Education

Computer Science

Computer Studies

Counseling

Criminal Justice

Education (23 majors)

Gerontology

Health Education

Human Resource Management

Human Services

Learning Resources

Marine Biology

Psychometry

School Guidance

Security Management

Speech and Language Pathology

Telecommunications Management

Bachelor's Degree

Bachelor of Science (B.S.) in:

Accounting

Administrative Studies

Business Administration

Community Psychology

Computer Engineering

Computer Information Systems

Computer Science

Computer Systems

Electrical Engineering

Elementary Education

General Psychology

Health Care Services

Organizational Psychology

Legal Studies

Professional Management

Secondary Education

The provisions set forth in this bulletin are not to be regarded as an irrevocable contract between the student and Nova University. The regulations and requirements herein, including tuition and fees, are necessarily subject to change without notice at any time at the discretion of the administration. The University further reserves the right to require a student to withdraw at any time, as well as the right to impose probation on any student whose conduct is unsatisfactory. Any admission on the basis of false statements or documents is void upon the discovery of the fraud, and the student is not entitled to any credit for work which he may have done at the University. Upon dismissal or suspension from the University for cause, there will be no refund of tuition and fees. The balance due Nova University will be considered receivable and will be collected.

A transcript of a student's academic record cannot be released until all his/her accounts, academic and non-academic, are paid.

Any Nova University student has the right to inspect and review his/her educational record. The policy of the University is not to disclose personally identifiable information contained in a student's educational record without prior written consent from the student, except: to University officials, to officials of another school in which the student seeks enrollment, to authorized representatives of federal or state agencies, to accrediting organizations, to parents of dependent students, under judicial order, to parties in a health or safety emergency, or when verifying graduation with a particular degree.

A student also has the right to petition Nova University to amend or correct any part of his/her educational record which he/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 Director of Student Services, Nova University, Parker Building, Room 101, 3301 College Avenue, Fort Lauderdale, Florida 33314. A schedule of fees and a listing of the types and locations of educational records is contained in this policy.

Nova University does not discriminate on the basis of handicap, sex, race, religion, national or ethnic origin in admission, access or employment for any of its programs and activities. The University Registrar and Director of Personnel have been designated as student and employee coordinators, respectively, to assure compliance with the provisions of the applicable laws and regulations relative to non-discrimination. Nova University programs are approved by the coordinator for Veterans Approval, State of Florida, Department of Education, for veterans' educational benefits.

The school is authorized under Federal Law to enroll non-immigrant alien students.

The Nova University general policies on Student Relations are on file in the office of the registrar.

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