

2001

Continuing Education Opportunities NSU Communiversality 2001

Nova Southeastern University

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Continuing Education Opportunities



NSU *Communi*versity

Collaborate

Dear Reader,

Nova Southeastern University, with its reputation for innovation, flexibility, convenience, and technological delivery, introduces another creative initiative to the community. NSU *Communiversi*ty is the embodiment of the university's mission of service to the community, lifelong learning, and the application of knowledge in clinical, community, and professional venues. To paraphrase an age-old African proverb, it takes an alliance of schools, businesses, organizations, agencies, and individuals working collaboratively to assist a university in fulfilling its commitment to the community.

NSU *Communiversi*ty promotes university academic programs, services, and resources through participation in projects/initiatives that:

- support continuous improvement in pre-k-12 schools
- align curricula, instruction, practicums, internships, and professional development among the institutions of higher education in the region
- share physical, fiscal, and human resources for the enhancement of services by community organizations
- create and develop innovative methods for improving quality of life and learning in the community

Further, NSU *Communiversi*ty has allowed the university to establish a leadership role on various councils, boards, committees, and work groups that address the needs of children and families. Examples include South Florida Annenberg Challenge, Broward County Education Foundation, Urban League of Broward County, United Way Allocations Committee, Coordinating Council of Broward, Broward Employment and Training Administration, and Broward Alliance. Initiation and development of public/private partnerships requiring internal and external collaboration are an integral part of its mission.

NSU *Communiversi*ty promotes the application of knowledge and skills by its students, while providing service to the community in clinical, community, and professional settings. Collaboration, coordination, and cooperation, fostered by NSU *Communiversi*ty, among the NSU academic schools enhance training and professional development programs of community, business, industry, government, education, and health care organizations.

In addition, NSU *Communiversi*ty administers the Nova Southeastern University Programs in Continuing Education and English as a Second Language. The Continuing Education Program coordinates noncredit, nondegree learning opportunities that meet the lifelong professional and personal development needs of the community. The English as a Second Language Program provides language instruction, practical and cultural experiences, test preparation, and other student services for non-English speakers.

Please visit our NSU *Communiversi*ty Web site or call for more information on the learning opportunities included in this publication. We are eager and prepared to assist you in expanding your knowledge and skills.



Martha Smith-Singleton, Ed.D.
Executive Director



English as a Second Language (ESL)

NSU offers English classes to nonnative English-speaking students. The high-quality program provides a better understanding of American culture, customs, and way of life, as well as English instruction. All students are tested to ensure that they are placed in the appropriate level. The programs focus on the following areas:

- Grammar
- Reading, writing, and composition
- Cross-cultural understanding
- Listening comprehension
- Conversation and American English

Schedule

- Morning classes meet Monday through Friday from 9:00 a.m. to 12:40 p.m.
- Evening classes meet Monday through Thursday from 6:00 p.m. to 9:00 p.m.
- TOEFL preparation classes are on Saturdays from 8:30 a.m. to 1:00 p.m.

Instruction

Instructors are qualified to teach ESL and have years of experience. Classes are taught at six levels, from beginner to advanced, and have a maximum of 12 students. Study materials are carefully selected and a textbook is provided to each student. A multimedia language laboratory is available to students featuring a wide selection of audiovisual instructional materials.

2001 Program Fees and Application

TUITION (plus application fee of \$100 per student)			In U.S. \$		
Course Name	Description	Lessons/Week	2 Weeks	4 Weeks	Extra Week
Integra20	General English, max 12 per class, six levels mornings Monday–Friday 9:00 a.m.–12:40 p.m.	20	\$500	\$880	\$220
IntegraPlus	Integra20 plus five lessons	25	\$925	\$1,745	\$420
TOEFL	Exam prep, eight weeks in addition to Integra20, held on Saturdays	5	\$520		\$60
Evening12	General English, max 12 per class, six levels evenings Monday–Thursday 6:00–9:00 p.m.	12	\$325	\$580	\$145
Optima	Private Lessons	1 lesson: \$50	10: \$475	20: \$900	40: \$1,700
STUDENT SERVICES			In U.S. \$		
Student Insurance	Comprehensive policy includes accident, illness, luggage, travel costs, and legal expenses				\$20/week
Express Airmail Service (DHL Carrier)	Delivery of documents by international air service (required for Form I-20 for student visa)				Price varies depending on destination
PROGRAM START DATES					
Integra20, IntegraPlus, TOEFL, Optima	2001–Jan 15, Feb 12, Mar 12, Apr 9, May 7, Jun 4, Jul 2, Jul 30, Aug 27, Sep 24, Oct 22, Nov 19, Dec 17				
SPECIAL LONG-TERM PROGRAMS (Tuition Only)			In U.S. \$		
Semester Program (12 weeks)	These programs are designed to meet the needs of the long-term student studying 12 weeks or longer. Special consideration is given to the student's specific needs and the programs are designed accordingly. Prices include application fee and Integra20 course.				\$2,500
Bimester Program (24 weeks)					\$4,750
Trimester Program (36 weeks)					\$6,600
Academic Year (48 weeks)					\$8,000



TALK at NSU

3301 College Avenue, Fort Lauderdale, Florida 33314-7796
Telephone (954) 262-8696 • Fax (954) 262-3913 • Email: marier@nova.edu

Web address: www.nova.edu/cwis/ce



Instruct

Survival Spanish for Business

Course Description

Survival Spanish for Business I is a 30-hour, nontraditional, conversational method of learning Spanish, open to students with little or no Spanish. The focus is on learning the terminology and practicing the scenarios that apply to the participant's market and occupation. Instead of learning complex grammar and extensive generic vocabulary, students will learn the basics and concentrate on what is most important to them. The course also covers case studies of Latin workforce and foreign business dos and don'ts. Training aids include an audiocassette with customized terminology, a videotape of customized presentations, and a manual. Aside from the leading instructor, memory and business specialists will deliver this program. Survival Spanish for Business II will be offered after completion of this course or equivalent.

This course is available to your company through our Contract Training Program. For further details please call (954) 262-8789.

Spanish for Professionals

Spanish for Professionals is an opportunity to learn conversational Spanish to become more effective in workplace communication in an increasingly more diverse South Florida.

Schedule

Beginning	Tuesdays, February 20–April 24	6:00–9:40 p.m.
Intermediate	Wednesdays, February 21–April 25	6:00–9:40 p.m.
Advanced	Thursdays, February 22–April 26	6:00–9:40 p.m.

Program Features

Goals will be set so as to meet individual and group needs—for example: to converse and understand enough Spanish so as not to feel intimidated in a Spanish-speaking environment, or to be able to attend a professional meeting conducted in Spanish. Groups will be formed based on participants' levels of proficiency in Spanish from zero on up. The program will use a multimedia approach—audio, video, print, and CD-ROM-based lessons, as well as personal interaction with the instructor.

The method will focus on communication, not grammar. The first course will start you on the pathway toward competence in conversational Spanish. There will be substantial feedback, including self-assessment, peer evaluation, and teacher-student conferences.

Orientation and Registration Meeting

An information, orientation, and registration meeting will be held on Monday, February 5, 2001, at 6:00 p.m. in the Mailman-Hollywood Building, second floor auditorium, 3301 College Avenue, Fort Lauderdale, Florida 33314-7796. This meeting will provide prospective participants an opportunity to meet the faculty, learn about the way the program will be conducted, ask questions about the course content and different levels, and register for the classes. A placement instrument will be given to all participants to determine the course level most appropriate for each individual.

Cost and Materials

The tuition for each 10-week, 30-hour course is \$400. Registrants should be prepared to pay by check or credit card at the orientation-registration meeting.



Personal Investment Planning Series

Jump start your financial future today—take a Personal Investment Planning course.

Personal Investment Planning (comprehensive 9-hour course)

Personal Investment Planning is a comprehensive course designed for the novice as well as the experienced investor. This informative, three-session evening seminar will cover aspects of financial planning, economics, and investments. You will come away from this course with an understanding of compounding economics and how to develop an investment plan suited to your individual needs and goals. Learn about the stock market and other investment vehicles, as well as asset allocation as a means of diversifying your portfolio. We will also cover all types of insurance and taxes. Complimentary fourth session available to discuss personal and specific situations, which includes a personal financial plan. May include educational funding, retirement funding, and estate planning analysis.

Thursdays, February 8, 15, and 22 6:30–9:30 p.m. Tuition \$49, Workbook \$15
Wednesdays, March 7, 14, and 21 6:30–9:30 p.m.
Tuesdays, April 10, 17, and 24 6:30–9:30 p.m.

Advanced Stock Market Techniques (comprehensive 6-hour course)

This course is designed to take you to the next level of investing. Learn the different approaches to analyzing stocks using technical and fundamental analysis. You will become familiar with stock market terms such as PE ratio, price/book value ratio, and modern portfolio theory. Understand the basics of put and call options, option strategies, margin, and short sales.

Tuesdays, February 20 and 27 6:30–9:30 p.m. Tuition \$29, Workbook \$7
Mondays, March 19 and 26 6:30–9:30 p.m.
Wednesdays, April 18 and 25 6:30–9:30 p.m.

All About Retirement Planning

Looking forward to retirement? How much money will you need? Have you saved enough? Learn how to calculate these figures and what you need to do to be prepared. You'll learn about the various investment vehicles that are available to help you save the money you'll need and how to develop an investment plan to meet your goals. Complimentary retirement funding analysis.

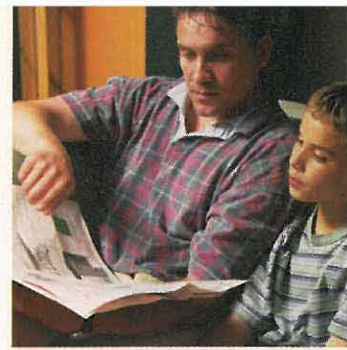
Tuesday, March 13, or 6:30–9:30 p.m. Tuition \$20
Wednesday, April 11

Smart Women, Smart Money

Discuss issues pertinent to female investors. Topics will include women in transition, investing in today's markets, estate planning strategies for women, and market volatility. Learn about the challenges when experiencing lifestyle adjustments such as divorce, career changes, or motherhood, and the impact on your financial funds. Women helping women.

Thursday, March 29, or 6:30–9:30 p.m. Tuition \$20
Monday, April 30

Complete schedule available on www.nova.edu/cwis/ce/personalinvest.html
To register or receive more information, please call (954) 527-6331.



Plan

Professional Continuing Education Credits

FOR CERTIFIED PUBLIC ACCOUNTANTS—Approvals for C.P.E. (sponsor number F-9955)

Personal Investment Planning, approved for 9.0 C.P.E. credits

- the need for financial planning
- economic basics
- knowledge of investments
- asset allocation
- the stock market
- retirement planning
- asset protection
- estate planning strategies

Tuition Cost \$89 Workbook \$15
Three-session evening Thursday, May 10, 17, 24 or June 7, 14, 21 6:30–9:30 p.m.
One-day Saturday May 12, May 26, June 9, or June 23 9:00 a.m.–6:00 p.m.

Advanced Stock Market Techniques, approved for 6.0 C.P.E. credits

- modern portfolio theory
- technical analysis
- short sales
- option strategies and techniques
- fundamental analysis
- balance sheets and income statements
- margin

Tuition Cost \$59 Workbook \$10
One-day Saturday May 5, May 19, June 2, or June 16 9:00 a.m.–3:00 p.m.

Protecting Your Assets, approved for 4.0 C.P.E. credits

- tax-deferred vehicles
- methods of risk management
- long-term care insurance
- permanent insurance
- pension maximization
- fixed and variable annuities
- disability income protection
- term insurance
- survivorship insurance
- estate planning

Tuition Cost \$39 Workbook \$10
One-day Saturday May 5, May 19, June 2, or June 16 9:00 a.m.–1:00 p.m.

FOR ATTORNEYS—Approvals for C.L.E.R. (sponsor number 0076514)

Personal Investment Planning, approved for 9.0 general C.L.E.R. credits

- the need for financial planning
- knowledge of investments
- the stock market
- asset protection
- economic basics
- asset allocation
- retirement planning
- estate planning strategies

Tuition Cost \$89 Workbook \$15
Three-session evening Thursday, March 8, 15, 22 or Thursday, April 12, 19, 26 6:30–9:30 p.m.
One-day Saturday February 3, March 17, or April 14 9:00 a.m.–6:00 p.m.

Advanced Stock Market Techniques, approved for 6.0 general C.L.E.R. credits

- modern portfolio theory
- technical analysis
- short sales
- option strategies and techniques
- fundamental analysis
- balance sheets and income statements
- margin

Tuition Cost \$59 Workbook \$10
One-day Saturday February 17, March 31, or April 28 9:00 a.m.–3:00 p.m.

Protecting Your Assets, approved for 4.0 general C.L.E.R. credits

- tax-deferred vehicles
- methods of risk management
- long-term care insurance
- permanent insurance
- pension maximization
- fixed and variable annuities
- disability income protection
- term insurance
- survivorship insurance
- estate planning

Tuition Cost \$39 Workbook \$10
One-day Saturday February 10, March 10, or April 21 9:00 a.m.–1:00 p.m.

To register and for more information, please call (954) 527-6331. All courses are approved to be taught at various locations through The Florida Bar and the Board of Accountancy. With advanced notice, instructors may be brought to your location to conduct continuing education courses. Minimum number of participants required.

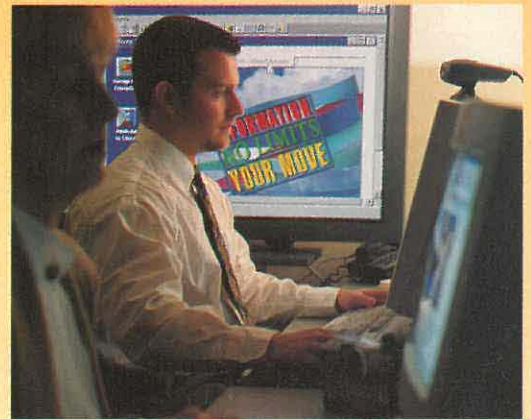
C.P.A.s / Attorneys



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Call today for more information or to reserve
a seat for the information meeting:

(954) 262-8789

Office of Continuing Education

3301 College Avenue

Fort Lauderdale, Florida 33314-7796

Visit our Web site at www.nova.edu/cwis/ce



Microsoft
Authorized Academic
Training Provider

Believe

Wise Women Groups

In association with the Nova Southeastern University Women's Resource Institute, the university's Office of Continuing Education announces a repeat of this successful noncredit program. It is open to all women of Nova Southeastern University and the South Florida community at large. Wise Women Groups are built on the belief that we are each responsible for our own happiness. These groups offer women an opportunity to recognize their personal growth and the growth of women in society as a whole.

Program Features

Within an informal, supportive atmosphere, these powerful, interactive groups discuss and apply the concepts in Jane Claypool's book. Wise Women Groups are built on the belief that we are each responsible for our own happiness. Throughout the 10-week course the tools necessary to achieve this ultimate goal are given to the student through discussion, sharing, participant workshops, and fun homework assignments.

Topics include:

- | | |
|--------------------------------|------------------------------------|
| Wise Women Step Out | Wise Women Are Creative |
| Wise Women Are Willing to Risk | Wise Women Are Really Beautiful |
| Wise Women Don't Worry | Wise Women Become Themselves |
| Wise Women Are Assertive | Wise Women Change Their Lives |
| Wise Women Are Serene | Wise Women Write Their Own Scripts |
| Wise Women Seek Success | Wise Women Choose Mentors |

As a "wise woman," you will celebrate inner growth, positive choices, self-acceptance, self-empowerment, personal achievement, and professional accomplishments.

Wise Women Credo

- | | |
|-----------------------------------|---------------------------|
| Wise Women Don't Blame Others | Wise Women Aren't Victims |
| Wise Women Don't Criticize Others | Wise Women Don't Worry |
| Wise Women Don't Sing the Blues | |

Schedule

The class consists of 10 one-and-a-half-hour class meetings. Class size is limited to 20. No one may enter the class after the second class meeting. The class meets Tuesdays, 6:00 to 7:30 p.m., February 6 through April 10, 2001.

Cost and Registration

The cost of this program is \$150. Participants will be required to purchase Jane Claypool's book, *Wise Women Don't Worry, Wise Women Don't Sing the Blues*.

Notice of Nondiscrimination

Nova Southeastern University admits students of any race, color, sex, age, nondisqualifying disability, religion or creed, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school, and does not discriminate in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Nova Southeastern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award bachelor's, master's, educational specialist, and doctoral degrees.

12-009/00 sk

www.nova.edu/cwis/ce

(954) 262-8789



Office of Continuing Education
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- Wise Women Are Assertive
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