

Fall 1999

Continuing Education Catalog Fall 1999: Courses, Seminars, Workshops, and Conferences

Nova Southeastern University

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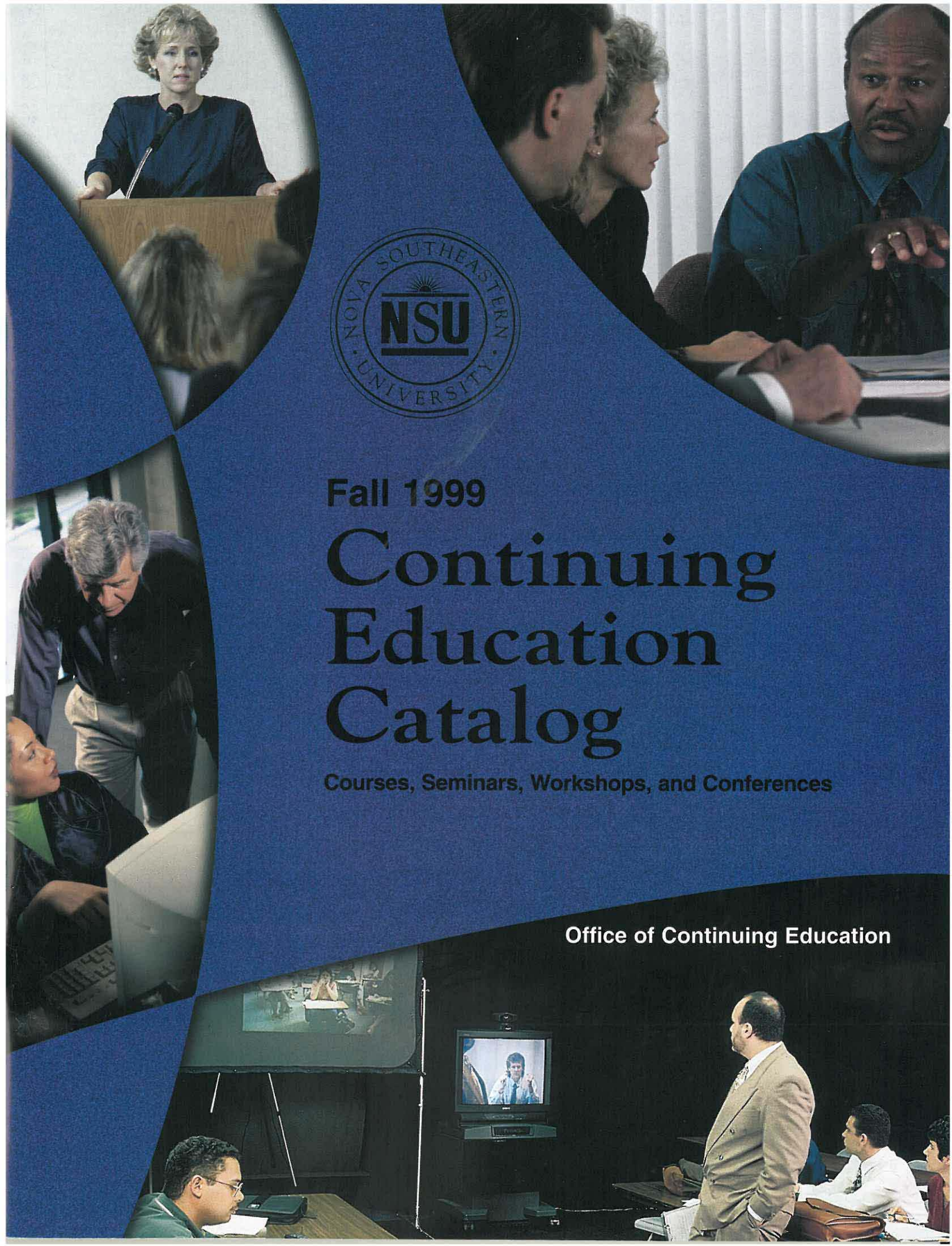


Fall 1999

Continuing Education Catalog

Courses, Seminars, Workshops, and Conferences

Office of Continuing Education



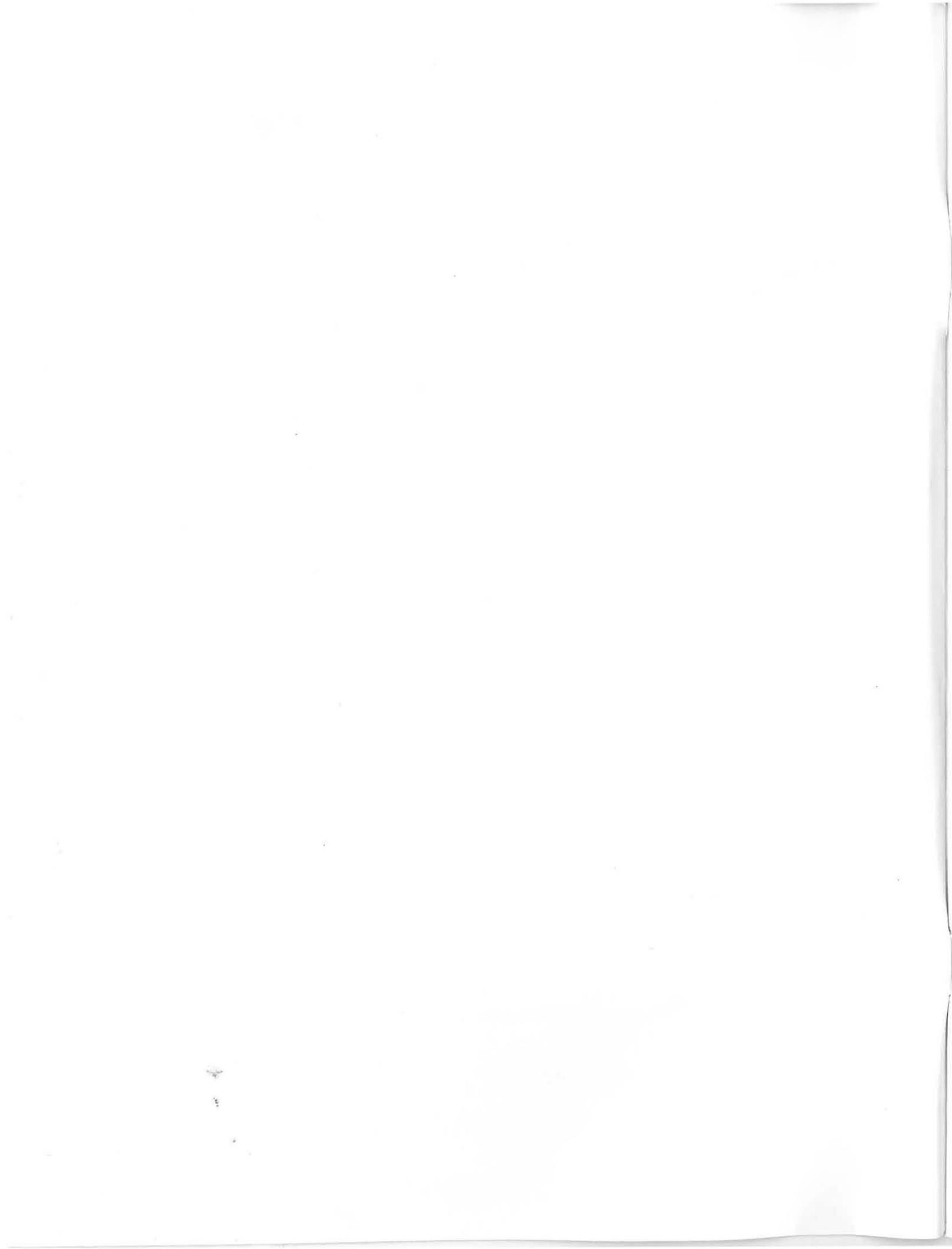


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Nova Southeastern University



Mission Statement

Nova Southeastern University is a dynamic, not-for-profit independent institution dedicated to providing high-quality educational programs of distinction from preschool through the professional and doctoral levels, as well as service to the community. Nova Southeastern University prepares students for lifelong learning and leadership roles in business and the professions. It offers academic programs at times convenient to students, employing innovative delivery systems and rich learning resources on campus and at distant sites. The university fosters inquiry, research, and creative professional activity by uniting faculty and students in acquiring and applying knowledge in clinical, community, and professional settings.

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.

Accreditation

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.



The following text is extremely faint and illegible, appearing to be a list or a series of entries. It is located in the lower half of the page, below the large illustration. The text is too light to transcribe accurately, but it seems to consist of several lines of small print, possibly a table of contents or a list of names and dates.

Office of Continuing Education

History

Nova Southeastern University's Office of Continuing Education was established on July 1, 1995. The university has long been recognized as a national leader in postsecondary education for its innovative approaches to distance education and its technological delivery systems. In recognition that many of its undergraduate and graduate degree programs are designed to serve the professional development needs of midcareer adults, the university decided to create a complementary office to coordinate noncredit, non-degree programs to meet the lifelong professional and personal development needs of individuals among its graduates and in its community.

Mission

The mission of the Office of Continuing Education at Nova Southeastern University is to coordinate, highlight, enhance, promote, market, record, and report nondegree, noncredit continuing education programs with the mutual cooperation of, and support from, the academic centers and schools of the university. The Office of Continuing Education assists those schools and centers in developing and expanding continuing education courses, seminars, workshops, conferences, and educational travel experiences that are of high quality and are consistent with the mission of the university, and which contribute positively to its image and reputation.

Advisory Council

The Office of Continuing Education accomplishes its mission with the guidance of a representative Council for Continuing Education and Collaboration. The purpose of the council is to establish policy direction, maintain university-wide support, create a communication channel with the community, and provide representative counsel to office leadership. A foundation of collaboration supports all of the work of the council and the Office of Continuing Education.

The council consists of appointed representatives of the schools and academic centers at the university. Members of the council for 1999-2000 are:

William Alvarez

Executive Director, FGSE

Sharon Brown

*Admissions Representative,
School of Computer and Information Sciences*

Christopher Burnett

Assistant Professor, Family Therapy

Ed Cripe

*Director, Institute for Entrepreneurship
and Executive Education, SBE*

Anthony DeNapoli

Executive Director, FGSE

Lisa Davis

Director, Alumni Relations

Kimberly Durham

Associate Dean, SSSS

Marla Frohlinger

*Assistant Vice Chancellor for Student Services
and Professional Coordination*

Clark Galin

*Director of Continuing Education
College of Dental Medicine*

Karen Grosby

Associate Dean, Center for Psychological Studies

Patricia Cicchetti Jason,

*Director, Career Development Office
Shepard Broad Law Center*

Paul Joseph

*Professor of Law and
Director of International Programs*

Roni Leiderman

Associate Dean, The Family and School Center

Jean Lewis

*Director of Admissions
Farquhar Center for Undergraduate Studies*

Charles Lonegan

Program Professor, FGSE

Wendy Masi

Associate Dean, The Family and School Center

Patty Mendel

Director of Continuing Education

College of Osteopathic Medicine

Charles Messing

Associate Professor, Oceanographic Center

David Millman

Director, Institute for Learning in Retirement

Morton Morris

Vice Chancellor for Academic Affairs

Health Professions Division

Wren Newman

Director of Clinic Services,

Programs in Communication Sciences and Disorders

Madeline Hoag Penna

Coordinator of Community Service

Farquhar Center for Undergraduate Studies

Claudia Santin

Associate Dean, SBE

Martha Smith-Singleton

Executive Director, Office of Continuing

Education and Collaboration, (Chair)

Refund Policy

This refund policy applies only to courses and activities offered by the Office of Continuing Education that meet regularly for eight weeks or more over the course of a term. The cancellation/refund policy for the Office of Continuing Education-sponsored events that meet for one to three concurrent days is published in the event-specific brochure or flyer. For withdrawal/refunds in connection with programs offered by the schools or colleges of the university, contact the office of the program's sponsor.

The Office of Continuing Education will grant a full refund of tuition and fees when participants cancel their registration or withdraw before the second session of the course. Full refunds of tuition and fees paid will also be granted in the following special circumstances: (1) the activity is canceled; (2) in the

event of active military duty; (3) the death of an immediate family member; (4) illness; or (5) other exceptional circumstances to be determined by the executive director.

Calendar of Events

The Office of Continuing Education maintains a comprehensive and continually updated calendar of events at its Web site. The calendar can be accessed at <http://www.nova.edu/nsu/ce/>. For further information about the calendar, contact the Office of Continuing Education at (954) 262-8697.

Contract Training

Through its Contract Training Program, the Office of Continuing Education facilitates the delivery of existing university courses on the company's site to augment the training and development programs of community business, industry, government, education, and health care organizations. Groups with special needs that existing courses do not address can have custom programs developed particularly for them. NSU's reputation for flexibility, innovation, and technological delivery extends to our Contract Training Program. Groups served include public and private organizations and government agencies.

For further information about continuing education or contract training at NSU, contact:

Martha Smith-Singleton, Ed.D.

Executive Director for Continuing Education and Collaboration

Nova Southeastern University

3301 College Avenue

Fort Lauderdale, Florida 33314-7796

(954) 262-8698 • Fax (954) 262-3913

Email: singlems@nsu.nova.edu

Web site: www.nova.edu/nsu/ce/

Education Offerings

Community Education on Deafness

The purpose of the program is to assist businesses involved in public accommodations, public safety organizations, and health care agencies to meet the requirements of the Americans with Disabilities Act (ADA) by training employers and employees to deliver services in a nondiscriminatory manner to hard-of-hearing and deaf citizens. The program was formerly offered by the Deaf Service Center of Broward County and was transferred to the Office of Continuing Education on May 1, 1996.

The program offers workshops to any business or public service organization and has conducted programs for groups such as law enforcement personnel, fire-fighters, emergency service technicians, 911 operators, paramedics, nurses, teachers, counselors, coaches, and emergency room personnel. The workshops can be offered for general groups on an individual-registration basis, or can be custom designed for an entire department in a municipality, business, hospital, school, hotel, or similar organization with employees who have high public contact. The sessions can be arranged on-site, in the organization's training classroom or meeting space, or on the NSU campus in schedules tailored to the organization's specific needs.

Each training session includes course outlines, handouts, role-playing, interactive learning experiences, and an evaluation process. Certificates of completion are awarded and continuing education units (CEUs) can be earned and recorded. The series has included such titles as:

- "911 and the Hearing-Impaired Caller"
- "Emergency Medical Services for Hearing-Impaired Persons"

- "Law Enforcement Officers and Hearing-Impaired Persons"
- "Accommodating the Hearing-Impaired Employee"
- "Health Care Delivery for Hard-of-Hearing Patients"

Building a Successful Image

This class is designed to enhance the professional's overall image. It focuses on everything from presenting a professional wardrobe to knowing which fork to use in a formal dining setting. The objective is to impart the importance of putting "our best foot forward." This course is valuable to people seeking to advance their careers with polish and style.

Overview

The class is presented in a series of three two-hour sessions, which precludes us from allowing anyone to enter the class after the initial registration. Class size is limited to 25 participants. The cost of the course is \$150. We have the right to cancel the workshop if the minimum number of participants is not met. A 72-hour cancellation notice is required for full refund.

The workshops are offered on Thursdays, 6:00 p.m. to 8:00 p.m. or Saturdays, 11:00 a.m. to 1:00 p.m. Please note that this course is offered every other week to allow the participant to put the techniques learned into practice.

"Dining with Style" is a tutorial meal that allows us to walk through each step of dining etiquette. This workshop is offered on Tuesdays only, from 6:00 p.m. to 9:00 p.m.

Program Features

In today's society, image is essential. This positive and interactive program will offer participants new ideas on presenting themselves with the most powerful and professional image. The sessions include:

Professional Image Enhancement

You only get one chance to make a first impression. Learn all you need to know about creating a look that will make a lasting impression on your colleagues, clients, and superiors. Take advantage of information that will give you tips on how to get the most for your money.

Networking Skills

Business today is built on relationships. The first contact in building those relationships is made in a non-office environment commonly known as "networking." In this session, we will talk about the importance of introductions, the infamous handshake, and making the most of your "30-second" commercial.

Client Relations/Customer Service Skills

Now that the package is powerful and the "sale" has been made, further interaction with the client is essential. This is where most companies lose their edge to the competition. In this session we will talk about building a rapport with the client, ensuring loyalty, and repeat business.

Class Schedule

This class will be offered on the following days:

Thursdays

September 30 October 7
October 14 -or- October 21 -or-
October 28 November 4

Saturdays

October 2
October 16
October 30

Optional

Dining with Style

This tutorial dinner covers all we need to know about the proper way to handle ourselves in any given situation. This is a full-course meal, from hors d'oeuvres to dessert. The workshop will also cover entertaining etiquette and restaurant ordering protocol. This session is offered only on Tuesdays and has an additional cost of \$100.

Dining with Style

(This workshop is offered on Tuesdays only; please choose from one of the days listed below.)

September 28 October 5 October 12
October 19 October 26

Facilitator

Carla Harris is the owner of Heaven Sent Consultants, Inc. (HSC), a professional image consulting firm. HSC works with individuals and corporations on developing or redefining professional and corporate image. Carla has been written about in local newspapers and interviewed by Channel 10. She brings more than 20 years experience to her clients; she also has presented the Executive Series seminars and workshops to major law firms and corporations throughout Miami, Florida and in Washington, D.C.

For further information, contact:

Office of Continuing Education

(954) 262-8697

Fax (954) 262-3913

Email: nichola@nsu.nova.edu

Web site: www.nova.edu/nsu/ce/

Certificate Program for Debt Collectors

Nova Southeastern University's Office of Continuing Education, in conjunction with Cohen & Klein Consulting, has recognized the increasing demand for professional debt collectors and the growing need for debt collection education and training in South Florida. They have initiated a training program that will equip collectors with the knowledge and skills necessary to reduce delinquent accounts and increase cash flow. Professional training in debt collection will increase your company's productivity, staff efficiency, marketability, and morale; reduce operating expenses; and improve customer satisfaction. Upon successful completion of the 35-hour course of study, participants will receive an NSU certificate of completion and earn three-and-a-half CEUs.

Collectors will discover techniques for handling all types of debtors, including:

- The negligent debtor who never seems to remember to pay bills on time
- The confused debtor who claims to be unclear about your payment terms
- The seasonal debtor who finds it difficult to pay during slow seasons
- The debtor faced with an unexpected disaster who usually pays promptly
- The deliberate debtor who makes you wait on purpose
- The debtor in financial difficulty who has legitimate problems paying
- The extroverted debtor who blames everyone for his or her problems
- The analytical debtor who never has enough information and requests back-up and extra documentation to delay your efforts
- The amicable debtor who really wants to pay you, but has so many other bills they have decided not to pay
- The aggressive debtor who challenges you at every turn

Program Topics Include

- Collection fundamentals
- Handling reluctant debtors effectively
- Handling the telephone like an expert
- How to obtain payment agreements
- Collection laws and bankruptcy procedures
- Fundamentals of teamwork
- Professional collection skills
- Effective listening skills/reduced conflicts
- Strategies that ensure full payment
- Skiptracing techniques
- Effective customer service skills
- The six essentials of effective listening
- The emotional side of collecting debts
- How to handle difficult customers
- The power of customer service

Introduction to Effective Collection and Customer Service Technique

- The essence of debt collection
 - Collection highlights
 - The economics of debt collection
 - Phone skills for collectors
 - Negotiation skills for debt collectors
- (Plus 41 other topics)

Customer Service Techniques for Debt Collectors

- How to promote goodwill with debtors
 - Collections department vision and values
 - Effective customer service techniques
 - Why collection and salesmanship are similar
 - How to close when a customer is upset
 - How collectors can be customer-service focused
 - The sales cycle
 - Using sales personnel as collectors
 - How to put customers at ease
 - Some famous excuses used by debtors
- (Plus 37 other topics)

**Debt Collection Compliance
Procedures and Skiptracing Techniques**

- Critical factors of skiptracing
- Ways to answer questions while skiptracing
- When and how to begin skiptracing
- Seven main reasons to start skiptracing
- How to prevent a "skip"
- Skiptracing methods and procedures
- Skiptracing communication with proper procedures of obtaining location
(Plus 47 other topics)

**Collections Strategies and
Concepts for Debt Collectors**

- Collectors' job description and responsibilities
- The psychology of asking for payment
- How to identify and collect from debtors
- When to be flexible with debtors
- Why collectors should imply "scarcity" to debtors
- Pre-call planning of a collection call
- How team effort can enhance collections
- The art of collections
- The philosophy of collections
(Plus 42 other topics)

**Effective Communication
Skills For Debt Collectors**

- The emotional side of the collection call
- Collection communication guidelines
- How to close the call on a positive note
- Why effective listening is important in collections
- Phrases to avoid and use during collection
- The seven-step process of successful collection dialogue
- Action words that will achieve effective collections

Class Schedule

September 14–October 14, 1999
Tuesdays and Thursdays • 6:00-9:30 p.m.

<i>Tuesdays</i>	<i>Thursdays</i>
September 14	September 16
September 21	September 23
September 28	September 30
October 5	October 7
October 12	October 14

–or–

September 18–October 16, 1999
Saturdays • 8:30 a.m.–4:30 p.m.

<i>Saturdays</i>	
September 18	September 25
October 2	October 9
October 16	

Cost: \$495



For further information, contact:

Office of Continuing Education

(954) 262-8697

Fax (954) 262-3913

Email: nichola@nsu.nova.edu

Web site: www.nova.edu/nsu/ce/

Human Performance Improvement in the Workplace

This course is designed to enhance the career potential and professional status of experienced practitioners in the field of training, human resource development, and performance technology, in both private and public sectors.

Offered by the Office of Continuing Education of Nova Southeastern University and the Frank J. Rooney School of Adult and Continuing Education of Barry University.

Cosponsored by:



Nova Southeastern University, in cooperation with Barry University and the American Society for Training and Development (ASTD) National, is pleased to announce the second in an exciting new series of certificate courses developed by the national ASTD organization: Human Performance Improvement in the Workplace.

The purpose of this course is to prepare practitioners in both the private and public sectors of training, human resource development, and performance technology, for the inevitable shift to a human-performance-improvement environment within the workplace. This shift will have a tremendous impact on how practitioners perform their jobs, as well as how they interact with other human resource professionals, customers, line managers, and senior management. The course is based on the most recent ASTD competency study, "Models of Human Performance Improvement," and provides an introduction to the human performance improvement process and the practitioner roles associated with the process. The course is not about new ways of training employees; it is about a process

for improving work performance that may or may not include traditional training methodologies.

Schedule

Classes will meet at Nova Southeastern University's main campus and via videoconferencing in Tampa, Orlando, and Jacksonville, on the following Saturdays: September 18, 25, October 9, 23, November 6 and 13, 1999. Hours will be from 8:30 a.m. to 4:30 p.m. Those successfully completing the course will receive certificates of completion from both the university and ASTD, and will earn three continuing education units (CEUs).

Course Approach

Participants prepare for each class session by completing readings and assignments that serve as the basis for classroom activities. Sessions are highly participatory and focus on application activities related to the participants' work settings. Participants will gain knowledge, skills, and experience in:

- identifying the core competencies of human-performance-improvement practitioners
- conducting a performance and cause analysis
- identifying appropriate interventions
- managing change
- measuring the effectiveness of both training and nontraining interventions

Throughout the program, participants will develop a project that integrates their own personal work experience with the course learning. Participants will also complete an in-depth self-assessment of their current level of proficiency in each of the core competencies associated with human performance improvement and an individual development plan to guide their future growth.

Course Topics

- Overview of human performance improvement
- The human performance improvement model
- Core competencies of HPI practitioners
- The analyst role

- ❑ The intervention specialist role
- ❑ The change manager role
- ❑ The evaluator role

Instructors

Robert C. Preziosi, is a professor of management education at the School of Business and Entrepreneurship at NSU. He has been training trainers since the 1970s. He has been a vice president for management and development for a Fortune 500 company. In 1984, he was given the Outstanding Contribution to HRD Award by ASTD. He was named HRD Professional of the Year in 1991. In 1996, he received the Torch Award, ASTD's highest leadership award, for the second time. This award had never before been given to the same person twice. He has been published in various national journals, including *Training and Development*, *The Teaching Professor*, and *Quality Review*. Preziosi has a master's degree in educational psychology and a doctorate in management. His humorous presentation style is greatly appreciated by those who attend his workshops and seminars.

Peggy McGibney, national conference presenter, will cofacilitate the Saturday sessions at Nova Southeastern University. She is a results-oriented human-performance manager with education and experience in management development, medical education, communications, quality and service training, health care management and practice management consulting, and counseling. McGibney is currently the director of management development for First Data Merchant Services. She also served as the director of faculty development/assistant professor for Nova Southeastern University College of Osteopathic Medicine, where she managed learning outcomes and institutional effectiveness. In March 1997, the college received a commendation from the American Osteopathic Association for the innovative faculty development program. McGibney has facilitated, designed, implemented, and evaluated human-performance-improvement interventions, including training and other formats,

for the past 15 years in academic and corporate arenas. She holds an M.S. in educational psychology and an M.S. equivalent in systems psychology; a B.H.S. in allied health education and research; and certifications in performance modeling, communications, process facilitation, GRID, and KASET.

Registration and Fees

The cost for the 30-hour program is \$795 for ASTD members and \$825 for nonmembers. The fee includes all ASTD text materials and instructor handouts. Registrants will receive confirmation of registration and directions to the classroom.

For further information, contact:

**Office of Continuing Education
(954) 262-8697**

Fax (954) 262-3913

Email: nichola@nsu.nova.edu

Web site: www.nova.edu/nsu/ce/

Lessons in Leadership Series

Fourth Annual Global Teleconference Event
November 17, 1999

Leadership, trust, and mental toughness are all world-class skills that must be cultivated. Who better to inspire and motivate individuals, teams, and administration in the business world but distinguished speakers such as Ken Blanchard, Robert Cooper, Stephen Covey, Tom Peters, Margaret Wheatley, and Ted Turner?

The Fourth Annual Worldwide Lessons in Leadership Series, in cooperation with *Fortune* magazine, is a one-day, live satellite broadcast scheduled to air November 17, 1999. The event will be viewed by more than 100,000 people in 50 nations, including 200 sites in the United States, two of which have been secured by Nova Southeastern University, one in Fort Lauderdale and one in Miami-Dade. In addition to the teleconference, participants will interact with a panel of local business leaders sharing their "secrets to success" at each site.

The qualifications of the teleconference presenters are unrivaled:

Ken Blanchard is author of one of the most successful business books of all time, *The One Minute Manager*. He captivates business leaders with his insight into effective business practices. His techniques relate to businesspeople at every level and show how to develop mutual respect and enthusiastic teamwork in a high-efficiency environment.

Stephen Covey—with more than 12 million copies of his book, *The 7 Habits of Highly Effective People*, sold—dominates the business arena with his powerful points and influential style. His inspiring and instructive presentations consistently draw an overwhelming crowd.

Robert Cooper brings two decades of researching innovation, leadership, and personal and interpersonal effectiveness under pressure to this dynamic team. His international bestseller, *Executive EQ*, has plunged him into the business realm as one of the most influential business speakers in the world.

Tom Peters is business' "best friend and worst nightmare" according to *Business Week* magazine. Due to his unconventional, turnkey business views his success as a speaker is matched by the success of his books, which rank at or near the top of the *New York Times* best-sellers list.

Ted Turner, founder of CNN and trendsetter in the media world, will sit in as a *Fortune* analyst.

The teleconference panel will be moderated by Linda Ellerbee, whose achievements include two Emmys, a Columbia DuPont Award, and two Peabody Awards for writing and producing *Nick News*, the most popular children's news program on television. Previous *Fortune* panelists featured in the Worldwide Lessons in Leadership include: Jack Welch, chair and CEO of General Electric; and Herb Kelleher, chair, CEO, and president of Southwest Airlines.

Cost: \$199 (group discounts are available)

For further information and registration:

Call toll free 800-873-3451

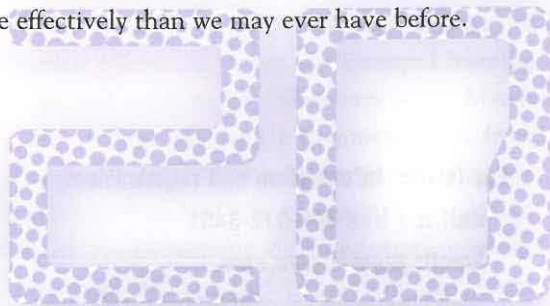
Email: teams@wyn.com

Web site: www.lessonsinleadership.com

Skills for the Millennium Communications and Relational Skills for Effective People

Course Description

What skills are important for the millennium? We are all required to perform increasingly more competently in a greater variety of environments, now more than ever before. How can people interact more effectively in our ever-changing world? What makes one person experience transition periods with bursts of energy and creativity, while another, faced with similar situations, with pain and suffering? Interestingly, we use the same mental processes to empower or disempower ourselves. There are three universal learning processes we use that allow us to alter our perceptions and remembered experiences in ways that fit how we think about the world: distortion, generalization, and deletion. Because these universal learning processes are expressed in language patterns, we can use a set of questioning tools to expand our limited behavioral choices. We can learn to move ourselves and others *away* from problematic or ambiguous communication, and *toward* more effective communication with more choices. We can learn effective rapport and language skills modeled from master communicators. Anyone seeking to enhance relationships, communication, and performance can benefit from this workshop. Consider any of the following relationships, for example: colleague/colleague; teacher/student; parent/child; employer/employee; service provider/client; health care provider/patient; team member/team member; significant other/significant other, and even our relationship with ourselves. We can learn to perform more effectively than we may ever have before.



Course Goals

Here's a course where participants can learn specific skills that can enhance their ability to:

- relate more effectively in a greater variety of situations
- gather high-quality information through a set of questioning tools, resulting in more precise communication, and more choices in actions

Course Participants

This course is for anyone who wants to learn to relate and communicate more effectively with others. This course is for anyone who teaches, learns, relates, negotiates, and/or influences. This course is for anyone in a relationship.

Course Design

The course format includes:

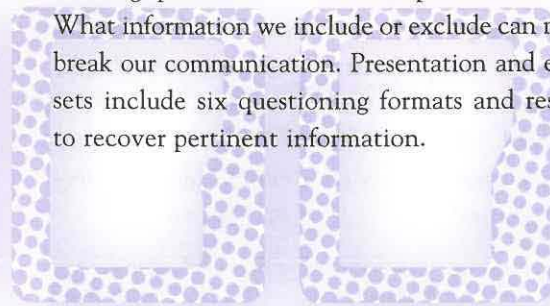
- interactive presentations to impart information
- experiential, hands-on exercises that assist participants in acquiring specific skills
- assignments to reinforce learnings

Course Schedule

Friday, October 15, 1999
6:00 p.m. through 9:00 p.m.

Relational skills: The total impact of communication is 7 percent words, 38 percent verbal (how you say it), and 55 percent nonverbal (gestures, posture, etc.). This class includes skill-building exercises for the most effective ways to relate.

Deletions: Deletions are one of the three universal learning processes that can empower or limit us. What information we include or exclude can make or break our communication. Presentation and exercise sets include six questioning formats and responses to recover pertinent information.



Saturday, October 16, 1999

9:00 a.m. through noon

Generalizations: Generalization can help us learn effectively by drawing conclusions or making predictions about similar circumstances, or limit us by creating the illusion of lack of choices by eliminating every example that does not fit the generalization. Presentation and exercise sets include four questioning formats and responses to recover pertinent information.

Noon through 1:00 p.m.

LUNCH ON YOUR OWN

1:00 p.m. through 4:00 p.m.

Distortions: Distortion helps us exercise our creativity and plan our futures; it can limit us when we make inaccurate assumptions about other people or circumstances. Presentation and exercise sets include four questioning formats and responses to recover pertinent information.

Putting it all together: Move *away* from ambiguous communication and *toward* more effective communication with more choices. Interactive presentation and exercise sets include using, prioritizing, and integrating all questioning formats and relational skills learned during this course.

About The Facilitator

Peggy McGibney, M.S., performance modeler and communications expert, has designed and taught communications and relational skills workshops for the past 15 years for corporate and academic participants in the professional fields of insurance, transportation, law, counseling, medicine, dentistry, and allied health. She holds an M.S. in educational psychology and an M.S. equivalent in systemic psychology (psychology of groups), and certifications in communications, performance modeling, accelerated learning, process facilitation, GRID (organizational development), and KASET (management and

customer service). McGibney served as the director of faculty development/assistant professor for Nova Southeastern University College of Osteopathic Medicine, where she conducted faculty development interventions including training and other formats, and managed learning outcomes and institutional effectiveness. In March 1997, the college received a commendation from the American Osteopathic Association for the innovative faculty development program.

McGibney is currently the director of management development for First Data Merchant Services. She loves to help others—organizations and individuals—achieve their goals quickly, easily, enjoyably, and profitably.

Registration and Fees

The cost for the course is \$150. This fee includes course materials. To register for the course, please contact the Office of Continuing Education. For additional information about the course, please email Peggy McGibney at peggy.mcgibney@firstdatacorp.com or call (954) 851-7304.

2000

For further information, contact:

Office of Continuing Education

(954) 262-8697

Fax (954) 262-3913

Email: nichola@nsu.nova.edu

Web site: www.nova.edu/nsu/ce/

Spanish for Professionals

The Nova Southeastern University Office of Continuing Education offers a noncredit conversational Spanish program open to Nova Southeastern University students, faculty and staff members, and the South Florida community at large. Spanish for Professionals is an opportunity to learn conversational Spanish to become more effective in workplace communication in an increasingly diverse South Florida.

Schedule

Beginning Tues, 6:00 p.m. to 9:40 p.m.
Sept. 14 to Nov. 16
Instructor, Reynaldo Mena

Intermediate Wed, 6:00 p.m. to 9:40 p.m.
Sept. 15 to Nov. 17
Instructor, Reynaldo Mena

Advanced Thurs., 6:00 p.m. to 9:40 p.m.
Sept. 16 to Nov. 18
Instructor, Reynaldo Mena

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, including audio, video, print, and 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.

Faculty

Nancy Ruiz has taught Spanish in Broward schools for 30 years, and is now a language consultant with the Broward School District offices. Ruiz returns for her fifth term teaching Spanish to special groups of FGSE faculty and staff during the lunch hour.

Reynaldo Mena, a native of Cuba, is team leader of foreign language/ESOL at Ely High School, in Broward County. Mena has traveled extensively in Latin America and Europe and has more than 20 years experience in coordinating and teaching in foreign language programs for young people and adults. This is Mena’s seventh term teaching for the NSU continuing education program.

Orientation and Registration Meeting

An information, orientation, and registration meeting will be held on Tuesday, August 24, 1999, at 6:00 p.m. on the main campus, 3301 College Avenue in Davie. This meeting will provide prospective participants who are considering enrolling in any of the above courses 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. While optional, this meeting will be very helpful, and the placement instrument will be administered to anyone who has not taken it. This meeting will help you decide which of these courses is appropriate for you. The deadline for late registration is September 10, 1999. Classes scheduled to start the week of September 14, 1999, will be formed based on data collected at this registration meeting. Class size will be limited.

Cost and Materials

The tuition for each 10-week, 30-hour course is \$350. Registrants should be prepared to pay by check or credit card at the orientation-registration meeting, in person, or by mail/phone at the Office of Continuing Education, not later than Friday, September 10, 1999.

Completion Credentials

Those completing any course satisfactorily will receive a certificate of completion and three continuing education units (CEUs). The instructor will provide those who complete the course an evaluation of their level of achievement. College credit will not be awarded.

Survival Spanish for Business

Course Description

Survival Spanish for Business I, is a 30-hour, non-traditional, 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 do's and don'ts. Training aids include: audiocassette with customized terminology, 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.

Faculty

Lorna Bonilla-Stewart is a corporate trainer and consultant. She has been in the field of experimental education for the past 22 years, also serving as a coordinator for quick-response programs and customized applications for soft and technical skills.

Guest Speakers

Barry Mizerski, founder of Brilliant Basics and Laser Tracks, is a memory-mechanics specialist. Brilliant Basics and Laser Tracks are methods that change the negative wasted energy into the positive presentation power, allowing confidence, memory, listening, and reading abilities to grow exponentially. The students are videotaped while presenting their customized business presentations.

Mike McCarthy is a Latin American business specialist who worked in 13 countries while representing both foreign transnational and local interests. The following are some of the topics covered: Anglo vs. Latin clientele; the John Wayne syndrome; Latin pricing criteria; trust vs. price; business conversational protocol; physical closeness; contract laws vs. reality; and more.

This course is available to your company through our Contract Training Program. For further details see page 2 of this catalog.



For further information, contact:

Office of Continuing Education

(954) 262-8697

Fax (954) 262-3913

Email: nichola@nsu.nova.edu

Web site: www.nova.edu/nsu/ce/

Travel/Study Programs

Nova Southeastern University's travel study programs are operated through TraveLearn, a network of colleges and universities across North America that collaborate to conduct study tours around the world to countries and cultures attractive to U.S. students and teachers. The study tours are lead by faculty members from network member institutions and involve much more than simply guided bus tours of geographical or cultural attractions. Depending on the arrangements in-country, TraveLearn study tours offer:

- insights and guidance from the accompanying faculty member(s) who are selected on the basis of their knowledge of the geography and culture; the learning component of all travel/study programs is provided by a university/college faculty member; sessions are optional so participants can attend as many or as few as desired
- briefings from local in-country resource specialists and carefully selected national and local guides or government officials such as cultural ministers or archeological experts; social events and meals are planned with indigenous citizens of the host country
- carefully chosen, centrally located, air-conditioned, deluxe, and first-class travel and accommodations with private baths
- small groups on tours that are rarely canceled because of the broad marketing power of the combined network of colleges and universities
- detailed pretravel instructions about country background, weather; and culture; visa, health, and immunization requirements; currency; baggage; clothing; security; mail; dining arrangements; photography tips; and an optional, but recommended, insurance package
- double occupancy rate for single travelers who register 90 days prior to the departure date, even if a roommate can't be found.

Current travel/study destinations and dates available appear on the next page. For further information about any of the desired travel/study tours that are listed (including full country details, highlights, day-by-day city and site itineraries, costs and registration), contact the Office of Continuing Education.

For further information, contact:

Office of Continuing Education

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Email: nichola@nsu.nova.edu

Web site: www.nova.edu/nsu/ce/



WINTER/SPRING/SUMMER 2000 LEARNING VACATIONS FOR ADULTS











Experience the joy of discovering ancient, modern, and unexpected places on special trips that are unlike conventional tours.

Unique features of these Learning Vacations for Adults include:

- College faculty escorts and in-country specialists who share their insights about the contemporary, natural and historical aspects of the destinations visited.
- National and local guides chosen for their knowledge, efficiency, enthusiasm, and fluency in English.
- Comfortably paced itineraries and small groups (average size is 14 participants) which allow flexibility for you to revisit a particular site that has sparked your interest. First class accommodations and local transport allow you to combine a comfortable vacation with learning.
- Contact with local people and their lifestyles through specially arranged small group luncheons in the relaxed and hospitable atmosphere of their own homes.

The Learning Vacations for Adults listed below balance visits to "shouldn't miss" sites with experiences not available on conventional tours.

- View a slide/lecture presentation by the Curator of the Pyramids of Giza at the foot of the great pyramids in Egypt.
- Learn about animal behavior and the interrelationship of "land, people, and animals" from a wildlife researcher at her camp at the foot of Mt. Kilimanjaro in East Africa.
- In Morocco, hear a lecture by King Hassan's personal interpreter and have lunch in the homes of Moroccan families in the ancient Medina of Fez.

 IRELAND Mar 30 - April 13, July 6 - 20	 INDONESIA April 12 - 26, August 2 - 16	 SOUTH AFRICA March 31 - April 17 May 5 - 22, May 26 - June 12
 PERU June 3 - 18, July 15 - 30, Sept. 2 - 17	 NOVA SCOTIA July 9 - 23, August 6 - 20, Sept. 10 - 24	 GREECE May 11 - 22, June 29 - July 10, October 5 - 16
 TURKEY April 29 - May 13, June 24 - July 8	 ISRAEL March 12 - 25, June 11 - 24	 MOROCCO March 25 - April 8
 ITALY April 29 - May 13, July 8 - 22, August 2 - 16	 GALAPAGOS March 4 - 17, July 22 - Aug 4, August 5 - 18	 EGYPT February 6 - 18, March 5 - 17, June 25 - July 7
 KENYA January 24 - February 9, June 12 - 28, July 10 - 26, August 7 - 23	 ALASKA June 19 - July 4, July 3 - 18, July 17 - Aug 1, July 31 - Aug 15, August 14 - 29	
For Complete Itineraries and Prices, Write or Call:		
		
Office of Continuing Education & Collaboration 3301 College Avenue Ft. Lauderdale, Florida 33314 (954) 262-8699 (954) 262-3913 (FAX) Internet: rockeyk@nsu.acast.nova.edu		
		 CHINA April 17 - May 6, July 17 - August 5
		 COSTA RICA February 4 - 15, March 10 - 21, April 7 - 18
		 ANTARCTICA January 5 - 20, January 16 - 28, January 24 - February 8, February 4 - 26

Wise Woman 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 Woman 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.

Schedule

The class consists of 10 one-and-one-half-hour class meetings. Class size is limited to 20. No one may enter the class after the second class meeting.

WWGA-0001 meets Tuesdays 6:00 p.m. to 7:30 p.m., September 14–November 30, 1999.

Cost and Registration

The cost of this program is \$150. Participants will be required to purchase Jane Claypool's book. Employees of Nova Southeastern University may enroll in this class through the tuition waiver program.

Program Features

Within an informal, supportive atmosphere, these powerful, interactive groups discuss and apply the concepts in Jane Claypool's book, *Wise Women Don't Worry, Wise Women Don't Sing the Blues*.

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

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

Faculty

Teri Stockham holds a doctorate in pharmacology and toxicology from Medical College of Virginia and is currently a consultant in forensic toxicology. She is an active member of the Science of Mind Center in Fort Lauderdale. As a student of metaphysical principles, she is dedicated to raising women's consciousness and sharing the freedom she has achieved through a spiritual pathway. The Wise Woman Group is an ideal format for this work. She was personally trained by Jane Claypool as a Wise Woman Group facilitator in 1995.

For further information, contact:

Office of Continuing Education

(954) 262-8697

Fax (954) 262-3913

Email: nichola@nsu.nova.edu

Web site: www.nova.edu/nsu/ce/

University Programs

The 1999 NSU Forums

Over the past two decades, Nova Southeastern University hosted nearly 200 distinguished speakers from America and abroad. Their topics have ranged from culture and politics to science and entertainment. The NSU Forums, an annual series of breakfast and luncheon lectures:

- bring South Florida's community leaders into contact with our society's visionaries and decision makers
- stimulate dialogue on critical issues facing the nation
- culturally enrich our community

Last year's Forums series included such intriguing speakers as the moderator of *Meet the Press*, Tim Russert; smart, savvy, and opinionated Judge Judy Sheindlin; celebrated actor James Earl Jones; radio talk show host Mark Fuhrman; much-sought-after motivational speaker Mariette Hartley; author of *Midnight in the Garden of Good and Evil*, John Berendt; baseball's most popular ambassador Tommy Lasorda; and actress Tippi Hedren. Confirmed speakers to date for this year include Anna Quindlen and Andrew Morton. Others to be announced at a later date.

The breakfast and luncheon Forums are held at the Sheraton Fort Lauderdale Airport Hotel, and the Boca Raton Marriott.

For further information, contact:

Marge Marino
Coordinator of Community Relations
Office of Institutional Advancement
Nova Southeastern University
3301 College Avenue
Fort Lauderdale, Florida 33314-7796
(954) 262-5352, or 800-541-6682, ext. 5352
Email: marino@nsu.nova.edu

The School of Business and Entrepreneurship

The School of Business and Entrepreneurship (SBE) is moving into the future with an outstanding new faculty and curricula that define management education for the next millennium. The School of Business and Entrepreneurship, long recognized as a leader in field-based education, is uniquely poised to combine the solid academic training of its faculty with the experience it has gained in responding to the evolving needs of global business.

The SBE faculty is a rich source of expertise in every area of study. With master's and doctoral programs in more than 40 locations throughout the U.S., Canada, the world, and online, the faculty brings a vital global perspective to the classroom. Contributors to both the academic and business worlds, their expertise makes them sought after as consultants in industry, government, and the nonprofit sector. As an SBE student, whether you are taking classes in Germany, Jamaica, Seattle, Los Angeles, at any of the other field-based cluster sites, or online, you will profit immensely from our faculty's real-world experience.

Although heralded as a pioneer in field-based education, the SBE enjoys having its home campus based in the dynamic, wide-reaching, beautiful city of Fort Lauderdale. Located in the center of South Florida, between West Palm Beach and Miami, Fort Lauderdale is a world-class city and a major tourist attraction. Fort Lauderdale is also a city that compels millions of people to live, work, and raise their families here. The SBE campus, located 10 miles east of the main campus and proximal to downtown businesses, serves as a rich resource for the Fort Lauderdale business community.

The SBE campus is dynamic, housing major centers, institutes, and programs dealing with business and public administration. Executive and management

education programs, and seminars and customized training programs are available for those recognizing specific personal or organizational needs.

Although culturally and geographically diverse, SBE students form a dynamic community whose diversity enriches the curricula, faculty, and the entire SBE experience. The typical SBE student possesses a spirit of drive and entrepreneurship that makes the school unique among its competitors. Whether you are a traditional-age student pursuing an accelerated one-year M.B.A.; a working professional attending classes in an 18-month/alternate weekend format, throughout the U.S. or online utilizing the conveniences of the Internet; a busy executive desiring continuing education units; or a corporation seeking customized programs for your employees, the School of Business and Entrepreneurship offers unparalleled value for your professional and educational needs.

For further information, contact:

**The School of Business and Entrepreneurship
Nova Southeastern University**

3100 SW 9th Avenue

Fort Lauderdale, Florida 33315-3025

(954) 262-5100, or 800-672-7223, ext. 5100

Web site:

<http://www.sbe.nova.edu/sbe/institute.cfm>

Institute for Entrepreneurship and Executive Education

The Value-Driven Leadership Series

The institute offers a variety of open enrollment programs designed to meet the needs of the business community. During the fall, the institute will be running programs that will include:

Maximizing Value for Customers, Shareholders, and Other Stakeholders

This is a three-day workshop that provides leaders with the tools required to create value for an organization, its customers, and other stakeholders. The principles of value-driven management form the foundation for this program.

The authors of three new books on the subject of value-creation, all by NSU/SBE staff (*Value Driven Management* by Randolph Pohlman and Gary Gardiner, *Designing and Delivering Superior Customer Value* by Bill Johnson and Arthur Weinstein, and *The Value-Added Employee* by Ed Cripe), will be on the program for this workshop.

- Introduction to Value-Driven Leadership
- Value Over Time
- The Eight Value Drivers
- Designing and Delivering Superior Customer Value
- Creating a Value-Driven Organization
- Aligning Values
- Developing Employees to Add Value

Workshop Cost: \$1,490

Workshop Site: Doubletree Oceanfront Hotel
440 Seabreeze Boulevard
Fort Lauderdale, Florida

Workshop Dates: November 10–12, 1999
December 15–17, 1999

Creating Value and Growth Through Corporate Entrepreneurship

This program provides business leaders in companies of any size, in all industries, with the tools to drive growth using entrepreneurial methods. Topics include:

- Identifying business opportunities
- Building and managing high-performing, dynamic entrepreneurial teams
- Using entrepreneurial strategies to shape new ventures and manage risk/return
- Developing business plans that attract internal and external resources
- Successfully developing and implementing new business opportunities

Workshop Cost: \$1,490

Workshop Site: Doubletree Oceanfront Hotel
440 Seabreeze Boulevard
Fort Lauderdale, Florida

Workshop Dates: October 13–15, 1999
November 22–24, 1999



Leadership for Value and Growth

Five-Day Leadership Development Program to Increase Personal Effectiveness

Purpose and Overview

This highly intensive five-day program is designed to assist participants in examining and building their personal effectiveness in leadership roles. For the purposes of this program, a leader is defined as a proactive influencer of events and a producer of constructive change. The program will provide a solid foundation for planned, informed personal development by highlighting the skills, abilities, and processes effective leaders use. It will help participants form a more accurate self-assessment of how they currently use their strengths in leadership situations and identify areas for self-development.

Participants will spend a considerable amount of time in simulated conditions making decisions, learning from mistakes, and practicing effective leadership behavior. A major learning tool in the program is constructive feedback. Participants will be provided a great deal of information about themselves through guided self-assessment, ratings of exercises, psychological test results, and staff and peer observations. Each participant will have an opportunity for an individual discussion with a member of the workshop staff as part of this learning process. Using this information, participants will formulate a self-development project.

Content

This program will build skills in the following areas:

Leadership Effectiveness: Assessing leadership demands and competently employing personal influence skills to achieve goals

Utilizing Group Resources: Practicing in the skills and competencies involved in helping a group become more effective and creative

Peer Skills: Interfacing with peers to maximize organization effectiveness; practicing skills in negotiation and conflict resolution

Decisional Skills: Decision making in complex situations, how and when to involve others in the decision-making process

Applied Innovation: The process of change, both personal and organizational

Key Benefits from Attendance

- Identify more accurately how to productively use your current strengths.
- Identify specific areas for continued self-development.
- Examine and practice ways you can increase your personal effectiveness in situations requiring leadership.
- Observe and experience the effect of various leadership styles.
- Learn and practice skills and abilities critical to the leadership role.

Workshop Cost: \$2,950

Workshop Site: Doubletree Oceanfront Hotel
440 Seabreeze Boulevard
Fort Lauderdale, Florida

Workshop Dates: December 6–10, 1999



Competent Negotiator

The Competent Negotiator is a highly interactive, participant-centered, two-day course designed to improve the skills needed for successful negotiation outcomes, while learning and practicing the five key principles of “win-win” negotiating. The workshop uses “real world” role-plays and business cases to involve each participant, and to ensure relevance for the participants.

The following competencies are identified, explained, assessed, and practiced in the workshop.

- Diagnostic Information Gathering:** The process by which one discovers and uses every resource available to find and evaluate relevant information
- Listening:** The ability to hear, understand, and respond to oral information received from others
- Analytical and Creative Thinking:** The ability to approach a problem using logical, systematic, and sequential thinking to make the right decision, and to create other options
- Interpersonal Awareness:** The ability to relate to others in a way that builds and enhances personal relationships
- Problem Solving:** The ability to identify and analyze potential problems, and to create alternative actions to avoid or eliminate problems
- Relationship Building:** The ability to relate to others in an open, friendly, and accepting manner, to show sincere interest in others' concerns, and to initiate and develop key relationships as a priority
- Effective Communication:** The ability to ensure that information is conveyed to others, expressing oneself clearly—both orally and in writing—in ways that are persuasive to their intended audience

The course is based on five key principles that drive successful negotiations:

- Negotiating on substance, not on entrenched positions
- Separating the relationship issues from the substance of the negotiation
- Identifying the underlying interests of each party
- Creating options that satisfy each party's needs and interests
- Maintaining objective criteria to avoid unreasonable demands

The workshop allows participants to assess their negotiating competencies at the beginning, and throughout the course, which enables each participant to create a post-workshop self-development plan to build needed skills. Participants also assess their own negotiating and interpersonal styles to facilitate their negotiating interactions.

Workshop Cost: \$890

Workshop Site: Doubletree Oceanfront Hotel
440 Seabreeze Boulevard
Fort Lauderdale, Florida

Workshop Dates: September 16–17, 1999
November 29–30, 1999

Segmenting and Targeting Business Markets

Segmentation is the cornerstone of effective marketing. This "how-to" course offers specific guidelines on segmenting markets, selecting viable target options, and designing winning positioning and segmentation strategies for today's volatile and highly competitive global markets. Participants will learn how to:

- Use STP (segmentation, targeting, and positioning) to improve marketing results
- Segment high-tech, service, international, and other business markets
- Use a 10-point program for segmentation analysis
- Conduct effective, cost-efficient segmentation studies
- Use data for market analysis
- Use industrial segmentation models
- Evaluate and select target markets
- Position your products in selected target markets
- Integrate a market orientation into your organization

Workshop Cost: \$890

Workshop Site: Doubletree Oceanfront Hotel
440 Seabreeze Boulevard
Fort Lauderdale, Florida

Workshop Dates: October 4-5, 1999



Consulting and Partnering Skills for IT and Staff Professionals

Partnering, Contracting, Analyzing, Recommending

A two-day interactive workshop that will help IT and other staff professionals to:

- Extend and leverage their technical expertise
- Extend productive partnerships with internal customers and internal and external resources
- Provide internal customer service that exceeds expectations
- Extend the management and use of external resources and outsources
- Improve their ability and willingness to influence, negotiate, and manage conflicts

A 10-step model is used that provides internal staff consultants with a process that takes them from entering into a consultant-client relationship through contracting, information gathering, analysis, preparation of feedback, developing options, action planning, implementation, assessment, and closure. Participants will receive tools and training that include:

- Models/Concepts
- Instruments
- Case Studies
- Group Exercises/Simulations
- Videos
- Worksheets, forms, templates, and maps
- Personal feedback

Workshop Cost: \$890

Workshop Site: Doubletree Oceanfront Hotel
440 Seabreeze Boulevard
Fort Lauderdale, Florida

Workshop Dates: September 29-30, 1999
December 1-2, 1999

High-Performance Teaming

High-Performance Teaming is a means of energizing work teams, departments, and organizations, and of maximizing their effectiveness. It can turn a productive organization into an outstanding one by developing the individual behaviors and work relationships that lead to achievement. By using data from surveys completed by registered participants, the Institute for Entrepreneurship and Executive Education tailors each training to the needs of its members.

High-Performance Teaming is a two-day workshop designed to be facilitated by a "trainer/coach" who models the skills being developed. The program actively involves the participants in building their teaming and leadership skills, a methodology proven to be the most effective for adult learners. The workshop is intensely practice-based and skills-oriented. Participants spend 40 percent of class time practicing the skills they are learning. Demonstrations further galvanize the skills and concepts and enable learners to implement skills as soon as they return to work.

Workshop Cost: \$890
Workshop Site: Doubletree Oceanfront Hotel
440 Seabreeze Boulevard
Fort Lauderdale, Florida
Workshop Dates: September 9–10, 1999
November 18–19, 1999

Coaching Performance Excellence

The Coaching Performance Excellence Workshop teaches team leaders and team members how to facilitate powerful partnerships in the workplace. Through this high-impact program, participants do more than theorize about "empowerment" and "total quality"; they learn the skills that make them happen. The Coaching Workshop is facilitated by a "trainer/coach" who not only supports participants in their acquisition of coaching and learning-behavior skills but also serves as a behavioral model.

In designing the two-day workshop, the Institute for Entrepreneurship and Executive Education draws upon its library of more than 150 case studies, which has been developed over two decades in partnership with School of Business and Entrepreneurship clients. Pedagogical situations are designed to address participants' specific issues and concerns. Workshop participants devote 40 percent of class time to practicing the skills they have learned. Video and live demonstrations further clarify workshop concepts, enabling participants to implement their new skills as soon as they return to the workplace.

Workshop Cost: \$890
Workshop Site: Doubletree Oceanfront Hotel
440 Seabreeze Boulevard
Fort Lauderdale, Florida
Workshop Dates: September 23–24, 1999
October 28–29, 1999
December 20–21, 1999

Custom and In-House Programs

The institute offers customized training and professional development for businesses seeking to change and transform the way they do business. Companies are drawn to the institute's entrepreneurial and market-driven perspective and flexibility in terms of location and scheduling. The institute specializes in customized programs based on the client's needs or special issues:

- Instructional delivery systems that are custom designed to your setting and needs
- Outcomes based on your specific organizational goals
- Experienced professionals with expertise matched to your requirements

The institute draws from a base of experienced professionals nationwide, including nationally recognized faculty members from Nova Southeastern University. We deliver effective and innovative "thinking out of the box" solutions.

An ever-changing global society and economic system demand that organizational leaders possess a full array of executive and managerial skills to successfully respond to new and changing circumstances.

For further information, contact:

**Edward J. Cripe, Director
Institute for Entrepreneurship and
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3100 SW 9th Avenue
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Email: ejcripe@horatio.sbe.nova.edu
Web site: <http://sbe.nova.edu/sbe/iee>**

Institute for Financial Studies

Certified Financial Planner Certificate Program

One of the fastest growing service industries in the United States is financial planning. To meet the needs of financial professionals in this growing industry, the School of Business and Entrepreneurship has created the Institute of Financial Studies. The institute provides instruction in financial disciplines to financial professionals seeking professional designations, continuing education credits, or to expand their body of knowledge. The predominant educational program of the institute is the Certified Financial Planner (CFP) Program. The program is registered with the Certified Financial Planner Board of Standards and is designed to meet the educational requirements promulgated by the board for financial professionals seeking attainment of the CFP credential. The institute also affords educational seminar programs to individuals in areas of financial interest. Six financial planning courses comprise the curriculum of the certificate program, as follows:

CFP I	Fundamentals of Financial Planning
CFP II	Insurance Planning
CFP III	Investment Planning
CFP IV	Income Tax Planning
CFP V	Retirement Planning and Employee Benefits
CFP VI	Estate Planning
CFP VII	Comprehensive Review Session for Comprehensive Examination (optional)

Applicants must submit a \$40 application fee. A student must successfully complete the six courses and the comprehensive examination in order to receive the certificate. Classes begin in January, April, July, and October.

Classes are currently offered in Fort Lauderdale, Fort Myers, Jacksonville, West Palm Beach, Orlando, Sarasota, Tampa, and Miami. Future program locations include Daytona, Gainesville, Tallahassee, and Pensacola.

For further information, contact:

Robert Lovett, CFP

The Institute for Financial Studies

School of Business and Entrepreneurship

Nova Southeastern University

3100 SW 9th Avenue

Fort Lauderdale, Florida 33315-3025

(954) 262-5150, or 800-672-7223, ext. 5150

Web site:

<http://www.sbe.nova.edu/sbe/institute.cfm>

The School of Computer and Information Sciences

A major force in educational innovation, the School of Computer and Information Sciences (SCIS) is distinguished by its ability to offer both traditional and nontraditional choices in educational programs and formats that enable professionals to pursue advanced degrees without career interruption. SCIS pioneered online graduate education and has been offering online programs, and programs with an online component, since 1983.

Master's degree programs are offered in computer information systems, computer science, computing technology in education, and management information systems. Each of the programs is available on campus or online (CTE-online only).

The school offers the Ph.D. in computer information systems, computer science, information science, and information systems, and the Ph.D. or Ed.D. in computing technology in education. Depending on the program, doctoral students may take one of two formats: cluster or institute. Clusters and institutes bring together students and faculty for participation in courses, workshops, seminars, and dissertation counseling. Between meetings, students complete assignments and research papers/projects, and participate in online activities.

Online activities require use of a computer, modem, and an Internet service provider. Interactive learning methods, used throughout the instructional sequence, involve World Wide Web sites to access course materials, announcements, and other information, plus a range of online activities that facilitate frequent student-professor and student-student interaction.

SCIS offers various graduate certificate programs for industry and other organizations. A graduate certificate program for information systems executives is offered and is composed of graduate courses as well as short courses and hands-on workshops. The certificate may be earned in one of the following specializations: systems analysis and design, programming languages, information systems, project management, the Internet and telecommunications, the UNIX environment, or a combination of these. An information resources management (IRM) certificate is offered for federal information resource management practitioners. Courses taken for certification may be applied toward the master's degree in computer information systems and management information systems.

In addition to the degree and certificate programs, the school provides continuing education for individuals and/or corporations via seminars, symposia, and workshops on contemporary topics. In addition, all master's courses may be taken on a nondegree basis.

For further information, contact:

**The School of Computer
and Information Sciences**

Nova Southeastern University

3100 SW 9th Avenue

Fort Lauderdale, Florida 33315-3025

(954) 262-2000, or 800-986-2247, ext. 2000

Email: scisinfo@scis.nova.edu

Web site: <http://scis.nova.edu>

The Fischler Graduate School of Education and Human Services

The Fischler Graduate School of Education and Human Services is dedicated to the education and continuing support of teachers, administrators, trainers, and others working in education and related helping professions. The school fulfills its commitment to the advancement of education by serving as a resource for practitioners and supporting them in their professional development, helping them fill emerging roles in their fields, and readying them to accept changing responsibilities within their own institutions and organizations. To that end, the school offers teacher certification courses and master's, educational specialist, and doctoral degree programs using alternative delivery systems adaptable to practitioners' work schedules and locations.

The school's "practitioner orientation" means that many of its programs require applicants to be employed in the field of the desired educational specialization.

Graduate Teacher Education Program (GTEP) offers master's degree and certification programs in 18 specializations, an educational specialist (Ed.S.) program and an initial certification program for those from noneducation fields who want to teach.

Programs in Child, Youth, and Family Studies (CYFS) offers several master's programs for administrators as well as an Ed.D. Program in Child and Youth Studies. All participants are professionals working with, or having an impact on, the lives of children between birth and 18 years of age.

Instructional Technology and Distance Education (ITDE) offers both a master's and doctoral program for professional educators and trainers who work with learners from prekindergarten through the university level and with adults in all areas of business

and industry. Students in this program come from diversified work settings such as education, the medical field, the military, and public and private business sectors.

The Programs for Higher Education is a doctoral program with specializations in adult education, computing and information technology, health care education, higher education, and vocational, technical, occupational education.

The National Ed.D. Program for Educational Leaders is a doctoral program designed specifically for principals, superintendents, and other practicing school administrators.

MANIFEST, within the National Ed.D. Program for Educational Leaders, has been established for the purpose of improving the leadership performance and enhancing the professional growth of teachers and administrators at all levels of education. For further information, contact (954) 262-8578 or 800-986-3223, ext. 8578, or email: manifest@fcae.nova.edu.

For further information, contact:

**The Fischler Graduate School of Education
and Human Services**

Nova Southeastern University

1750 NE 167th Street

North Miami Beach, Florida 33162-3017

(954) 262-8500, or 800-986-3223, ext. 8500

Email: fcaeinfo@fcae.nova.edu

Web site: <http://www.fgse.nova.edu/>

The Programs in Communication Sciences and Disorders offer a master's degree in speech-language pathology and doctoral degrees in audiology (Au.D.) and speech-language pathology (SLP.D.).

The Programs in Communication Sciences and Disorders have been an approved sponsor of continuing education courses in the fields of audiology and speech-language pathology and related communication sciences since 1986. The Speech-Language Pathology Master's Program is accredited by the Council on Academic Accreditation of the American Speech-Language-Hearing Association and by Florida's Agency for Health Care Administration, Board of Speech-Language Pathology and Audiology. The doctoral programs offer innovative professional degrees for the working practitioner, on campus and at a distance.

The programs sponsor or cosponsor at least three major continuing education activities each year in areas including swallowing disorders, voice pathologies, new technology in amplification, autism, as well as issues in professional ethics, clinical supervision, and professional practice. The programs provide continuing education sponsorship for independent study for licensed speech-language pathologists and audiologists and provide ongoing opportunities for professionals to access the latest information in the fields.

Programs that the department sponsors for continuing education are approved for continuing education units (CEUs) by both the American Speech Language Hearing Association and the American Academy of Audiology. Speech and language pathologists and audiologists are able to use those CEUs to document completion of continuing education requirements for licensure renewal in those states that require CEUs.



For further information, contact:

**The Programs for Communication Sciences
and Disorders**

Nova Southeastern University

1750 NW 167th Street

Fort Lauderdale, Florida 33162-3017

(954) 262-7713, or 800-986-3223, ext. 7713

Email: arango@fcae.nova.edu

Web site: <http://webster.nova.edu./programs.htm>

National Student Activity Advisers' Leadership Academy

Program Overview

Nova Southeastern University's, Fischler Graduate School of Education and Human Services, in collaboration with the National Association of Student Activity Advisers, has designed a new professional development program, the National Student Activity Advisers' Leadership Academy. The program provides an opportunity for the participants to obtain a national accreditation in student activity advising, and to earn graduate credits toward an NSU master's degree. Nova Southeastern University, located in Fort Lauderdale, Florida, is accredited by the Southern Association of Colleges and Schools and is the largest independent institution of higher education in the state.

Program Design

The National Student Activity Advisers' Leadership Academy has two parts:

- The Core-Level Professional Development Certificate Program (course EDL 698)
- The Advanced Professional Development Certificate Program (course EDL 699)

Each program lasts 10 weeks. Upon successful completion of both, the participants can apply for accreditation and also convert the two programs into six graduate credits.

The program is based on six essential accomplished practices, or competencies, of effective student activity advising:

- Professional planning
- Organization management
- Resource management
- Ethics
- Interpersonal skills
- Leadership

The participants will demonstrate their knowledge of the accomplished practices through two major components of the program:

- Student activity project
- Professional portfolio

The student activity project is planned, implemented, and evaluated by the participants during the core and the advanced-level programs. The portfolio is also maintained throughout both programs.

Program Delivery

Instruction is Web-based and provided exclusively online through a course-management system. The participants are responsible for having their own equipment and Internet service provider (ISP). Minimum system requirements are:

- Computer: IBM compatible 486/33 (Pentium preferred) with Windows 3.1 operating system or higher (Windows 95 or 98 preferred); or Macintosh 6.05 operating system or higher; 8MB of RAM (16 MB preferred); 20 MB of free hard-drive space (50 MB preferred)
- Disk drive: one 3.5 inch
- Modem: 14.4 bps (28.8 bps or above preferred)
- Internet and World Wide Web access through an Internet service provider

The participants' instructional support team consists of the course professor, the mentor, and, the technology professor. Mentoring by some of the top members in the field of student activity advising is an important component of the program. The mentors' guidance and expertise are essential for relating theory to practice.

Online Instruction

The Core-Level and the Advanced-Level Professional Development Certificate Programs are conducted entirely through the Internet, allowing the participants to receive and submit course work and interact with other participants, the professors, and mentors via computers and modems, chatrooms,

discussion boards, etc. The predominantly asynchronous nature of the lessons, activities, and communication methods allows the participants to take part in programs at times and in places convenient to them.

Web Site

All information about the National Student Activity Advisers' Leadership Academy and links can be accessed at the Web site: www.fgse.nova.edu/nsaala.

Accreditation

Upon successful completion of core and advanced programs, the participants will be eligible to apply for accreditation. The accreditation process focuses on the review of the professional portfolio, and successful completion of a case study. The accreditation process also requires a completion of an application and payment of a \$75 application fee.

Program Costs: \$540 per certificate program

For further information, contact:

**The Fischler Graduate School for Education
and Human Services**

**Online Graduate Education
Nova Southeastern University
1750 NW 167th Street**

North Miami Beach, Florida 33162-3017

800-986-3223, ext. 8649

Fax: 800-986-3223, ext. 3953

Email: oladvise@fcae.nova.edu

Web site: <http://www.fgse.nova.edu/nsaala>

Teacher Universe

Teacher Universe is a totally new concept evolving at Nova Southeastern University's Fischler Graduate School of Education and Human Services. Teacher Universe is the perfect atmosphere for teachers, administrators, and families to network, collaborate, share ideas, learn new techniques and strategies, sample the latest technology, and create an exciting learning environment. Teacher Universe will also house the Ocean Bank Center of Free Materials, sponsored by the Dade Public Education Fund and the Broward Education Foundation, which provide free materials and supplies, donated by corporations, to educators throughout South Florida. Directors expect TU to reach thousands of teachers, administrators, parents, and children through national and international partnerships continually being developed.

We are excited to offer a candidate support program for teachers seeking national board certification beginning this fall. This structured candidate support program, facilitated by trained educators, will guide teacher cohort groups through the rigorous certification process.

Teacher Universe is thrilled to announce our partnership with SkyLight Professional Development, a division of Pearson Education. We hope to network local educators with nationally known experts from a variety of fields in education and business.

For further information, contact:

**The Fischler Graduate School for Education
and Human Services • Teacher Universe
Nova Southeastern University**

1750 NW 167th Street

North Miami Beach, Florida 33162-3017

800-986-3223, ext. 8848

Email: teacheruniverse@fcae.nova.edu

Web site: <http://webster.nova.edu/institutes.htm>

Institute for the Study of Aging

The United Nations has designated 1999 as the International Year of Older Persons, using the slogan "Toward a Society for All Ages." In this spirit, the Institute for the Study of Aging has been established to provide the elders of our community, and the professionals who serve them, with important and meaningful opportunities to research and explore the aging of our population. Based on the philosophy of providing holistic, respectful approaches to growing older, the programs of the institute fall within three divisions: the academic division provides graduate education, in a distance format, in applied gerontology; the professional continuing education division provides the latest important findings on aging to members of the health-related, service-related, business, legal, and other communities; and the Nova Southeastern University Sage-ing™ Center provides educational, social, and community-service programs for older adults.

Professional Certificate in Gerontology

The population of the United States is aging at a greater pace than ever before. As life expectancy has increased, so has the need for responsive, caring individuals prepared to provide quality services that often allow elders to remain in the least restrictive setting, usually at home. The professional certificate in gerontology, a continuing education offering, is designed to meet the educational needs of persons already working with older adult populations, as well as individuals first starting their careers in geriatric case management or other related professions.

Scheduled at convenient hours to accommodate working professionals as well as students, this course is 48 credit hours and is held in both evening and weekend formats. Thirty-nine hours are spent in classroom learning and nine hours are spent in field observations in community agencies serving the elderly. Successful completion of this course earns you an NSU continuing education professional certificate in gerontology.

From concept of need to hands-on details, the course covers essential topics necessary to prepare you for your professional work in gerontology, including:

- Overview of the physical, emotional, social, and cultural needs of elders
- Ethical decision making
- Legal aspects of aging
- Assessment of needs
- Community resources
- Building a business

The program format includes lectures, discussions, and experiential exercises. During the seven weeks of classes, students will also be required to spend nine hours observing community services for the elderly.

Schedule of Classes:	TBA
Instructor:	Judith Bartmann, Ph.D., Program Professor in Applied Gerontology, Director, Academic Division, Institute for the Study of Aging
Tuition:	\$595

The Winterhostel Program

Winterhostel is an opportunity for seniors to spend three exciting full days in a luxurious setting, where you will:

- Learn about new and fascinating topics of interest at different seminars held each day
- Be entertained by professionals who will provide music, dancing, singing, magic, and more
- Enjoy gourmet meals
- Meet other adults living in your community and make new friends
- Relax, have fun, laugh, and enjoy

In other words, Winterhostel is a three-day vacation in your own backyard, but it's even better. You won't have any luggage to pack, there will be no tiring or expensive travel, and you'll be able to sleep in your own bed each night. Winterhostel has been a raving success each year and this year looks to be just as fabulous. Don't miss out on all the fun.

From Age-ing to Sage-ing™

A Profound New Vision of Growing Older

This multipart, exciting, inspirational series, designed for middle-aged and senior members of our community, and the professionals who serve them, is presented by Carol Lerner, M.S., CCC. Lerner is a certified, licensed speech-language-voice pathologist and communication specialist and an acknowledged leader and innovative health care professional. She is currently the clinical director of Progressive Therapy Services, Inc. Additionally, Lerner is a certified seminar leader of the Spiritual Eldering Institute in Philadelphia, which created the Age-ing to Sage-ing™ Program. She is a warm, caring individual with a charismatic personality.

Listen to how Lerner describes this program:

"The series offers a new approach to successful aging, by focusing participants on harvesting their lifetime experiences. We will explore the fact that life has its secrets and perhaps the deepest of these is how to cultivate our lives so that the years of our elderhood are marked by meaning, joy, wisdom, and connection to the source of what is best within us. Wherever you are in your own development, this program will guide you in exploring the aging process and help you to fully open to the richness and adventure of the elder years."

The Age-ing to Sage-ing™ Program includes:

- The acceptance of aging
- Reviewing and affirming the success of a lifetime
- Understanding life's transitions
- Transmitting wisdom to the next generation
- Developing the skills of contemplative journaling and life review as tools for growth

- Effecting intergenerational healing
- Creating a pro-elder society
- Continuing self-development and spiritual growth
- Enjoying the harvest of a life

Dates for the next Age-ing to Sage-ing™ series will be announced. For further information about how you can attend an Age-ing to Sage-ing™ series, contact Irma Emery at (954) 262-8654 or 800-986-3223, ext. 8654.

Instructor: Carol J. Lerner, M.S., CCC
Tuition: \$195/Professionals
\$35/Community Members
and \$35/Students



For further information, contact:

Irma Emery

Continuing Education and Sage-ing™

(954) 262-8654 • 800-986-3223, ext. 8654

The Family and School Center

The Family and School Center

The Family and School Center provides programs that strengthen family relationships and help parents and caregivers promote the healthy social, emotional, and intellectual development of children. The center offers parent/child and parenting classes, preschool and prekindergarten programs, and professional development programs.

University School

The University School of Nova Southeastern University is a fully accredited, independent college preparatory school that has a prekindergarten through grade 12 campus in Davie and a prekindergarten through grade 8 campus in Coral Springs.

University School's humanistic philosophy creates a supportive background for the development of students who can think, solve problems, and relate to the world around them. The school's relationship with the university enhances curriculum and learning experiences in a manner unparalleled in most school settings, public or private.

University School is committed to helping others and participating in the life of the community in which it exists. All students are encouraged to engage in community service projects in addition to their studies.

For further information, contact:

University School
3301 College Avenue • Sonken Building
Fort Lauderdale, Florida 3314-7796
(954) 262-4416 • Fax (954) 262-3971

The Ralph J. Baudhuin Oral School

The Ralph J. Baudhuin Oral School provides special environments for children in preschool through fifth grade with communication disorders, autism, learning disabilities, and attention deficit disorders. Recognizing that all children benefit from a multifaceted approach to learning, the Baudhuin School offers each child an individualized program that combines cognitive, social, emotional, communication, and motor skills activities. The goal of the school is to provide every student with an educational experience that serves as a foundation for the future.

The Autism Consortium of the Ralph J. Baudhuin Oral School

Professional Workshops—Fall 1999

Each workshop participant will receive a certificate of attendance for six hours of continuing education per day. Two-day workshops are \$95. Fees for one-day workshops are \$50.

Continuing Education Programs

The Family and School Center sponsors a variety of professional programs that focus on issues related to children and families. Continuing education credits are offered to psychologists, speech therapists, occupational therapists, audiologists, educators, and other professionals. In addition, the center offers several noncredit classes and workshops for parents.

For further information, contact:

The Ralph J. Baudhuin Oral School
3301 College Avenue • Sonken Building
Fort Lauderdale, Florida 3314-7796
(954) 262-7100 • Fax (954) 262-3936

**The Family and School Center
Classes and Workshops for Parents**

The following programs are offered by the Family and School Center:

Parent/Child Classes

The Family and School Center offers a continuum of classes for parents and children ages birth to four years. Amid a variety of innovative play experiences, children participate in language, problem-solving, motor, sensory, music, and art activities. Class discussions provide parents with information on parenting and child development. Classes are scheduled quarterly.

**Systematic Training for Effective Parenting
(S.T.E.P.)**

S.T.E.P. provides the knowledge and practical skills to improve family communication and encourage cooperation. Parents discuss current issues and learn effective discipline strategies that encourage self-esteem and mutual respect.

Family Enhancement Programs

The Family and School Center offers workshops such as "Marriage Enrichment," "Siblings Without Rivalry," "Toilet Learning," "Bedtime Challenges," and "Healthful Cooking" on a regular basis.



For further information, contact:

The Family and School Center

3301 College Avenue

Fort Lauderdale, Florida 3314-7796

(954) 262-6900 • Fax (954) 262-3937

Health Professions Division

The Health Professions Division of Nova Southeastern University, comprised of the Colleges of Osteopathic Medicine, Pharmacy, Optometry, Allied Health, Medical Sciences, and Dental Medicine is unique among academic health centers in its focus on training vitally needed generalist health professionals as opposed to specialists. The division's mission is to train health professionals to meet the growing regional and national need for primary care service; to promote interdisciplinary training and cooperation; to reach medically underserved rural, geriatric, minority, and indigent patient groups; and to address the underrepresentation of minority groups in the health professions.

College of Allied Health

The Physician Assistant Program, the college's first offering, opened in 1993, became accredited by the Commission on Accreditation of Allied Health Education Programs in 1994, and graduated its charter class of six students in 1995.

The Master of Occupational Therapy Program, opened in 1994, became accredited by the Accreditation Council for Occupational Therapy Education in 1995, and will graduate its charter class of 49 students in winter 1997. In 1995, students were enrolled in the Doctor of Occupational Therapy Program, one of the only professional/clinical OT doctoral programs in the nation.

The Master of Physical Therapy Program (MPT) entered a charter class in 1994, and graduated its first class of 58 students in 1996. The MPT Program received full accreditation in July 1996 from the Commission on Accreditation of Physical Therapy Education of the American Physical Therapy Association.

An advanced doctoral program in physical therapy is

scheduled to open in 1999. This program will be in a distance education format, enabling the students to continue their physical therapy practice while earning their D.Sc.P.T. degree.

In addition, the Physical Therapy Program at NSU is committed to providing continuing education for the physical therapy community. The program can be contacted directly for additional information.

In 1995, the Master of Public Health Program began as an internal program allowing students of the Health Professions Division an option to pursue a second degree while pursuing their clinical education. Two years later the program was opened to all applicants. The M.P.H. degree provides an essential education in public health, emphasizing the basic skills for preventing disease, conducting population-based research, performing community service, and enhancing clinical practice. The M.P.H. is the recognized degree for leadership in the health sciences because it enables the health professional to understand the biological, environmental, social, and political factors that determine the health of individuals, communities, and populations.

The College of Allied Health is committed to preparing the highest quality allied health and mid-level professionals for a supporting role in tomorrow's health care team.

College of Dental Medicine

The college, the newest in the Health Professions Division, was established in 1996 and offers a four-year course of study leading to the doctor of dental medicine (D.M.D.) degree. The college admitted its charter class of 75 freshman and 25 advanced-standing (international dental graduates) students in August 1997. We have accepted 80 freshman students for the August 1999 entering class. The college is

classified as "accreditation eligible" (predoctoral) and "preliminary provisional approval" (postgraduate) by the Commission on Dental Accreditation.

The dental profession is dedicated to patient care. The dentist is expected to provide full service to enhance the health, function, and aesthetics for all patients. With the interdisciplinary relationship between colleges within the Health Professions Division of Nova Southeastern University, our educational process has developed an integral program with medicine, medical education, and other health care disciplines to ensure optimal care.

Participation in a variety of continuing education programs is required for every dentist. As practitioners, we remain lifelong students learning through a process of continuous study, thereby providing the needed knowledge and skills for us to practice dentistry successfully and with confidence. From the well-established practitioner to the recent graduate, continuous study is necessary in order to update our knowledge of the latest materials, techniques, technologies, and therapeutics.

The College of Dental Medicine is committed to developing the latest and finest in continuing education by featuring nationally recognized guest speakers and our own experienced faculty. With the resources and facilities of the entire university, we provide an exceptional learning experience, not only to our immediate community, but internationally as well.

Dental Continuing Education Courses

1999-2000

Francisco Eraso

*Principles of Dental Imaging—Florida
Board of Dentistry-Approved Course*

Mark Greenberg

*Expanded Functions for the Dental Auxiliary
Fabrication of Provisional Crowns*

Donald Antonson

Introduction of Uses of Air Abrasion Technology

John Tabak and Edward Fellows

Nitrous Oxide: Oxygen Analgesia

Max Listgarten

Periodontal Microbiology

William Carpenter and Sol Silverman, Jr.

Oral Pathology Update

Patrick Abbey, Barry Levine, James Curry, and James Latta

*Current Concepts in the Management of TMJ
Disorders: Utilizing Partial and
Total Joint Replacements*

Karl Koerner

*Oral Surgery for the General Practitioner:
A Hands-On Course*

Esther Wilkins

Updated Clinical Practices of the Dental Hygienist

Lois Rigmont Barber, RDH

Update on Fluoride Therapy

Dave Federick

*Foundations and Esthetic Restorations
for Decimated Teeth*

Introduction to the Dental Laser: Hands-On

Stuart Froum

Transitional Implants in Dentistry: Hands-On

Francisco Eraso

Digital Imaging: A Hands-On Course

Judy Zak Bendit, RDH

*Advanced Instrumentation for the
Dental Hygienist: Hands On*

Jon Finley and Michael Pikos

*Fantastic Finishes: Aesthetic Restorations
Driven by Surgical Specialists*

Francisco Eraso

Diagnostic Imaging for Implants

Alan Weinstein

Brightening Smiles—Brightening Lives/Domestic Violence

Samuel Dorn, Richard Mariani, and Ira Kotch

Sports Dentistry and Related Trauma

Norman Feigenbaum

Aesthetic Dentistry: A Hands-On Course

Dennis Tarnow

Controversies and Innovations in Implant Dentistry

Stuart Froum

*New Techniques in Regenerative Therapy
Avoiding Removable Prosthesis for
the Implant Patient: Hands-On*

Stuart Froum

*Successful Treatment for the Furcated Teeth:
From Resection to Regeneration Geriatric Dentistry
for the 21st Century
Trans-Mandibular Implants for the Atrophic Mandible*

Carl Misch

*Single Tooth and the Aesthetic-Health Compromise
in Implant Dentistry*

Leonard Garfinkel

*Advanced Restorative Dentistry:
A Periodontist's Perspective*

Douglas Clepper

*Advanced Implant Prosthetics: A Two-Day
Advanced Implant Course: Hands-On Experience*

We invite you to participate with us in programs involving dentists, dental hygienists, dental assistants, and support staff. We sincerely request from you, all suggestions related to the type of programs appealing to your interests and needs.

For further information, contact:

Clark Galin, D.D.S.

Director of Continuing Education

College of Dental Medicine

Health Professions Division

3200 South University Drive

Fort Lauderdale, Florida 33328-2018

(954) 262-5327 • Fax (954) 262-1782

Email: cgalin@hpd.nova.edu

Web site:

<http://www.nova.edu/cwis/centers/hpd/dental>

College of Medical Sciences

The College of Medical Sciences is an important component of the professional degree programs offered in the Health Professions Division, and is committed to providing students with the highest quality education as they prepare for clinical, academic, or scientific careers.

The master's of biomedical sciences degree is offered to increase the college graduate's opportunities and options in the science and health fields. Limited to graduates holding a bachelor's degree, the master's program may be used for any one of several purposes:

1. To initiate a career in the basic medical sciences, either as a generalist or, ultimately, as a specialist or teacher in one of the science fields
2. To supplement a nonscience undergraduate record with an adequate science preparation in order to become eligible for admission to any of the health fields
3. To enhance the student's possibilities of being accepted into a health professions school by demonstrating added competence in the required sciences

Courses of study are individualized as much as possible to meet the student's stated career goals. The actual course of study is planned by the student and agreed on by the faculty advisor and the dean.

College of Optometry

Since admitting its charter class in 1989, the College of Optometry has graduated nearly 300 optometric physicians with the doctor of optometry (O.D.) degree. The college is accredited by the Council on Optometric Education and is a member of the Association of Schools and Colleges of Optometry. Students in this four-year program are educated and trained in a multidisciplinary approach to total patient care. Optometric student-clinicians interact with students and residents in other health care disciplines as part of the management team. Our

state-of-the-art classroom, laboratory, and clinical facilities afford students and faculty the opportunity to be at the forefront of research and new technology, and provide an outstanding level of clinical patient care.

Our multidisciplinary clinical centers in Davie, North Miami Beach, Fort Lauderdale, and Opa Locka provide affordable eye and vision care to the community. Primary care, contact lens services, low-vision rehabilitation, binocular-vision therapy, and pediatric and geriatric care are available at our clinical centers. Ophthalmology services and 24-hour emergency care are also available at some centers. We conduct a vision screening program at no cost to the community, which serves approximately 50,000 school children per year. Our students perform numerous other community services, such as nursing home visits and free vision screenings for special groups.

Postgraduate residency programs are offered in primary care optometry, ocular disease, pediatrics and binocular vision, and hospital-based optometry. These programs provide residents with advanced clinical training, and a well-conceived blend of independent clinical patient care with supervision by highly trained, experienced, and well-respected faculty.

College of Osteopathic Medicine

The College of Osteopathic Medicine admitted its charter class in 1981. Since then, it has graduated 1,125 physicians with the doctor of osteopathic medicine (D.O.) degree. The college is a member of the American Association of Colleges of Osteopathic Medicine and is accredited by the American Osteopathic Association. The college operates regional academic centers in Miami-Dade and Broward Counties, West and Central Florida, and conducts or sponsors residency programs in family medicine, internal medicine, anesthesiology, dermatology, radiation oncology surgery, and urologic surgery.

The mission of the college is to train primary care physicians, with an emphasis on family physicians. More than 69 percent of our graduates practice in the primary care disciplines of family medicine, general internal medicine, or general pediatrics. The college has developed the Seven-Year Track in Family Medicine Program, which provides primary care-oriented students an educational continuum from medical school through residency training in affiliated medical centers.

The Department of Continuing Education

Emergency Medicine Grand Rounds

September 22, 1999	"Imaging Studies in Emergency Medicine"
October 27, 1999	"Toxicology Studies"
November 17, 1999	"Infectious Disease"

These programs have been made possible with an unrestricted educational grant from Foundation Health, A Florida Health Plan.

These Grand Rounds Programs are designed for emergency medicine physicians, family practice physicians, internal medicine physicians, physician assistants, nurses and residents, and any other interested health care professionals involved in the acute care setting.

Emergency Medicine Grand Rounds Advisory Board

Lisa DeWitt, D.O.

*Program Director, Emergency Medicine Residency,
Mt. Sinai Medical Center*

Arthur Diskin, M.D., FACEP

*Chair, Department of Emergency Medicine,
Mt. Sinai Medical Center, President and CEO,
Quality Medical Management and Emergency
Medicine Specialists*

Barry Feingold, D.O.

Professor of Family Medicine, NSU

David Lang, D.O.

*Associate Program Director and Director of Medical
Education, Emergency Medicine Residency Program,
Mt. Sinai Medical Center*

Patty Mendel, M.B.A.

*Director of Continuing Education,
College of Osteopathic Medicine, NSU*

Aggie Merker, R.N.

Nurse Educator, Mt. Sinai Medical Center

Carlos Sanchez, D.O.

Emergency Medicine Physician, Hialeah Hospital

Margaret Wilkinson, Ph.D.

Director of Graduate Medical Education, NSU

Continuing education credits are available for physicians and nurses. For information, call the College of Osteopathic Medicine Department of Continuing Education at (954) 262-5148.

Department of Continuing Education Medical Education Courses

For information, call the program coordinator at (954) 262-4366. The following programs are offered on a continual basis throughout the year:

- Basic Life Support Heartsaver
- Basic Life Support Heartsaver AED
- Basic Life Support Heartsaver Plus
- Heartsaver Facts
- Basic Life Support Healthcare Provider
- Pediatric Basic Life Support
- Pediatric Basic Life Support Plus
- Advanced Cardiac Life Support Initial Training
- Advanced Cardiac Life Support Retraining
- Advanced Cardiac Life Support
Modular Program
- 12-Lead EKG, Basic and Advanced Interpretation
- Pediatric Advanced Life Support Initial Training
- Pediatric Advanced Life Support Retraining
- Advanced Trauma Life Support (ATLS)
- Prehospital Trauma Life Support (PHTLS)
- Advanced Airway Management

The Continuing Education Department has been actively teaching emergency-medicine programs to the medical profession and EMS systems throughout Miami-Dade, Broward, and Palm Beach Counties for more than 15 years. You will find the quality of the

programs and the instructors among the best in meeting your educational needs.

College of Pharmacy

The College of Pharmacy admitted its charter class in 1987. Since then, it has graduated 582 pharmacists with either a bachelor of science or doctor of pharmacy (Pharm.D.) degree. The college is accredited by the American Council on Pharmaceutical Education and is a member of the American Association of Colleges of Pharmacy. Recently, in response to the profession's demand for more intensive clinical training, the bachelor of science program was discontinued.

The college also offers a postgraduate Pharm.D. program for bachelor-level pharmacists who wish to advance professionally. In the past year, five distance learning centers were established, which provide almost 100 place-bound professionals the opportunity to obtain the degree without interrupting their careers or leaving home.

The pharmacist's role is rapidly expanding from simple drug compounding and distribution, and the college is preparing its students for a place in the emerging health care team, with training in such areas as drug utilization review, therapeutic care, and other procedures vital to meeting the challenges facing the profession. The college conducts residency programs in psychiatric pharmacy practice and drug information, and will offer a residency in ambulatory care.

For further information, contact:

**Nova Southeastern University
Health Professions Division
3200 South University Drive
Fort Lauderdale, Florida 33328-2018
(954) 262-1100 • 800-356-0026, ext. 1100
Email: mweiner@hpd.nova.edu
Web site: www.nova.edu**

The Oceanographic Center

The mission of the Oceanographic Center is to carry out innovative, basic, and applied research and to provide quality graduate and undergraduate education in a broad range of marine-science and related disciplines. The center serves as a community resource for information, research, and education on oceanographic and environmental issues.

The center is located on a 10-acre site on the ocean side of Port Everglades, and has a one-acre boat basin. Its location affords immediate access to the Gulf Stream, the open sea, the Florida Straits, and the Bahamas Banks. Several small research vessels are available.

Academic Programs

Institute of Marine and Coastal Studies

The programs and majors within the Institute of Marine and Coastal Studies include the following:

- M.S. degrees: marine biology, coastal zone management, and marine environmental sciences, with joint options
- Ph.D. degree in oceanography
- B.S. degrees: offered in conjunction with Farquhar Center for Undergraduate Studies through the Joint Science Program
- Dual B.S./M.S. degree program: can be obtained in marine biology, coastal zone management, or marine environmental sciences

Nondegree Courses, Workshops, and Short Courses

Non-degree-seeking students may take any of NSU OC's master's graduate classes. Students may audit courses for half price. Some M.S. courses are field based, involving trips to special areas for field experiences and education.

Throughout the year, workshops and short courses are also offered in aquaculture. Topics include the culture and reproduction of shrimp, tilapia, and macrobrachium; aquaculture systems; and freshwater aquaculture. Workshops run for one day and include all reading materials. The short courses last one week. All include classroom and hands-on training.

Fall Aquaculture Workshops*

(one-day courses that include reading material and seafood luncheon)

September 24, 1999

Backyard Aquaculture: Learn small-scale culture of various freshwater, marine, and shellfish. Study system setups and maintenance. Includes hands-on work with species that do well in small-scale aquaculture.

October 15, 1999

Tilapia Aquaculture: Covers commercial and small-scale culture of tilapia and hybrids. Learn about system design, construction, management, and marketing. Includes background information and hands-on work with tilapia and hybrids.

November 5, 1999

Treatment of Aquaculture Wastewater: Focus on methods used for cleaning wastewater. Examples include the use of filtration, settling, and hydroponics. Overall water-quality management (pretreatment, filtration, biofiltration), effluent, and environmental regulations are also discussed.

*Daily schedule runs 9:00 a.m.-4:30 p.m.; meet at NSU Oceanographic Center at 8:30 a.m. Cost is \$50 for each workshop.

Distance Education

Distance education classes can be taken at any time or place. Environmental Futures and Human Choices (CZMT-0665; MEVS-5001) and Environmental Sustainability (CZMT-0663; MEVS-5002) provide an overview of problems associated with a sustainable environment. Marine Mammal Management (OCMB-6330) is an interdisciplinary approach to examining the current relationship between marine mammals, people, and the environment. Starting date for the fall term is September 27.

Research

Research interests include modeling of large-scale ocean circulation, coastal dynamics, ocean-atmosphere coupling, surface gravity waves, biological and chemical oceanography, coral reef ecology/assessment/restoration, Pleistocene and Holocene sea level changes, physiology of amoebae, marine phytoplankton, marine zooplankton, calcification of invertebrates, cell ultrastructure, marine fisheries, molecular ecology and evolution, wetlands ecology, aquaculture, and nutrient dynamics. Regions of interest include not only Florida's coastal waters and the continental shelf/slope waters of the southeastern United States, but also the waters of the Caribbean Sea, the Gulf of Mexico, and the Atlantic, Indian, and Pacific Oceans.

National Coral Reef Institute

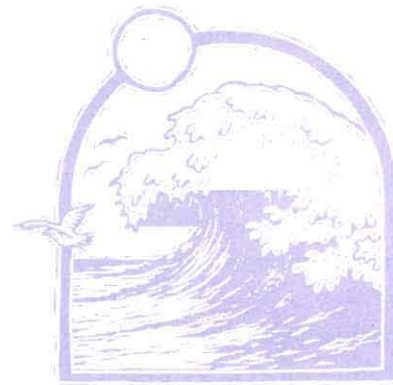
NCRI is engaged in hypothesis-based, research-related activities to understand, protect, monitor, and restore coral reefs. Its mission is to conduct rigorous scientific research, education, and community service in ecology, monitoring, methods, restoration, and management of coral reefs, including those damaged or destroyed by natural or human-induced events.

Aquaculture Research Center

ARC is a cooperative research and education effort between the center and the town of Davie. A water facility with eight 76,000-gallon tanks, has been converted into an aquaculture center for the research and harvesting of tilapia.

South Florida Ocean Measurement Center

SFOMC is a joint effort involving government agencies and educational institutions involving an extensive natural in-water laboratory. This comprehensive in-water installation is located directly east of NSU OC and ranges from shore through a wide variety of environmental conditions, including living reefs, to past the continental shelf break.



For further information, contact:

**Institute of Marine and Coastal Studies
Nova Southeastern University
8000 North Ocean Drive
Dania Beach, Florida 33004-3078
(954) 920-1909 • Fax (954) 921-7764
Email: imcs@ocean.nova.edu
Web site: <http://www.nova.edu/ocean>**

The Center for Psychological Studies

The Center for Psychological Studies (CPS), organized in 1967, is committed to providing the highest quality educational experience to current and future psychologists and mental health counseling professionals. This training experience provides students with a sophisticated understanding of psychological research and the delivery of superior mental health care.

Also referred to as the School of Psychology, the center is uniquely organized so that one faculty, full time and adjunct, serves all programs. The center offers two American Psychological Association-approved doctoral programs (Ph.D. and Psy.D.) in clinical psychology, an APA-approved predoctoral internship program, and an APA-approved consortium internship program. The center also offers master's degrees in mental health counseling and school guidance and counseling. Nova Southeastern University's Center for Psychological Studies seeks to create the advances in clinical training, research, and service for tomorrow.

Nova Southeastern University's Community Mental Health Center is a university-based facility operated by the Center for Psychological Studies. Comprehensive mental health services are delivered through four outpatient clinic sites, as well as the Geriatric Residential Treatment Center. Its current mission and future growth involve the provision of a wide range of high-quality community mental health services to residents of Broward County, Florida.

Center for Psychological Studies Continuing Education

The Center for Psychological Studies' Office of Continuing Education serves professionals in the psychological and mental health communities with nondegree workshops. These workshops offer the latest information in psychology and mental health in a practical lecture and hands-on format, utilizing the expert knowledge of the center's faculty and other leading professionals in the field. The American Psychological Association (APA) defines continuing education (CE) for its members as follows: "In its broadest sense, continuing education encompasses a wide range of education and training experiences designed to provide or upgrade knowledge and skills at the postgraduate level."

Usually presented in a lecture format, continuing education workshops are scheduled for one and two days, and are fast paced, informative, and practical. The center's continuing education programs are approved by the APA; the state of Florida's Board of Clinical Social Work, Marriage and Family Therapy, and Mental Health Counseling; and the Florida Board of Nursing. Attendance can be applied to Florida requirements for relicensure and are often accepted by other state licensing boards.

Upcoming workshops

The Costs of Caring: Compassion Fatigue Theory, Research, and Treatment

Presented by: Charles R. Figley, Ph.D.
September 17, 1999
Maltz Psychology Building
9:00 a.m.–5:00 p.m.

Seriously Emotionally Disturbed

Presented by: Harriet Leftley, Ph.D.
October 8, 1999
Maltz Psychology Building
9:00 a.m.–5:00 p.m.

Second Annual Assessment Psychology Conference

Presented by: Robert Archer
John Exner Jr.
Theodore Millon
Ralph Reitan, et al.
Elbert and Sally Russell,
Irving B. Weiner,

Eve of December 10, 1999
and
December 11-12, 1999
9:00 a.m.–5:00 p.m.
HPD Building
Main Campus



For further information, contact:

**Center for Psychological Studies
Continuing Education
Nova Southeastern University
3301 College Avenue
Fort Lauderdale, Florida 33314-7796
(954) 262-5712
Email: lamottan@cps.acast.nova.edu
Web site: <http://www.cps.nova.edu>**

The School of Social and Systemic Studies

The School of Social and Systemic Studies focuses on teaching, researching, and applying social theories to improve the quality of life. It operates graduate and postgraduate programs in family therapy and dispute resolution. The school also sponsors community service clinical programs and conducts research to understand social interaction and enhance human services.

Within the school, the Department of Family Therapy offers the M.S. for applicants who plan to practice family therapy. The M.S. in family therapy prepares graduates for internship and employment where they can accumulate supervised experience toward state licensure as a marriage and family therapist. The M.S. degree program in marriage and family therapy is accredited by the Commission on Accreditation for Marriage and Family Therapy Training and Education of the American Association for Marriage and Family Therapy, effective July 1, 1996–June 30, 2002. The Ph.D. in family therapy prepares graduates to provide leadership for community practices and agencies, training programs at universities and institutes, and professional organizations and associations. Doctoral students learn scholarly inquiry through qualitative research training in methods of human communication study. Students begin their clinical training at Family Therapy Associates, our clinical facility, and then serve in a variety of internship sites. Additionally, the Medical Family Therapy Program, a specialization available in both the M.S. and Ph.D. Family Therapy programs, has created training and research projects to encourage collaboration among physicians, family therapists, and family members.

The school offers programs in peacemaking and conflict resolution through the Department of Dispute Resolution. As an alternative to costly and difficult disputes, mediation, arbitration, negotiation, collaborative public problem solving, training, and

conciliation have emerged as useful and promising approaches to dispute resolution. The graduate certificate in dispute resolution provides practitioners an opportunity to learn mediation and negotiation skills and processes, while the M.S. and Ph.D. in dispute resolution offer comprehensive, in-depth education and learning for reflective practitioners and educators to study theory, practice, and research in the field. The school also offers consultation and training for business, government, and the community. The Department of Dispute Resolution is launching a distance doctoral program in fall 1999.

The school has developed several programs to provide community service and research opportunities in support of our academic programs. VOICES, a federally funded mediation/therapy program, focuses on healthy methods of resolving family disputes. The Academy of Dispute Resolution serves as a synergistic center for assembling experienced professionals with special expertise in resolving conflicts in business, governmental operations, academic settings, community organizations, and legal forums. The academy provides training on conflict resolution, both offsite and in its own facilities, for corporations, organizations, and individuals.

For further information, contact:

The School of Social and Systemic Studies

Nova Southeastern University

3301 College Avenue

Fort Lauderdale, Florida 33314-7796

(954) 262-3000 • 800-262-7978

Email: ssss@nsu.nova.edu

Web site: <http://www.nova.edu/ssss>

Farquhar Center for Undergraduate Studies

The Farquhar Center for Undergraduate Studies is organized into the College of Professional and Liberal Studies and the College of Career Development, and offers undergraduate programs leading to the bachelor of science or bachelor of arts degree.

For specific information about admissions, major courses of study, or class locations and schedules, contact:

Nova Southeastern University
Office of Admissions
Farquhar Center for Undergraduate Studies
3301 College Avenue
Fort Lauderdale, FL 33314-7796

For traditional day-program enrollment, call (954) 262-8001 or 800-338-4723, ext. 8001; for evening, Saturday, off-campus, and nondegree enrollment, call (954) 262-8002 or 800-338-4723, ext. 8002.

Undergraduate Teacher Education

The Farquhar Center's Undergraduate Teacher Education Program, offers a number of teacher certification course options in elementary education, secondary education, middle-school science education, and exceptional education.

A new program, providing a K-12 add-on endorsement in English for Speakers of Other Languages leading to the E.S.O.L. endorsement, enables educators to add on additional coverage to their certification. This will qualify them to teach students who are designated as being L.E.P. (limited English proficient) and who are in E.S.O.L. programs. This endorsement is also designed for teacher-education students who are enrolled at Nova Southeastern University in the Undergraduate Teacher Education Program, and who are currently working toward state teacher certification, and for educators certified in other areas. The program consists of five specified courses for a total of 15 semester hours.

For further information, contact:

**Department of Undergraduate Education
Farquhar Center for Undergraduate Studies
Nova Southeastern University
3301 College Avenue
Fort Lauderdale, Florida 33314-7796
(954) 262-7900 • 800-338-4723, ext. 7900
Email: drummd@polaris.nova.edu
Web site: <http://www.polaris.nova.edu/EDU/>**

Substance Abuse Specialty Program

The Farquhar Center's Education and Behavioral Science Department offers an eight-course Substance Abuse Specialty Program that can be taken for college credit or for continuing education units (CEUs) on a noncredit basis. The courses in this program are designed to provide a broad base of knowledge useful to those interested in the field of chemical dependency.

NSU is approved as a "single-source education provider" (SS#02) by the Certification Board for Addiction Professionals in Florida and is designated as a continuing education provider (27U1122) for Florida's Board of Nursing, as well as by other professional groups.

Curriculum: Each course carries three college credits or four-and-a-half continuing education units. Courses are designed to meet the needs of working adults and are scheduled on alternate Saturdays and assigned evenings throughout the week.

Course Number	Title
PSYC 3550	Substance Abuse and the Family
PSYC 3570	Psychology/Physiology of Substance Abuse
PSYC 3580	Rehabilitation Strategies in Substance Abuse
PSYC 3600	Criminal Justice and Substance Abuse
PSYC 3620	Drug Prevention and Education
PSYC 3630	Ethical and Professional Development
PSYC 4100	Individual Counseling in Substance Abuse
PSYC 4150	Group Counseling in Substance Abuse
PSYC 4380*	Practicum in Substance Abuse and Treatment

**Optional*

Admissions requirements: Applicants must have earned a high-school diploma, a GED certificate, or previous college credits from an accredited college or university.



For further information, contact:

Allan Schulman

Director of Behavioral Sciences

Nova Southeastern University

3301 College Avenue

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(954) 262-7921 • 800-338-4723, ext. 7921

Email: kletzelj@polaris.nova.edu

Web site: [http://www.polaris.nova.edu/](http://www.polaris.nova.edu/BEH/subabuseminor.htm)

[BEH/subabuseminor.htm](http://www.polaris.nova.edu/BEH/subabuseminor.htm)

Legal Assistant Studies Program

A legal assistant (or paralegal) is a person qualified by education, training, or work experience, who is employed or retained by a lawyer, law office, corporation, governmental agency, or other entity and who performs specifically delegated, substantive legal work for which a lawyer is responsible.

The Legal Assistant Studies Certificate Program is a postbaccalaureate program for those who have an interest in pursuing legal assistant or other law-related careers. It also is appropriate for those pursuing a business career and for others who desire to understand the U.S. legal system and enhance their legal knowledge and skills. For those interested in earning a legal assistant certificate, classes can be taken either for credit or noncredit.

<i>Course Requirements</i>	<i>Credit Hours</i>
LEGS 1150	
Introduction to Law and the Legal Profession	3
LEGS 2210	
Computer Applications for the Legal Profession*	3
LEGS 2400	
Business Relations and Organizations	3
LEGS 3050	
Criminal Law and Procedure	3
LEGS 3100	
Legal Research and Writing I	3
LEGS 3300	
Torts and Civil Litigation	3
Students choose two of the following:	
LEGS 3260	
Real Estate Practice I	3
LEGS 3360	
Wills, Trusts, and Estates I	3
LEGS 3550	
Family Law	3
TOTAL	24

**This course requires computer literacy. TECH 1110 Technology in the Information Age is a prerequisite for those entering the certificate program without a college-level computer course.*



For further information, contact:

Lynn T. Slossberg, Esquire, Coordinator
Legal Assistant Studies Program
Department of Behavioral Sciences
Farquhar Center for Undergraduate Studies
Nova Southeastern University
3301 College Avenue
Fort Lauderdale, Florida 33314-7796
(954) 262-7948 • 800-338-4723, ext. 7948
Email: slossberg@polaris.nova.edu
Web site: <http://www.polaris.nova.edu/BEH/>

Department of Business and Administrative Studies

Professional Management

Degree-Completion Program

In operation since 1979, the Bachelor of Science Degree Program in Professional Management (BPM) is a 66-credit-hour upper-level program designed for working adults with an associates degree or a minimum of 30 transferable college credits; a maximum of 90 credits can be transferred.

The program is offered at convenient times and locations throughout Florida, Jamaica, the Bahamas, and Panama. Students attend evening and weekend classes at their place of work, community locations, or via the Internet.

Many corporations including American Express, Walt Disney World, GTE, Citibank, and Colonial Penn host the BPM Program on-site, utilizing company facilities as classrooms and using traveling instructors.

The entire 22-course curriculum is also offered online. Many students travel extensively or have family responsibilities that prevent them from attending traditional classes. The BPM Online Program is identical to the on-site programs, differing only in its delivery mode. As a 100 percent Web-based program, students can access bulletin boards and electronic mail at their convenience, anytime, day or night. Forty-five hours of previously earned college credit is required for admission into the BPM Online Program.

BPM specialties are available in:

- Business
- Accounting
- Hospitality
- Fire and EMS
- Customer Service
- Computer Science

For further information, contact:

BPM Marketing and Admissions

Business Annex

Nova Southeastern University

3301 College Avenue

Fort Lauderdale, Florida 33314-7796

(954) 262-8101 • 800-338-4723, ext. 8101

Email: bpminfo@polaris.acast.nova.edu

**Web site: [http://www.polaris.nova.edu/
Business](http://www.polaris.nova.edu/Business)**

Institute for Learning in Retirement

The Institute for Learning in Retirement (ILR) was established to provide participants the opportunity for continued intellectual activity in a university setting. Classes are conducted by ILR members, NSU staff and faculty members, outside academicians, and other talented, knowledgeable presenters whose offerings are interesting and stimulating. In addition to the varied curriculum, participants are offered the privilege of auditing two NSU on-campus, undergraduate courses at no charge. Programs may include study trips and weekend excursions, as well as social and cultural functions.

In its 23rd year, the ILR has more than 200 members and is housed at University Park Plaza in Davie. Classes begin in mid-October and continue through April, with a two-week summer session of peer presentations in May. Classes meet from 10:00 a.m.–11:30 a.m. and 12:30 p.m.–2:00 p.m. on Mondays, Wednesdays, and Thursdays, with a noon lunch break.

Membership dues for 1999-2000 are \$275 for an individual and \$500 per couple. New members are also charged a one-time registration fee of \$25. Guests may observe the program at no charge for two visits.

For further information, contact:

David Millman

ILR Director

(954) 262-8471 • (954) 262-8472

Email: ibrahamp@polaris.nova.edu

Women's Resource Institute

The Farquhar Center also houses the Women's Resource Institute (WRI), which was created to meet the diverse and changing needs of women and engages women leaders in its planning and development, thus enabling women to have a direct, profound impact on the women's community, both locally and nationally.

The WRI:

- publishes the *Broward County Women's Resource Directory*
- networks with other community women's organizations
- offers space for women to study and network at the Judith Shulimson Library on the NSU campus
- sponsors events celebrating women's achievements
- offers support services and scholarship funds for women and nontraditional students
- sponsors a luncheon/speaker series open to the public
- provides limited emergency funds for NSU employees and students
- publishes a newsletter informing members about events, programs, and issues relevant to women

For further information, contact:

Suellen Fardelmann, Director

Women's Resource Institute

Nova Southeastern University

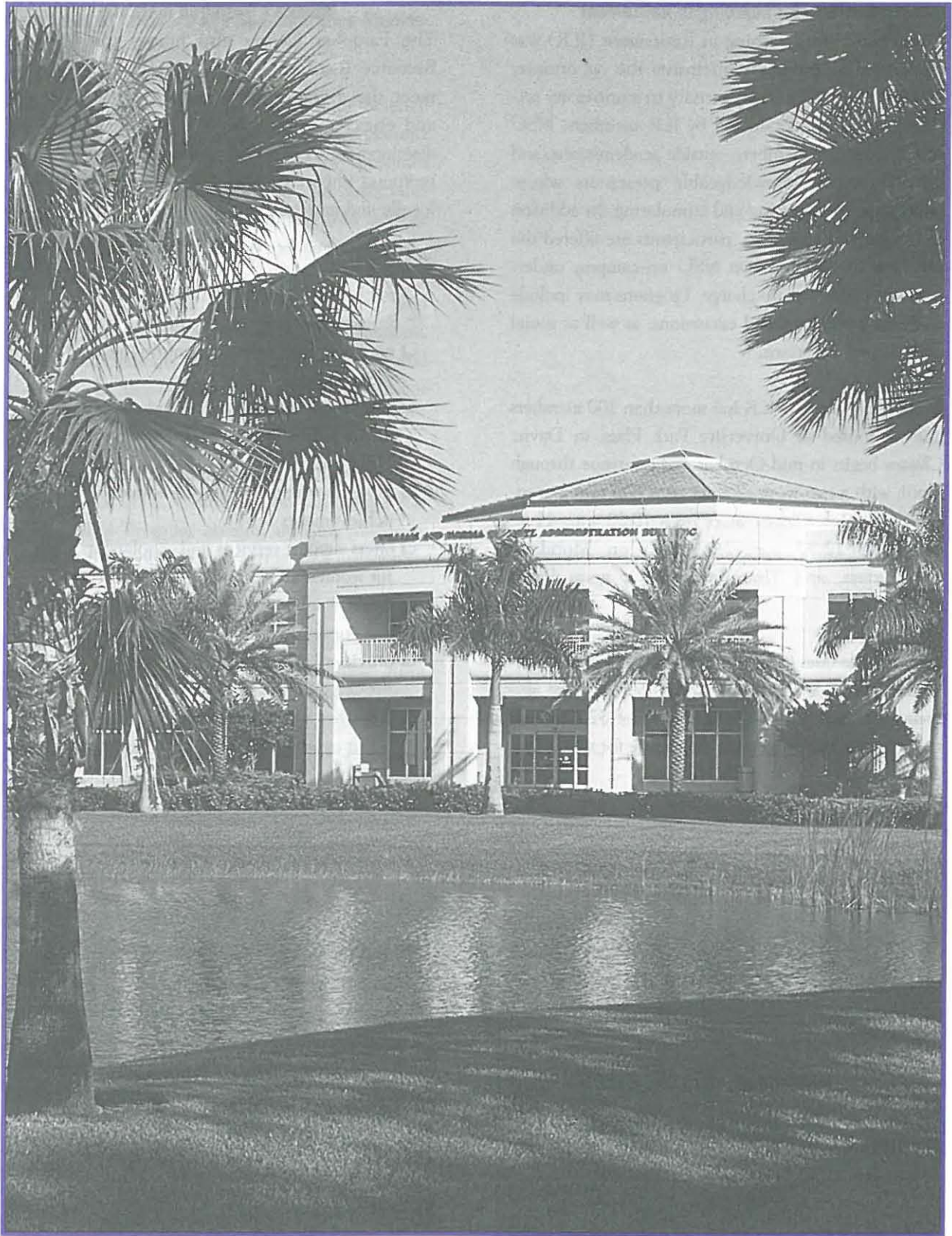
3301 College Avenue

Fort Lauderdale, Florida 33314-7796

(954) 262-8451

Email: wri@polaris.nova.edu

Web site: <http://pegasus.ncs.nova.edu/wri>



Registration Form



Continuing Education Event

Please Print

Program name _____ Date _____

Name _____

Social Security number _____

Title _____

Firm _____

Work address _____

City _____ State _____ ZIP _____

Home address _____

City _____ State _____ ZIP _____

Day phone (_____) _____ Evening Phone (_____) _____

Fax number (_____) _____ Email: _____

Charge to credit card: American Express Discover MasterCard Visa

Card number _____ Expiration date _____

Name on card _____ Signature _____

Amount \$ _____



Continuing Education Subject Areas

Business
Computers
Deafness Education
Debt Collection
Dispute Resolution
Education
Executive Development
Family Therapy
Finance
Health Professions
Leadership
Legal Assistant
Management
Human Performance Improvement in the Workplace
NSU Forums
Oceanography
Programs for Families and Children
Psychology
Skills for the Millennium
Spanish
Speech-Language Pathology
Substance Abuse
Travel Programs for Adults
Wise Woman Groups

NOVA
SOUTHEASTERN
UNIVERSITY

OFFICE OF CONTINUING EDUCATION
3301 College Avenue
Fort Lauderdale, Florida 33314-7796

For more information
on NSU Forums,
call (954) 262-5352