

1978

## 8-Week Classes and Workshops For Career Focused Adults

Nova University

Follow this and additional works at: [https://nsuworks.nova.edu/abe\\_ugcoursecatalogs](https://nsuworks.nova.edu/abe_ugcoursecatalogs)



Part of the [Education Commons](#)

---

### NSUWorks Citation

Nova University, "8-Week Classes and Workshops For Career Focused Adults" (1978). *Fischler Undergraduate Course Catalogs*. 5.  
[https://nsuworks.nova.edu/abe\\_ugcoursecatalogs/5](https://nsuworks.nova.edu/abe_ugcoursecatalogs/5)

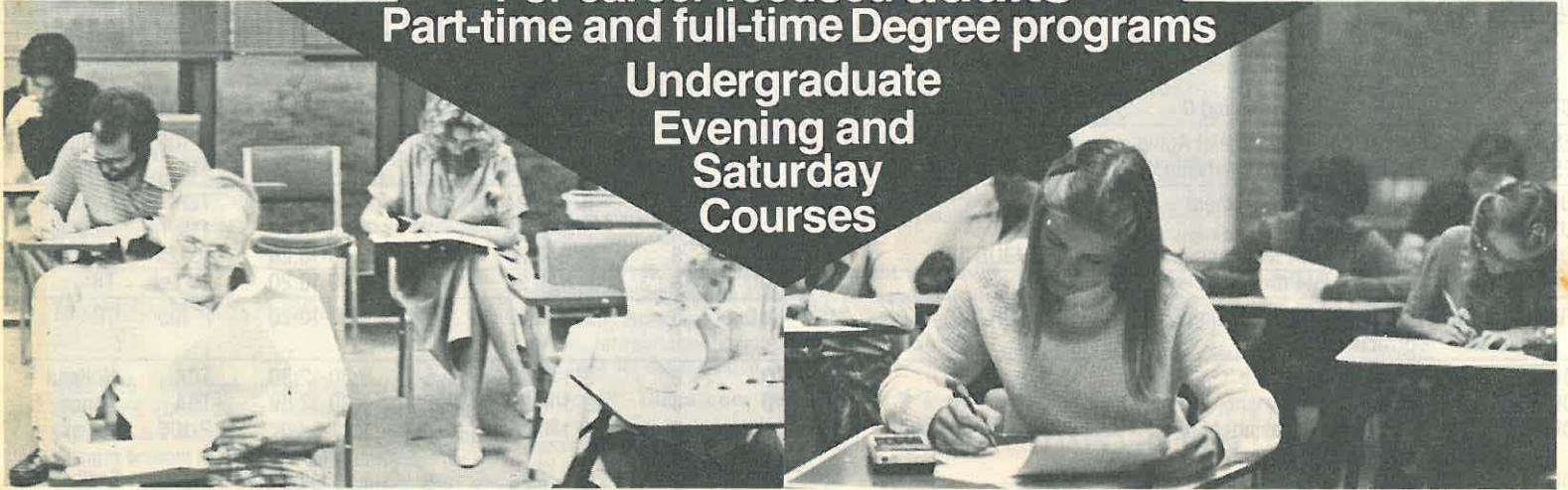
This Program Overviews is brought to you for free and open access by the NSU Course Catalogs and Course Descriptions at NSUWorks. It has been accepted for inclusion in Fischler Undergraduate Course Catalogs by an authorized administrator of NSUWorks. For more information, please contact [nsuworks@nova.edu](mailto:nsuworks@nova.edu).

# NOVA UNIVERSITY NOVA COLLEGE

The Center for Undergraduate Studies

For career-focused adults  
Part-time and full-time Degree programs

Undergraduate  
Evening and  
Saturday  
Courses



## 8-WEEK CLASSES and WORKSHOPS beginning in March and April

### NOVA COLLEGE PROGRAMS

#### Business Administration

Bachelor of Science in Business Administration  
Accounting  
Business Management

#### Human Sciences

Bachelor of Science in Human Science  
Community Psychology  
Criminal Justice  
Education (Elementary/Secondary)  
Politics and Public Affairs  
Public Communications  
Psychology

Make an appointment **TODAY** to see a  
Nova College advisor—days or evenings

#### 1. Main Campus

3301 College Avenue  
Rosenthal Building  
Fort Lauderdale

Phones:

Broward—475-8300—Ext. 295

Evenings: 475-8720

Dade—944-1219

8:30 a.m.-6:00 p.m. M-Th.

8:30 a.m.-5:00 p.m. F.

#### 2. Coral Springs Center

3501 University Drive (at Sample Rd.)  
753-3300

9:00 a.m.-8:15 p.m. M-Th.

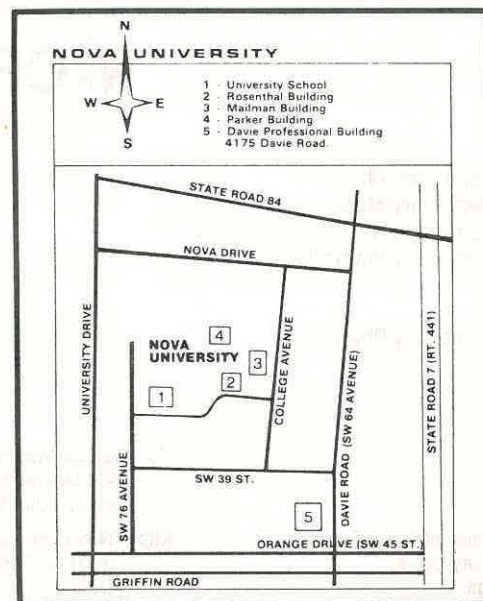
9:00 a.m.-5:00 p.m. F.

#### 3. Dade County

George Washington Carver  
Community School

4901 Lincoln Drive  
Coral Gables/Coconut Grove

#### NOVA COLLEGE—convenient locations



NOVA UNIVERSITY is accredited by the Southern Association of Colleges and Schools



# 8 WEEK COURSES BEGINNING IN MARCH

COURSE NUMBER	SEC	DESCRIPTION	CR	PREREQUISITE	LOC	NO. WKS.	DATES	DAY	TIME	ROOM	INSTRUCTOR
<b>2nd 8 WEEK TERM</b>											
ACT 202	M	Intermediate Accounting II	3	ACT 201	MC	8	3/5-4/23	W	6:00-10:20	R-125	Hoover
BES 325	M	Psychological Aspects of Aging	3	BES 101	MC	8	3/3-4/21	M	6:00-10:20	P-105	Badger
BES 491	C	Seminar in Career Counseling	3	BES 101	CS	8	3/6-4/24	Th	6:00-10:20	115	Belsito
BUS 111	D	Principles of Management	3		D	8	3/6-4/24	Th	6:00-10:20	TBA	Somuah
BUS 202	C	Business Law II	3		CS	8	3/5-4/23	W	6:00-10:20	115	Tindall
BUS 352	M	Small Business Management	3	BUS 351	MC	8	3/6-4/24	Th	6:00-10:20	R-125	Blumenthal
COM 491	M	Advanced TV Production	3		MC	8	3/4-4/22	T	6:00-10:20	TV Lab	TBA
CRJ 404	M	Introduction to Community Corrections	3	CRJ 101	MC	8	3/4-4/22	T	6:00-10:20	P-105	TBA
EDU 412	D	Children's Literature	3		D	8	3/1-4/26	S	8:30-12:30	TBA	Holland
EDU 434	D	Learning Assessment	3		D	8	3/1-4/26	S	8:30-12:30	TBA	Mincey
EDU 438	M	Educational Assessment of Exceptional Children	3	ELE 435	MC	8	3/1-4/26	S	1:00-5:00	P-106	Revella
EDU 448	C	Classroom Management	3		CS	8	3/1-4/26	S	1:00-5:00	115	Smith
EDU 491	M	Seminar: Administration of Athletic Programs	3		MC	8	3/5-4/23	W	5:00-9:00	P-147	Noe
ELE 311	D	Teaching Elem. Social Studies	3		D	8	3/1-4-26	S	1:00-5:00	TBA	Hepburn
ELE 312	C	Teaching Elem. Science	3		CS	8	3/1-4/26	S	8:30-12:30	115	TBA
ELE 314	C	Teaching Elem. Art	3		CS	8	3/1-4/26	S	1:00-5:00	116	TBA
ELE 316	M	Teaching Elem. Math	3		MC	8	3/1-4/26	S	1:00-5:00	P-128	Tulkoff
ELE 317	M	Instructional Materials	3		MC	8	3/1-4/26	S	1:00-5:00	P-130	Burns
ELE 318	D	Teaching Language Arts	3		D	8	3/1-4/26	S	1:00-5:00	TBA	O'Connor
ELE 331	M	Reading Skills	3		MC	8	3/1-4/26	S	8:30-12:30	P-106	Collins
ELE 345	M	Child in Classroom	3		MC	8	3/1-4/26	S	8:30-12:30	P-130	Jeter
ELE 362	M	Early Childhood II (Methods & Materials)	3		MC	8	3/1-4/26	S	8:30-12:30	P-128	Stockinger
HUM 331	M	Problems in Philosophy	3		MC	8	3/3-4/21	M	6:00-10:20	P-130	Horn
HUM 491	C	Seminar in Decision Making	3		CS	8	3/5-4-23	W	6:00-10:20	111	Cohen
LAN 112	M	College Composition II	3	LAN 111	MC	8	3/4-4/22	T	6:00-10:20	P-147	Stephens
LAN 491	M	Seminar: Advanced Composition	3	LAN 112	MC	8	3/4-4/22	T	6:00-10:20	P-107	Hofman
MAT 102	M	General Math II	3		MC	8	3/5-4/23	W	6:00-10:20	P-107	Centini
MKT 101	C	Introduction to Marketing	3		CS	8	3/6-4/24	Th	6:00-10:20	111	Radice
MKT 431	M	Consumer Behavior	3		MC	8	3/3-4/21	M	6:00-10:20	P-107	Kustin
PHY 101	M	Survey of Physical Science	3		MC	8	3/4-4/22	T	6:00-10:20	TBA	TBA
PHY 491	M	Seminar: Studies in Geography (Identical to SSI 491)	3		MC	8	3/6-4/24	Th	6:00-10:20	P-147	LaBelle
SOC 495	D	Strategies of Social Planning and Social Change	3	BES 102	D	8	3/4-4/22	T	6:00-10:20	TBA	Palmore
SSI 365	M	Political Thought and Systems In the West	3		MC	8	3/6-4/24	Th	6:00-10:20	P-106	Horn
SSI 491	M	Seminar: Studies in Geography (Identical to PHY 491)	3		MC	8	3/6-4/24	Th	6:00-10:20	P-147	LaBelle

## WORKSHOPS

ELE 313	D	Teaching Elementary Music	3		D	1	3/31-4/4	M-F	8:30-5:00	TBA	Ryan
ELE 313	M	Teaching Elementary Music	3		MC	1	4/7-4/11	M-F	8:30-5:00	TBA	Painter
ELE 314	M	Teaching Elementary Art	3		MC	1	4/7-4/11	M-F	8:30-5:00	TBA	Knobel
ELE 315	M	Teaching Elementary Physical Education	3		MC	1	4/7-4/11	M-F	8:30-5:00	Nova Blanche Forman	Striggles
ELE 315	D	Teaching Elementary Physical Education	3		D	1	3/31-4/4	M-F	8:30-5:00	TBA	TBA

### LOCATION KEY:

CS—Nova University at Coral Springs  
3501 University Drive  
Coral Springs

D—George Washington Carver Community School  
4901 Lincoln Drive  
Coral Gables/Coconut Grove

MC—Nova University, Main Campus  
3301 College Avenue  
Davie

### ROOM KEY:

M—Mailman-Hollywood Building  
P—Parker Building  
R—Rosenthal Building  
US—University School



# COURSE DESCRIPTIONS

## ACCOUNTING (ACT)

**ACT 202 Intermediate Accounting II/3 sem. hrs. (BUS 3502) Prerequisite: ACT 201.** A continuation and expansion of Intermediate Accounting I. The conceptual foundation of sources and applications of funds from both a cash and working capital basis, reporting earnings per share, and accounting for non-profit organizations. How to prepare a statement of sources and applications of funds, report earnings per share, and do accounting for non-profit organizations.

## BEHAVIORAL SCIENCES (BES)

**BES 325 Psychological Aspects of Aging/3 sem. hrs. (BES 2451) Prerequisite: BES 101.** Students will become familiar with psycho-social changes brought about by the aging process; they will compare "healthy" behavior of the elderly with "unhealthy" behavior and learn the reason for the difference.

**BES 491 Seminar/1, 2, or 3 sem. hrs. (BES 2491) Students may re-enroll for up to a maximum of 6 credits.** Critical study of selected topics in the behavioral sciences. Individual topics vary from term to term.

## BUSINESS MANAGEMENT (BUS)

**BUS 111 Principles of Management/3 sem. hrs. (BUS 3903)** An overview of the formal, non-people centered aspects of organization. The history of management thought and several schools of management thought. The basic principles of management and the functions of management, including planning, organizing, directing, and controlling.

**BUS 202 Business Law II/3 sem. hrs. (BUS 3532) Prerequisite: BUS 201.** This course is a continuation and expansion of Business Law I. Agency law, bailments, and the Uniform Commercial Code as these areas apply to business organizations.

**BUS 352 Small Business Management II/3 sem. hrs. Prerequisite: BUS 351.** This course is a continuation and expansion of BUS 351.

## COMMUNICATIONS (COM)

**COM 491 Seminar/1, 2, or 3 sem. hrs. (COM 5591)** Students may re-enroll for a maximum of 6 credits. Critical study of selected topics in public communications. Individual topics vary from term to term.

## CRIMINAL JUSTICE (CRJ)

**CRJ 404 Introduction to Community Corrections, Probation and Parole/3 sem. hrs. (CRJ 2362) Prerequisite: CRJ 101.** An insight into the non-institutional corrections field. New approaches to corrections will be emphasized. These will include the community corrections approach, together with a detailed analysis of the proper function of probation, parole, halfway houses, work-release programs, and pre-release centers. The student will make independent visits to day corrections facilities under the direction of the instructor.

## EDUCATION (EDU)

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

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

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

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

## EDUCATION— ELEMENTARY (ELE)

**ELE 311 Teaching Social Studies in Elementary Schools/3 sem. hrs.** Content and methods of teaching Social Studies in the elementary grades. Program development, appropriate activities and evaluation techniques will be discussed.

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

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

**ELE 316 Teaching Mathematics in Elementary School/3 sem. hrs.** Content, materials and methods for teaching mathematics in the elementary school.

**ELE 317 Instructional Materials in Elementary Schools/3 sem. hrs.** The use of a variety of materials in the elementary school program, including children's literature, media, and independent learning materials.

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

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

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

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

**ELE 362 Special Methods of Early Childhood Education II/3 sem. hrs. Prerequisite: ELE 361.** A study of the methods and materials in Early Childhood education with emphasis on the learning process. Kindergarten observation will be included in this course.

## HUMANITIES (HUM)

**HUM 331 Problems of Philosophy/3 sem. hrs. (HUM 1510)** An introduction to philosophy by way of selected problems from various areas of philosophy. Topics include: the nature of a *priori* knowledge and of scientific explanation; the existence of God; whether or not there can be moral knowledge; and the problem of free will. The course objective is to acquaint students with these philosophical issues and through detailed discussion, to teach students how to analyze ideas critically.

**HUM 491 Seminar/1, 2 or 3 sem. hrs. (HUM 1591) Students may re-enroll for a maximum of 6 credits.** Critical study of selected topics in humanities. Individual topics vary from term to term.

## LANGUAGE AND COMPOSITION (LAN)

**LAN 112 College Composition II/3 sem. hrs. (LAN 1320) Prerequisite: LAN 111.** Continuation and expansion of LAN 111. Library usage skills are reviewed. A documented paper is developed.

## MARKETING (MKT)

**MKT 101 Introduction to Marketing/3 sem. hrs. (BUS 3400)** The emphasis of this course is an overview of the field with special attention to formulating an effective marketing mix. The student will understand: estimation of demand; consumer behavior; adaptation of products to markets; selection of channels of distribution; sales management; effective advertising; and pricing strategy.

**MKT 431 Consumer Behavior/3 sem. hrs. (BUS 3915) Prerequisites: BUS 241; MKT 101.** The emphasis of this course is the analysis of the effectiveness of various marketing strategies in terms of yielding the desired consumer responses. The student will understand: the push versus pull strategy; the selling approach versus the marketing approach; and other topics.

## PHYSICAL SCIENCES (PHY)

**PHY 491 Seminar in Applied Physics/1, 2 or 3 sem. hrs.** Topics involving applications of general physical concepts are covered.

## SOCIOLOGY (SOC)

**SOC 495 Strategies of Social Planning and Social Change/3 sem. hrs. (SOC 2194) Prerequisite: BES 102.** Analysis of basic elements, ideologies and theoretical elements of social change; the role of change agent within social planning settings, client advocacy, social action, community organization and development, neighborhood planning and development, conflict strategies.

## SOCIAL SCIENCE (SSI)

**SSI 491 Seminar/1, 2, or 3 sem. hrs. (SSI 2691)** Students may re-enroll for a maximum of 6 credits. Critical study of selected topics in social sciences. Individual topics vary from term to term.



# EVERYTHING YOU NEED TO KNOW ABOUT ENROLLING IN ADULT LEVEL COLLEGE COURSES AT NOVA COLLEGE

## What Is Life Experience Credit?

Credit can be granted for knowledge and expertise gained by students in the course of their careers and life experiences. If you have had life experiences applicable to the objectives of your curriculum and can document and authenticate those experiences, you may be eligible. Make an appointment to see a counselor for details.

## How Do I Apply for Admission?

Call 475-8300 Ext. 295 (in Ft. Lauderdale) or 753-3300 (in Coral Springs) for an application or a personal counseling appointment. Once you decide on a Nova program, complete an admission application and return it with the non-refundable application fee (\$15.) Deliver the application and fee personally or mail them to:

Nova University  
Registrar's Office  
Parker Bldg., Room 103  
3301 College Avenue  
Ft. Lauderdale, Florida 33314

## When Can I Begin Taking Courses?

After you register for courses during any regular registration period and submit the application for admission and the \$15 fee.

## When Am I Accepted in a Degree Program?

As soon as your completed application (and fee) and proof of high school graduation (or its equivalent) are on file you are accepted into Nova College to take classes. If you do not have prior college credit you will be accepted into a degree program after you have satisfactorily completed 12 credit hours. If you have prior college credit you will be accepted after official college transcripts from all prior schools are on file and evaluated for transfer credit.

Upon your acceptance in a degree program a completed curriculum form indicating transfer credits will be mailed to you. Your counselor will be able to help you interpret it and update it each time you register.

## Can I take Just One or Two Courses or a Certificate Program Without Enrolling in a Degree Program?

Yes. In this case, you should indicate "Special Student" on the application form, and you may take courses after submitting the application and \$15 fee.

## What Is The Cost of Attending?

\$15 non-refundable application fee paid only once.

A non-refundable registration fee:

\$20 during Final Registration (February 18-29)

\$25 during Late Registration (After February 29)

\$145 for each 3-credit course

No Registration fee is assessed if you are presently registered for the Winter Trimester.

## What Credit Cards Can I Use?

Master Charge  
VISA  
Hollywood Buy-O-Matic

## What Do I, As a Financial Aid Student, Need to Know?

If you are receiving financial aid dispersed on a term by term basis you should contact the Financial Aid Office located in the Parker Building, Room 103, or phone 475-8300, ext. 395 to determine the amount of tuition not covered by financial aid. This amount must be remitted with your registration in order for it to be processed by the Registrar's Office.

## How, Where, and When Do I Register?

Register in person by submitting your completed registration form and tuition and fees in full to the Registrar's Office, Parker Building, Room 103, Main Campus, between the hours of 8:30-6:30 Monday - Thursday or 8:30-5:00 Fridays.

## OR

Mail your completed registration form and tuition and fees in full to the Registrar's Office, 3301 College Avenue, Ft. Lauderdale, FL 33314. Call 475-8300, Ext. 395, to request registration materials if you have not already received them in the mail.

Also, special registration periods are held at each off-campus course location. Contact the Registrar's Office for the most convenient location for you.

## What Are Registration Policies?

### How to Drop and Add Courses.

The first week of classes is the Drop/Add Period. After a class has met once you must receive written permission from the instructor to add the class. The normal refund policy applies to a course dropped during the drop and add period unless another course of equal credit, with the same term beginning date, is added in its place.

The Registrar's Office must be notified in writing of the course to be dropped. This may be done by completing a change of Registration form available in the Registrar's Office or by mailing a simple written note to the Registrar's Office.

### Tuition Refund Policy

The following refund policy will be computed based upon the date written notification of the drop is received by the Registrar's Office:

100% refund prior to the first class meeting.

75% refund prior to the second class meeting, regardless of class attendance.

50% refund prior to the third class meeting, regardless of class attendance.

Fees are non-refundable.

After the third class meeting, a student may withdraw from a course by completing a "Withdrawal Form" available in the Registrar's Office. After one half of the course is completed, instructor's approval is required to withdraw from a course.

### How to Withdraw

If you wish to withdraw from a course after the refund period is over you must submit a completed withdrawal form to the registration office within the first half of the course. Between that time and the last class meeting before the final exam, you may withdraw and obtain a 'W' only with the consent of the instructor or academic counselor on the withdrawal form. You are expected to attend all classes and may be administratively withdrawn if you fail to meet attendance requirements of the instructor.

### How to Take an Incomplete

With the written approval of the course instructor, you may have up to one additional term to complete the course and receive a letter grade. An incomplete form must be completed and signed by the instructor in order to receive a grade of 'I'. There is a \$10 fee for changing incomplete grades. The grade of 'I' remains permanently on the record if the work is not completed within the extension period.

## What About Books and Class Assignments?

Books should be picked-up before the first night of class as there is usually an assignment to be completed for the first class meeting.

Corner Book Exchange  
4134 Davie Road Ext.  
Davie, Phone—792-7778

For the Coral Springs classes, textbooks will be available for sale from December 17 through January 11 only, at Nova University/Coral Springs from 2:00 p.m. to 7:00 p.m., Monday through Thursday and 9:00 a.m. to 5:00 p.m. Friday. Other than these dates they will be available at the Corner Book Exchange, 4143 S.W. 4th Ave., Davie. Phone 792-7778.

Class assignments are available at the Registration Office. Ask for your class assignments when you register for your courses.