

Fall 1998

# Going Back May Be the Best Way of Getting Ahead Courses, Seminars, workshops, Conferences [Fall 1998]

Nova Southeastern University

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NOVA SOUTHEASTERN UNIVERSITY  
Office of Continuing Education

# Going Back May Be the Best Way of Getting Ahead

*Courses,  
Seminars,  
Workshops,  
Conferences*

**Fall 1998**

**In such subject areas as:**

Business, Computers, Deafness Education, Dispute Resolution, Education, Executive Development, Family Business, Family Therapy, Finance, Health Professions, Leadership, Legal Assisting, Management, Human Performance Improvements in the Work Place, NSU Forums, Oceanography, OSHA Compliance, Programs for Families and Children, Psychology, Spanish, Speech-Language Pathology, Substance Abuse, Travel Programs for Adults, Wise Woman Groups

**NOVA**  
**SOUTHEASTERN**  
**UNIVERSITY**

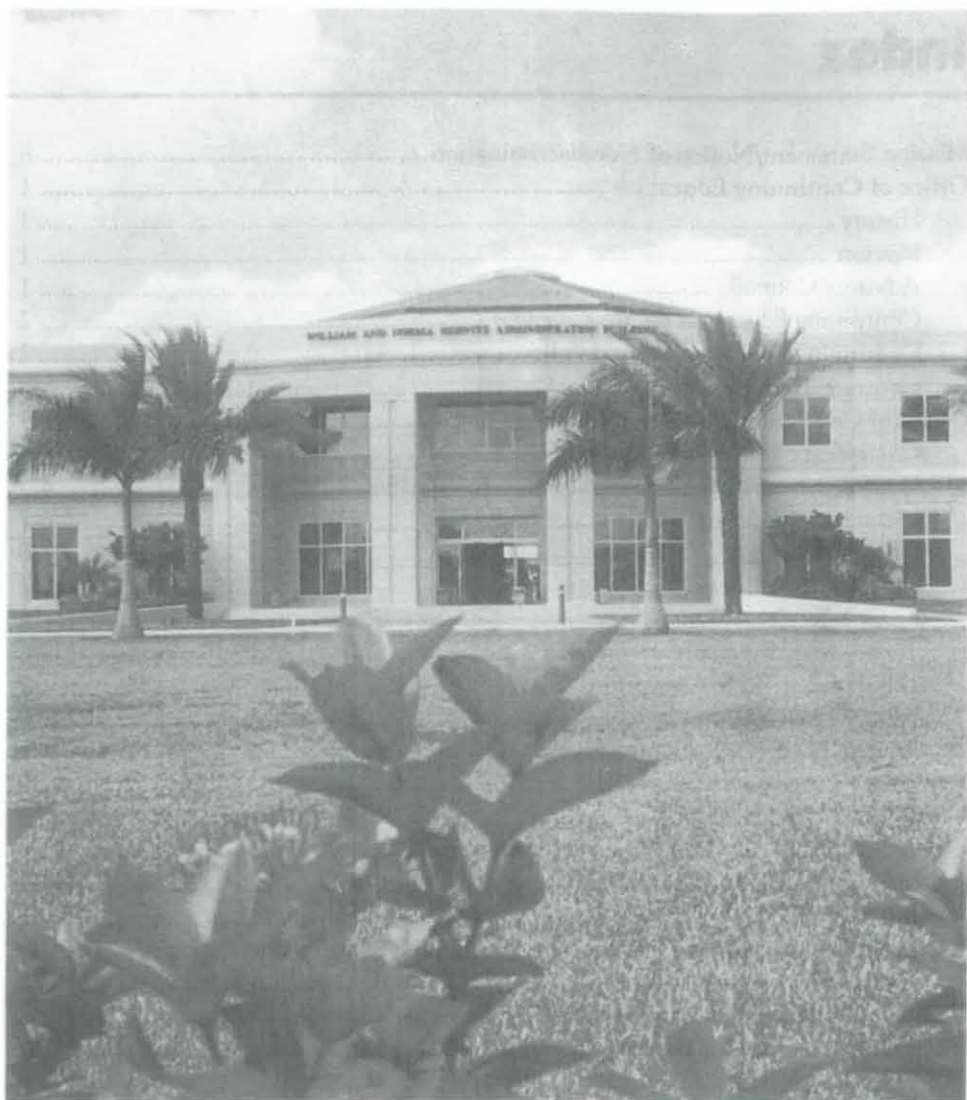
*Fort Lauderdale, Florida*



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## ***Mission Statement of Nova Southeastern University***

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.

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.

# Office of Continuing Education

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## 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 mid-career adults, the University decided to create a complementary office to coordinate *non-credit, 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 **non-degree, non-credit** continuing education programs with mutual cooperation of, and support from, the academic centers and schools of the University. The Office of Continuing Education assists those schools and centers to continue, develop, and expand continuing education courses, seminars, workshops, conferences, and educational travel experiences which are of high quality and 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 several schools and academic centers at the University. Members of the Council for 1998-99 are:

**William Alvarez**, Director, Institute for Executive and Management Education

**Gale Bouchillon**, Director, Institute for Enlightened Aging

**Christopher Burnett**, Assistant Professor, Family Therapy

**Anthony DeNapoli**, Executive Director, FCAE

**Lisa Davis**, Director, Alumni Relations

**Kimberly Durham**, Community Liaison for NSU Clinics

**Marla Frohlinger**, Assistant Vice Chancellor for Student Services and Professional Coordination

**Karen Grosby**, Associate Dean, Center for Psychological Studies

**Bobbie Goldwire**, Associate Executive Director of Development

**Patricia Cicchetti Jason**, Director, Career Development Office, Shepard Broad Law Center

**Paul Joseph**, Professor of Law and Director of International Programs

**Rose Lemos**, Program Representative, School of Computer and Information Sciences

**Jean Lewis**, Director of Admissions, Farquhar Center for Undergraduate Studies

**Wendy Masi**, Associate Dean, the Family and School Center

**Charles Messing**, Associate Professor, Oceanographic Center

**David Millman**, Director, Institute for Retired Professionals

**Morton Morris**, Vice Chancellor for Academic Affairs, Health Professions Division

**Wren Newman**, Coordinator of Speech Language Pathology Services

**Barbara Packer**, Coordinator of Doctoral Studies, LaBonte Institute for Communication Sciences and Disorders

**Madeline Hoag Penna**, Coordinator of Community Service, Farquhar Center for Undergraduate Studies

**Claudia Santin**, Assistant Dean, Global Marketing and Executive Education, SBE

**Martha Smith-Singleton**, Executive Director, Office of Continuing Education and Collaboration, (Chair)

**Susan E. Talpins**, Associate Dean, The Family and School Center, and Executive Director, Baudhuin Oral School



## *Continuing Education Events Calendar*

The Office of Continuing Education maintains a comprehensive and continually updated Continuing Education Events Calendar at its World Wide Web page on the Internet. The calendar listing contains: the event's date(s); title; sponsorship and contact person's phone number and e-mail address. The calendar can be accessed at: <http://www.nova.edu/nsu/ce/> For further information about the calendar, contact: Karen Rockey at (954) 262-8699 or on the Internet at: [rockeyk@nsu.acast.nova.edu](mailto:rockeyk@nsu.acast.nova.edu)

## *Office of Continuing Education Refund Policy*

This refund policy applies **only** to courses, seminars and workshops **offered by the Office of Continuing Education** which meet regularly for several weeks over the course of a term or more. The cancellation/refund policy for the **Office of Continuing Education-sponsored** events which 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 several 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 the participant cancels his/her registration or withdraws before the second session of the activity. 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; (5) other exceptional circumstances to be determined by the executive director.

## 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 or approached recently about contract training have included a consortium of Latin American software companies, an agency of the Broward County government, the Broward County library, the Coral Springs Mall, the Broward Sheriff's Office, and a major Chicago-based national retailer.

### **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, FL 33314-7796  
(954) 262-8699  
Fax (954) 262-3913  
Internet: [singlems@nsu.nova.edu](mailto:singlems@nsu.nova.edu)

## 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 such groups 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 or Deaf Caller"
- "Emergency Medical Services for Hearing Impaired Persons"
- "Law Enforcement Officers and Hearing Impaired Persons"
- "In the Mainstream: Accommodating the Hearing Impaired Student," or the "Hearing Impaired Employee"
- "Health Care Delivery for Deaf and Hard of Hearing Patients"

### **For further information, contact:**

Karen Rockey, Office of Continuing Education  
(954) 262-8699  
Internet: [rockeyk@nsu.nova.edu](mailto:rockeyk@nsu.nova.edu)



# *Human Performance Improvement in the Workplace*

A course 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 Barry University

Co-sponsored 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*

Class will meet at **Nova Southeastern University's** East Campus for **11 Thursday evenings**, September 24 through December 10, 1998. The course includes 10 weeks of class plus an orientation session. Hours will be from 6:00 to 9:00 p.m.

Those successfully completing the course will receive certificates of completion from both the respective university and ASTD and earn **3.3 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 non-training 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. The course includes student presentations, a final exam and course evaluation.

## 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

## Outstanding Instructor

**Robert C. Preziosi**, the facilitator for the Wednesday evening sessions at **Nova Southeastern University**, is a Professor of Management Education at the School of Business and Entrepreneurship at NSU. He has been teaching adults since the 1960s and 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. Bob has worked as a human resources director, line manager, and leadership training administrator. He has been published in various national journals, including *Training and Development*, *National Productivity Review*, *The Teaching Professor*, and *Quality Review*. He has been a consultant to consultants, educator to educators, and a trainer to trainers. He has been called a motivating management educator. Bob has a bachelor's degree in Social Science, 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.

## Registration and Fees

The cost for the 30-hour program is **\$695 for ASTD members and \$725 for non-members**. The fee includes all ASTD text materials and instructor handouts. Registrants will receive confirmation of registration and directions to the classroom.

### To Register:

Phone: Karen Rockey  
(954) 262-8699

Fax: Call Karen Rockey  
(954) 262-8699, ask for registration form and  
fax it to (954) 262-3913

E-mail: rockeyk@nsu.nova.edu

Mail: Call Karen Rockey (954) 262-8699 ask for  
registration form and mail to:  
Nova Southeastern University  
Office of Continuing Education  
3301 College Avenue  
Fort Lauderdale, FL 33314-7796

## LESSONS IN LEADERSHIP: Distinguished Speaker Series

Dr. Ken Blanchard, *In Person - Building Gung Ho Teams:  
How to Turn People Power Into Profits*"

Sponsored by the Office of Continuing Education and  
Collaboration and the School of Business and Entrepreneurship (SBE)

Thursday, November 12, 1998, 9:00 a.m. to 3:00 p.m.  
The Signature Grand, 6900 State Road 84, Davie, FL



**Dr. Ken Blanchard**

This program is based on Dr. Blanchard's new book *Gung Ho!* and is designed to help you shatter the limits to team building in any organization with people power. You can fill your workplace with energy, enthusiasm and commitment - Gung Ho spirit.

Dr. Blanchard's worldwide fame is driven by his unique ability to inspire everyone to catch people doing things right. No matter how much we believe in satisfying people's need for recognition, no one person has time to give enough of it. It's everybody's job and Dr. Blanchard is the best at teaching them how to do it.

His ability to produce new business theory is beyond question, but his greatest strength is his gift for generating grassroots commitment. He makes each participant feel a personal connection - so much so, the National Speakers Association bestowed its highest honor on Dr. Blanchard. With this skill he will bring every person in attendance up close and personal with the idea that, "I - not management - am responsible for taking care of me and for getting things done."

At this event you, your co-workers and business associates will benefit from the wisdom and experience of a world class teacher and motivator whose ability to energize people with a sense of commitment is unparalleled. Dr. Blanchard will make it clear how every employee can and must be a leader.

You and your team can count on learning the following and more:

- How to get everyone around you in a Gung Ho spirit - using three dynamic methods
- How every worker can go beyond goals by "plus-one" thinking
- How to attain and retain long-term customers with recovery strategy
- How to inspire your group to become a high profit team
- How to contribute to a working atmosphere of trust and openness
- How everybody, not just managers, must catch people doing things RIGHT

**Cost:** \$249 to \$299, depending on the number of company team members attending.  
Tickets include all materials, a luncheon, refreshments, and *Gung Ho!*

### **For further information and registration:**

Call toll free 800-873-3451  
E-mail: [teams@wyn.com](mailto:teams@wyn.com) or  
Office of Continuing Education at (954) 262-8699  
E-mail: [rockeyk@nsu.nova.edu](mailto:rockeyk@nsu.nova.edu).

## WORLDWIDE LESSONS IN LEADERSHIP SERIES

**“WORLD CLASS: How to Team Up for Success Wherever You Live and Work”  
Teleconference**

Sponsored by the Office of Continuing Education and Collaboration and the School of Business and Entrepreneurship (SBE)

Wednesday, November 18, 1998, 11:00 a.m. to 5:30 p.m.  
Radisson Mart Plaza Hotel, 777 NW 72 Avenue, Miami, FL 33126

“World class” is indeed a term that one can afford to ignore. It’s no longer just a catch-all phrase for excellence, it’s the standard for everybody—**everywhere**. And, with the world as our classroom, who better to help us celebrate—and perpetuate—world-class performance than:

**DR. STEPHEN COVEY**—The world’s number one author on personal and professional development, whose book, *The Seven Habits of Highly Effective People*, has sold more than 12 million copies in 28 countries. Recognized by *Time* magazine as one of 25 most influential people in America.

**DR. KEN BLANCHARD**—The world’s number one advocate for merging human values with strong business practice. First to have four books on *Business Week’s* Top 15 best-seller list simultaneously (*One Minute Manager*, *Raving Fans*, *Empowerment Takes More Than a Minute*, *Everyone’s a Coach*).

**DR. TOM PETERS**—The world’s number one all-time best selling business author, with books such as *In Search of Excellence* and *The Circle of Innovation*. Described by the Los Angeles *Time* as “the father of the post modern corporation”.

The Worldwide Lessons in Leadership Series will provide solid answers to your most pressing questions. As a global competition mushrooms, change accelerates before our eyes, the need for cooperation and connection by people at all levels is the winning edge.

Manifesting their belief that leadership is only as great as teams are effective, Drs. Covey, Blanchard and Peters will teach you how to team up to achieve bigger results and greater success. You will have the opportunity to expand the benefits of success to the climate of your organization with mutual trust and respect among employees and management, more positive attitudes and superior communication.

In addition to the team presentation of the Big Three you will have the opportunity to interact with Jack Welch, Chairman and CEO of General Electric and Herb Kelleher, Chairman, CEO and President of Southwest Airlines. Moderator for the unique event is Emmy award winner, Linda Ellerbee.

Material covered will include, but certainly not be limited to:

- How to count on hard work as the **only** way to lead by example
- How everyone can build a climate of trust and openness
- How to help everyone around you find their hidden strengths - and put them to work
- How to grow your mental toughness and competence
- How to develop a healthy sense of urgency
- How to see “the big picture” by acting like a business person
- How to learn from—and earn from—past experience
- How to catch your boss “doing things right” and have the boss do the same with you

**Cost:** \$149 to \$199, depending on the number of company team members attending.  
Tickets include all materials, a luncheon, and refreshments.

### For further information and registration:

Call toll free 800-873-3451  
E-mail: [teams@wyn.com](mailto:teams@wyn.com) or  
Office of Continuing Education at (954) 262-8699  
E-mail: [rockeyk@nsu.nova.edu](mailto:rockeyk@nsu.nova.edu)

# Planning, Developing, Implementing and Managing Your OSHA Compliance Program



*Solve the mystery of compliance responsibility;  
reduce the fear of an OSHA inspector's visit*

Thursday October 29 (9:00 a.m. to 4:00 p.m.)  
and Friday, October 30, 1998 (9:00 a.m. to Noon).  
East Campus, Classroom 33  
3100 SW 9th Avenue, Fort Lauderdale, FL 33315-3025

Sponsored by the Nova Southeastern University Office of Continuing Education

This seminar has no prerequisite. While the basic one-day OSHA Compliance Seminar described above which provides an overview would be helpful to attendees, it is not essential for understanding and benefiting from this seminar. This course is intended for those who have operational responsibility for planning and managing an OSHA compliance program in their organization. Part I of the seminar reveals easy to use tools and techniques for analyzing your work site and discovering which action you should take and when you should take it. Find out:

- the risks/hazards your employees are exposed to;
- what OSHA standards apply to your work site;
- how to analyze your workplace for compliance responsibility;
- how to determine your liability for non-compliance;
- what tools are available to make compliance easier.

Part II of the seminar will help you establish yourself as a leader who can combine management commitment and employee participation to produce an effective program. Learn the secrets of stretching your budget and establish contacts for joining a network of compliance professionals. Learn:

- methods for presenting your plan to management;
- techniques to get management's commitment;
- systems to establish a budget;
- procedures for keeping your program updated and ongoing.

## REGISTRATION, FEES, AND CANCELLATION POLICY

*for Planning, Developing, Implementing and Managing Your OSHA Compliance Program*

Use any one of the four ways illustrated on the next page for registering for this course. The fee for the two-day seminar is \$329 per person (\$279 for two or more from the same organization) and includes all materials, lunch on day one and refreshment breaks on both days. The reservation deadline is Thursday, October 8, 1998. The **cancellation** policy for paid registrants is as follows: full refunds will be provided to those who cancel before Thursday, October 15, 1998. No refunds will be authorized for those who fail to attend the seminar. **Space is limited; register early!**

## **HOW TO ATTEND**

### Four Easy Ways to Register

**PHONE** for a registration form  
Karen Rockey at (954) 262-8699 between  
9:00 a.m. and 4:30 p.m., Monday to Friday

**FAX** your registration form 24 hours a day by dialing  
(954) 262-3913

**MAIL** your registration form to  
Karen Rockey  
Office of Continuing Education  
Nova Southeastern University  
3301 College Avenue  
Fort Lauderdale, FL 33314-7796

**INTERNET REGISTRATION** to  
rockeyk@nsu.nova.edu

### **DIRECTIONS**

Call Karen Rockey at (954) 262-8699, fax (954) 262-3913, or Internet:  
rockeyk@nsu.nova.edu

### **These seminars are co-sponsored by CHEMSEARCH**

These OSHA seminars are co-sponsored by Chemsearch, a 77-year-old Fortune 500 company. As the leading manufacturer of specialty maintenance products and safety systems, Chemsearch provides customers with information and expertise to develop safety programs that meet and exceed OSHA standards. With over one million customers worldwide, Chemsearch has the capacity to research OSHA regulations and develop this seminar to help you deal with those laws that affect your business.

### **Meet the Instructor: Mike Huddleston**

Vice President Southeast Division, Chemsearch

Mike Huddleston is the Vice President of Key Accounts and Compliance Services for Chemsearch, a worldwide Fortune 500 company. He has worked with industries, institutions and government for over 25 years, conducting seminars on understanding OSHA essentials as well as employee training on specific OSHA standards. Mr. Huddleston is authorized by the U.S. Department of Labor (OSHA) as a general industry program trainer to certify completion of the 10-hour and 30-hour compliance program.

# OSHA Compliance Seminar

*Avoid Citations from OSHA and Make Your Organization a Safer Place to Work!*

Tuesday, November 10, 1998

9:00 a.m. to 4:00 p.m.

East Campus, Classroom 33

3100 SW 9th Avenue, Fort Lauderdale, FL 33315-3025

Sponsored by the Nova Southeastern University Office of Continuing Education

**FOR WHOM:** This seminar is for your organization's safety officer, maintenance supervisor, or the executive responsible for avoiding costly OSHA citations. The seminar is equally valuable for large, medium size, or small businesses.

If your staff thinks that OSHA is a small town in Wisconsin, or if you are unsure of the OSHA regulations that affect your business, then you should join us for this informative one-day OSHA compliance seminar. We will bring you up to date on the OSHA regulations specific to your industry and how you can structure your business to comply with those regulations. In a one-day session you'll hear from the professionals and learn practical, hands-on tools to make compliance easy and your organization safer!

Presentations will be made on the following topics:

## **Hazard Communication Standard**

Understand the Right-to-Know law, how to create a written hazard communication plan and how to read and understand labels and MSDSs.

## **Lockout/Tagout**

A must if you have energized equipment. You'll see how to survey your facility, train and properly execute lockout, in addition to doing the paperwork.

## **Bloodborne Pathogens**

Focus on the bloodborne requirements that affect your business and how to protect yourself and your employees when accidents happen.

## **Personal Protective Equipment Standard**

Do your employees know about the proper safety gear and how to use it correctly? It's easy when you have the training that's required by OSHA.

## **OSHA Inspections Fundamentals**

What happens in a typical OSHA inspection? Learn important do's and don'ts for managing an inspection and how to properly prepare your employees for an OSHA inspection.

## **Other Topics Include...**

### **Material Handling**

Correct handling and proper storage of chemicals are essential for any company. Don't put your business at risk.

### **Confined Spaces**

A permit required program will be outlined.

## **SPECIAL PREVIEW**

See how MSDS STANDARD software for your computer can store MSDSs, eliminate paperwork and access information instantly.

## **REGISTRATION, FEES, AND CANCELLATION POLICY for OSHA Compliance Seminar**

Use any one of the four ways illustrated on the previous page for registering for this course. The fee for the one-day seminar is \$229 per person (\$179 for two or more from the same organization) and includes all materials, lunch and refreshment breaks. The reservation deadline is Tuesday, October 20, 1998. The **cancellation** policy for paid registrants is as follows: full refunds will be provided to those who cancel before Tuesday, October 27, 1998. No refunds will be authorized for those who fail to attend the seminar. **Space is limited; register early!**

# Skills for the Millennium

## Communication 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 dis-empower 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 *towards* 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: health care provider/patient, service provider/client, colleague/colleague, teacher/student, parent/child, employer/employee, team member/team member, significant other/significant other, and even the relationship with yourself! 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; and
- 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; and
- between-class assignments to reinforce previous learnings and prepare of subsequent sessions.

### Course Schedule:

*all courses are held from 6:00 p.m. to 9:00 p.m.*

September 9, 1998

#### RELATIONAL SKILLS

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

September 16, 1998

#### DELETIONS

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



September 23, 1998 **GENERALIZATIONS**

One of the three universal learning processes that can empower or limit us. 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 choice/s by eliminating every example that does not fit the generalization. Presentation and exercise sets include four questioning formats and responses to recover pertinent information.

September 30, 1998 **DISTORTIONS**

One of the three universal learning processes that can empower or limit us. Distortion helps us exercise our creativity and plan our future; 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.

October 7, 1998 **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 the course.

### **About The Facilitator**

Peggy McGibney, the course facilitator, is the Director of Faculty Development/Assistant Professor for Nova Southeastern University's College of Osteopathic Medicine. She is responsible for training and coaching faculty in the areas of learning and communications styles and strategies; and serves as a resource in the areas of instructional design, implementation, and evaluation; performance improvement; process facilitation; communications and relations; and learning outcomes. Peggy's background and experience include medical education, communications, performance modeling and improvement, quality and service training, health care management, practice management consulting, and allied health education. She holds a B.H.S. in Allied Health Education and Research, an M.S. in Educational Psychology, and an M.S. equivalent in Systems Psychology. Peggy is a certified communications trainer, and has planned, designed, and taught communication and relational skills workshops for the past fourteen years for such professional fields as medicine, dentistry, law, counseling, utilities, engineering, and transportation. In March 1997, Nova Southeastern University's College of Osteopathic Medicine received a commendation from the accreditation committee of the American Osteopathic Association for the interactive design and delivery of the faculty development program for preceptors.

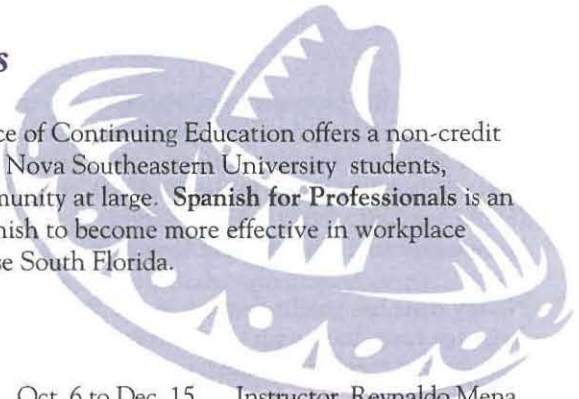
### **Registration and Fees**

The cost for fifteen hours of instruction is \$150.00. This fee includes course materials. Health care providers may be eligible for CME. Please contact Peggy McGibney for additional information at (954) 262-1494 or E-mail [mpeggy@hpd.nova.edu](mailto:mpeggy@hpd.nova.edu)

**For further information and registration details, contact:**

Karen Rockey, Office of Continuing Education  
(954) 262-8699  
Internet: [rockeyk@nsu.nova.edu](mailto:rockeyk@nsu.nova.edu)

# Spanish for Professionals



The Nova Southeastern University Office of Continuing Education offers a non-credit conversational Spanish program open to Nova Southeastern University students, faculty, staff 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

<b>Beginning</b>	Tues, 6:00 to 9:40 p.m.	Oct. 6 to Dec. 15	Instructor, Reynaldo Mena
<b>Intermediate</b>	Wed, 6:00 to 9:40 p.m.	Oct. 7 to Dec. 16	Instructor, Reynaldo Mena
<b>Advanced</b>	Thur, 6:00 to 9:40 p.m.	Oct. 8 to Dec. 17	Instructor, Reynaldo Mena

(No classes will be held the week of November 23, for the Thanksgiving holiday.)

## Program Features

Goals will be set so as to meet individual and group needs — for example: “To converse and understand enough Spanish so as not to feel intimidated in a Spanish-speaking environment,” or, “to be able to attend a professional meeting conducted in Spanish.” Groups will be formed based on participants’ levels of proficiency in Spanish from “zero” on up. The program will use a multimedia approach—audio, video, print, and 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. Field trips are anticipated to participant-selected sites such as restaurants where only Spanish will be spoken or Latin American festivals in South Florida.

## Course Descriptions

### *Beginning Spanish for Professionals*

This is a course for beginners who have had little or no formal introduction to Spanish. The course focuses on communication as students practice speaking, listening, reading, and writing. Participants will be introduced to Spanish-speaking cultural patterns.

### *Intermediate Spanish for Professionals*

This course is a continuation of *Beginning Spanish for Professionals*. Students who successfully completed SPAN 0001 in Spring 1998, who wish to continue, are encouraged to enroll in *Intermediate Spanish for Professionals* in the fall. New students will be admitted to *Intermediate Spanish for Professionals*, if they score sufficiently high on the placement instrument.

### *Advanced Spanish for Professionals*

This course is for students who have had SPAN 0003, or who are at an advanced intermediate level. The prime purpose of this course is to further advance oral communication and conversational skills in Spanish. Instruction will also focus on assisting students to increase their reading comprehension of articles from magazines and newspapers, as well as their ability to do translations. The class will be mainly conducted in Spanish in order to offer students the opportunity to enhance and practice their acquired communication skills.

## *Faculty*

**Gerry Strei**, the program coordinator, is an experienced teacher of native and second language literacy, Spanish as a second language, and multi-cultural education. He has taught in several Latin American countries and for a number of years in the TESOL master's degree program in the Fischler Center for the Advancement of Education (FCAE) at NSU, both in Florida and Panama. He is a curriculum consultant and freelance editor in the teaching of language.

**Nancy Ruiz** has taught Spanish in the Broward Schools for 30 years, and is now a language consultant with the Broward Schools District offices. Nancy returns for her fifth term of teaching Spanish to special groups of FCAE 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 over 20 years experience in coordinating and teaching in foreign language programs for young people and adults. This is Rey's fourth term of teaching for the NSU continuing education program.

## *Orientation and Registration Meeting*

An information, orientation, and registration meeting will be held on Tuesday, September 15, at 6:00 p.m. in the Mailman-Hollywood Building, Room 309, 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 25, 1998. Classes scheduled to start the week of October 6 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 \$300.00. The one hour of lab per week previously required outside of class has been incorporated into the class schedule. Specially-related video materials have been purchased to support this laboratory hour. This has necessitated the introduction of a laboratory fee of \$50 per course. The total cost of the course is \$350.00.

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 25, 1998. Registrants will be required to purchase instructional materials. This information will be announced at the orientation meeting and can also be obtained by calling the Office of Continuing Education.. It is anticipated that the cost of these text materials will be in the \$60.00 to \$70.00 range. Employees of Nova Southeastern University may enroll in the Spanish for Professionals program through the tuition waiver process.

## *Completion Credentials*

Those completing any course satisfactorily will receive a certificate of completion and 3.0 Continuing Education Units (CEUs). The instructor will provide those who complete an evaluation of their level of achievement. College credit will not be awarded.

**For further information and registration details, contact:**

Karen Rockey, Office of Continuing Education  
(954) 262-8699  
Internet: [rockeyk@nsu.nova.edu](mailto:rockeyk@nsu.nova.edu)

## *Travel/Study Programs*

Nova Southeastern University's travel study programs are operated through *TravelLearn*, a network of colleges and universities across North America which 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, *TravelLearn* 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 pre-travel instructions about county background, weather, culture, visa, health and immunization requirements, currency, baggage, clothing, security, mail, dining arrangements, photography tips, and an optional, but recommended, insurance package; and
- the 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. 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) can be obtained by contacting:**


















Karen Rockey, Office of Continuing Education  
(954) 262-8699  
Fax (954) 262-3913  
Internet: [rockeyk@nsu.nova.edu](mailto:rockeyk@nsu.nova.edu)



**WINTER/SPRING/SUMMER 1999**  
**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 allows 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.

 <b>INDONESIA</b> April 14 - 28, August 4 - 18	 <b>GREECE</b> May 13 - 24, June 24 - July 5	 <b>IRELAND</b> April 15 - 29, July 8 - 22
 <b>MOROCCO</b> March 20 - 27, April 17 - May 1	 <b>NOVA SCOTIA</b> July 11 - 25, August 1 - 15	 <b>CHINA</b> April 19 - May 8, July 19 - August 7
 <b>ISRAEL</b> March 15 - 28, June 14 - 27	 <b>ANTARCTIC</b> Jan. 20 - Feb. 2, Feb. 23 - March 8	 <b>TURKEY</b> April 24 - May 8, June 26 - July 10
 <b>EGYPT</b> January 10 - 22, February 7 - 19, March 7 - 19, June 27 - July 9		 <b>SOUTH AFRICA</b> January 15 - February 1, May 14 - 31, July 23 - August 9
 <b>ITALY</b> April 10 - 24, July 10 - 24, August 4 - 18		 <b>KENYA</b> January 18 - February 3, June 14 - 30, July 12 - 28, August 2 - 18
 <b>ALASKA</b> June 14 - 29, June 28 - July 13, July 12 - 27, July 26 - August 10, August 9 - 24		 <b>PERU</b> June 5 - 20, July 17 - August 1
 <b>GALAPAGOS ISLS</b> January 9 - 22, March 13 - 26, July 3 - 16, July 31 - August 13		 <b>COSTA RICA</b> January 8 - 19, February 5 - 16, March 12 - 23, April 16 - 27

**For Complete Itineraries and Prices, Write or Call:**

**NOVA**  
**SOUTHEASTERN**  
**UNIVERSITY**

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](mailto:rockeyk@nsu.acast.nova.edu)



## U.S. Foreign Trade Association and Institute

Through the Office of Continuing Education, Nova Southeastern University is a member of the "U. S. Foreign Trade Association and Institute." Located in Miami, Florida with 3,500 members, more than 25,000 associates, and over 20 offices worldwide, the mission of USFTAI is to *foster the span of global trade through entrepreneurship, the exchange of ideas and values in partnership with international associations, governments, universities, and the business community.*

Nova Southeastern University's membership in USFTAI springs from the following:

- NSU's expanding international programming;
- its interest in attracting international students to campus;
- the benefits that will accrue to the curriculum and perspectives of faculty and students from engaging in international communication and networking;
- the visibility that will come from marketing its programs worldwide through USFTAI newsletters and international trade fairs;
- the possibilities for creating sister relationships with universities worldwide; and
- opportunities for the offering of continuing professional education in workshops and seminars to USFTAI members and associates here in South Florida and around the world.

**Those within the University community seeking information on involvement with USFTAI, should contact:**

Dr. Martha Smith-Singleton, Ed.D.  
Executive Director for Continuing Education and Collaboration  
(954) 262-8699 or via e-mail: [singlems@nsu.nova.edu](mailto:singlems@nsu.nova.edu)

**For general information about USFTAI, contact:**

Marisella Patarino, Executive Director  
U.S. Foreign Trade Association and Institute  
P.O. Box 520595  
Miami, FL 33152  
(305) 460-8085

## 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 non-credit program. It is open to all women of Nova Southeastern University and the South Florida community at large. Wise Woman Groups are built upon 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 Tuesday 6:00 to 7:30 p.m., October 13 to December 15, 1998, at University Park Plaza, 3424 S. University Drive, Davie, FL 33328, second floor conference room.

### Cost and Registration

The cost of this program is \$150.00. 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

Dr. 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 registration and further information contact:**

Karen Rockey, Office of Continuing Education  
(954) 262-8699  
Fax (954) 262-3913  
Internet: [rockeyk@nsu.nova.edu](mailto:rockeyk@nsu.nova.edu)

# Writers' Bloc

## Mission

Writers' Bloc at Nova Southeastern University serves as a resource for information about writers and writing in the Broward, Miami-Dade, and Palm Beach Counties. Our group sponsors readings, lectures, workshops and meetings. We also gather information for dissemination via the World Wide Web. Please see our Web Page: [www.nova.edu/nsu/ce/writers](http://www.nova.edu/nsu/ce/writers). You can also e-mail us at [writers@nsu.nova.edu](mailto:writers@nsu.nova.edu).

## What's In It For Me?

People give the following reasons for participating in Writers' Bloc offerings:

- enjoyment;
- education;
- networking;
- writing enhancement;
- supporting the arts; and
- negotiating the business of writing.

## Fall 1998 Schedule

SEPTEMBER 1998

**Doug Flemmons, Ph.D.**

- NSU marriage and family therapy associate professor
- teaches NSU interdisciplinary graduate writing course
- book May '98 - unique approach to teaching writing

**Hannah Kahn Poetry Foundation/Reading at NSU**

OCTOBER 1998

**Marilyn Campbell - Workshop Series**

- contemporary fiction writer - 16 books published since 1991
- "Concept to Contract: How To Write and Sell Your Novel"
- October 10, 17, and 24 (Saturdays)

NOVEMBER 1998

To Be Announced

DECEMBER 1998

To Be Announced

Specific dates and times to be determined. For additional information, you can contact our web site, e-mail us, or contact Karen Rockey at 262-8699. If you would like to be put on the Writers' Bloc mailing list to receive event announcements, please e-mail your name, address, phone number, and e-mail address to Writers' Bloc at [writers@nsu.nova.edu](mailto:writers@nsu.nova.edu)

Writers' Bloc is sponsored by *Nova Southeastern University's Office of Continuing Education and Collaboration*, 3301 College Avenue, Fort Lauderdale, FL 33314-7796, (954) 262-8699



Nova Southeastern University's WRITERS' BLOC is pleased to offer this fiction-writing workshop series:

## **FROM CONCEPT TO CONTRACT: *How to Write and Sell Your Novel***

### **Course Description**

This series takes the aspiring author through the entire process—from what tools you need to get started to self-promotion after the sale!!!

### **Course Outline**

#### **THE LAUNCH PAD**

Going Pro: Facts, Myths, and Opportunities  
Choosing Your Target Market  
Tools of the Trade  
English 101 and Basic Creative Writing  
Research Tips  
Motivation, Goal Setting, and Time Management

#### **THE COUNTDOWN TO CREATIVITY**

Divine Inspiration  
Brainstorming for Ideas  
Critique Groups

#### **THE BLAST-OFF**

Outlining  
Plotting and Subplotting  
Conflict  
Characterization  
Setting

#### **AVOIDING THE BLACK HOLE OF MEDIOCRITY**

The Hook  
Pacing  
Climax and Resolution  
Specific Genre Tips  
Self-Editing, Re-writing, and Polishing

#### **PREPARING FOR TOUCH DOWN**

Manuscript Mechanics/Formatting  
“Do I Need To Copyright My Work?”  
“Do I Need A Literary Agent?”  
Getting Around the ‘Slush Pile’  
Effective Query Letters and Synopses that Sell

#### **THE LANDING**

Money, Money, Who's Got the Money?  
Self-Promotion Before and After the Sale  
Booksignings  
Making the Bestseller Lists

### **Course Participants:**

This course is for anyone whoever dreamed of writing fiction for a living!

### Course Design:

The course format includes mini-lectures and hands-on exercises designed for specific writing skills acquisition.

### Course Schedule:

Saturday, October 10, 1998

Saturday, October 17, 1998

Saturday, October 24, 1998

### About the Facilitator

Marilyn Campbell, best selling author and speaker, will facilitate this workshop series. Marilyn Campbell's first published work was a humorous contemporary romance released in August, 1991 through a mail-order house. Following the modest debut, however, she contracted for thirteen more titles with five separate publishers, including a prestigious hardcover house. These books span the genres of category, futuristic, and time-travel romances, erotic thrillers, and psychological suspense. She has also written a screenplay that was produced by Goodtimes Home Video.

Marilyn Campbell's outgoing personality has made her a welcome guest on numerous television programs such as ABC's Good Morning San Antonio, and she has appeared on Entertainment Tonight, Current Affair, and Extra. She has been the subject of dozens of feature articles in national and local newspapers and magazines, including cover stories in "Sunshine" and "Romantic Times." Her novels and marketing skills have gleaned numerous awards.

Her books include *See How They Run*, *Pretty Maids in A Row*, *A Dreamspun Christmas*, *Stardust Dreams*, and *A Time For Romance*.

### Registration and Fees

The cost for the workshop series is \$65.00. This fee includes course materials. Specific times are to be determined. For registration and further information, please contact Karen Rockey, Office of Continuing Education. To receive a special flyer for this workshop, please give your name, address, phone number, and e-mail to Karen Rockey, or e-mail Writers' Bloc at [writers@nsu.nova.edu](mailto:writers@nsu.nova.edu).

Writers' Bloc at Nova Southeastern University serves as a resource for information about writers and writing in the Broward, Miami-Dade, and Palm Beach Counties. Our group sponsors readings, lectures, workshops and meetings. We also gather information for dissemination via the World Wide Web. Please see our Web Page: [www.nova.edu/nsu/ce/writers](http://www.nova.edu/nsu/ce/writers).

Writers' Bloc is sponsored by the Office of Continuing Education and Collaboration at Nova Southeastern University

# University Programs

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## The 1998 NSU Forums

Over the last 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, as this annual series of breakfast and luncheon lectures is called,

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

Last year's Forums series included such intriguing speakers as genetic researcher Dr. Ian Wilmut; Pulitzer Prize-winning playwright Edward Albee, political commentator George Stephanopoulos, and undersea explorer Dr. Robert D. Ballard. NSU cordially invites you to attend this year's series, which promises to be equally exciting. Some of this year's confirmed speakers are Tim Russert, James Earl Jones, Mark Fuhrman, and Tippi Hedren.

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

### For further information and reservations, contact:

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

Some of last years speakers included (counterclockwise from top left):  
Dr. Robert D. Ballard, Edward Albee, Henry Winkler, and Dr. Ian Wilmut.



# The School of Business and Entrepreneurship

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In 1998, the School of Business and Entrepreneurship (SBE) is moving into the future with outstanding new faculty and a curriculum that will 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.

Because of its long history of delivering programs in places and at times convenient to the working professional, the field-based network reaches out to each community it serves. As a result, the SBE is sought by many of the world's most prestigious companies to provide management education for their employees. In addition, SBE alumni can be found in upper management positions at top companies such as American Express, Westinghouse Savannah River Company, GTE, SunTrust Bank, West Point Stevens Stores, Inc., and Hyundai Electronics.

The SBE faculty are a rich source of expertise in every area of study. With master's and doctoral programs located in over 40 locations throughout the U.S., Canada, and the world, the faculty bring 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 non-profit sector. As a SBE student, whether you are taking classes in Germany, Jamaica, Seattle, Los Angeles, or at any of the other field-based cluster sites, you will profit immensely from our faculty's real-world experience. The vast consulting our professors do enriches every course they teach.

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 proximal to downtown business, 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. Coming from Asia, Europe, Central and South America, Canada, and within the U.S., professionals travel to the SBE campus in Fort Lauderdale to attend various workshops, institutes, seminars, and customized training programs.

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, a busy executive desiring continuing education units, or a corporation seeking customized programs for your employees, the School of Business and Entrepreneurship offers an unparalleled value for your professional and educational needs.

## **For further information, please contact:**

The School of Business and Entrepreneurship  
Nova Southeastern University  
3100 SW 9th Avenue  
Fort Lauderdale, FL 33315-3025  
(954) 262-5100 or 800-672-7223, Ext. 5100

# *The Institute for Executive and Management Education*

An ever-changing global society and economic system demands that organizational leaders possess a full array of executive and managerial skills to successfully respond to new and changing circumstances. The School of Business and Entrepreneurship's response is the **Institute for Executive and Management Education**

The Institute collaborates with companies and individuals, assisting them to become more competitive in an increasingly competitive global environment. Customized programs are provided to businesses seeking to change and transform the way they do business. Companies are drawn to the Institute's entrepreneurial and market driven prospective and flexibility in terms of location and scheduling. The Foundation Program for the Institute is the Executive Development Program. Additionally, various unique and innovative seminar programs are offered. The Institute draws its clientele from an international marketplace with domestic, global, and international companies participating in its programming.

## *Certificate Programs*

### **EXECUTIVE DEVELOPMENT PROGRAM**

54-hour program designed to enhance managerial and executive techniques and skills. Program curriculum components include Value-driven Management, Organizational Behavior, Human Resource Management, Finance and Accounting, Operations Management, Marketing, and Strategy Management.

**Program Cost:** \$2,450.00  
**Meeting Site:** NSU East Campus, Alumni Hall, Room 106  
3100 SW 9th Avenue  
Fort Lauderdale, Florida

#### **Meeting Dates and Times:**

Saturday	September 26	9:00 a.m. - 4:00 p.m.
Monday	September 28	6:00 p.m. - 9:00 p.m.
Saturday	October 3	9:00 a.m. - 4:00 p.m.
Monday	October 5	6:00 p.m. - 9:00 p.m.
Saturday	October 17	9:00 a.m. - 4:00 p.m.
Monday	October 19	6:00 p.m. - 9:00 p.m.
Saturday	October 24	9:00 a.m. - 4:00 p.m.
Monday	October 26	6:00 p.m. - 9:00 p.m.
Saturday	October 31	9:00 a.m. - 4:00 p.m.
Monday	November 9	6:00 p.m. - 9:00 p.m.
Saturday	November 14	9:00 a.m. - 4:00 p.m.
Saturday	November 21	9:00 a.m. - 4:00 p.m.

## ADVANCED EXECUTIVE DEVELOPMENT PROGRAM

36-hour program designed to strengthen and refine executive techniques and skills. Program curriculum components include Value-driven Management, Organizational Development, Finance and Accounting, Operations Management, Marketing, and Strategy Management.

**Program Cost:** \$1,850.00  
**Meeting Site:** NSU East Campus, Alumni Hall, Room 105  
3100 SW 9th Avenue  
Fort Lauderdale, Florida

### Meeting Dates and Times:

Saturday	September 26	9:00 a.m. - 4:00 p.m.
Monday	September 28	6:00 p.m. - 9:00 p.m.
Saturday	October 3	9:00 a.m. - 4:00 p.m.
Monday	October 5	6:00 p.m. - 9:00 p.m.
Saturday	October 17	9:00 a.m. - 4:00 p.m.
Monday	October 19	6:00 p.m. - 9:00 p.m.
Saturday	October 24	9:00 a.m. - 4:00 p.m.
Saturday	October 31	9:00 a.m. - 4:00 p.m.

## THE CERTIFICATE PROGRAM IN PROFESSIONAL CONSULTANCY— PART ONE

48-hour, weekend program that focuses on principles and applications in establishing and managing a consultant practice. Part Two is scheduled for March, April and May, 1999.

Topics include Management Consulting in Perspective, Consulting in Selected Areas of Management and Managing a Consulting Firm.

**Program Cost:** \$1,975.00  
**Meeting Site:** NSU East Campus, Modular Building  
3100 SW 9th Avenue  
Fort Lauderdale, Florida

### Meeting Dates and Times:

Friday	September 18	8:00 a.m. - 5:00 p.m.
Saturday	September 19	8:00 a.m. - 5:00 p.m.
Friday	October 16	8:00 a.m. - 5:00 p.m.
Saturday	October 17	8:00 a.m. - 5:00 p.m.
Friday	November 20	8:00 a.m. - 5:00 p.m.
Saturday	November 21	8:00 a.m. - 5:00 p.m.

## Workshops and Seminars

### PRESCRIPTION FOR SUCCESS: THE POWER OF SMART STRATEGIES

3-day workshop. Topics include Negotiating, Rewarding in a High Performance Organization, Motivating Superior Performance, How to Measure the New Performance, How to Partner for the New Leadership, The New CEO and the New Generation, Shifting to Real World Messages and Organizational Change for the Unusual and New Culture.

**Workshop Cost:** \$895.00  
**Meeting Site:** NSU East Campus, Alumni Hall Auditorium  
3100 SW 9th Avenue  
Fort Lauderdale, Florida

#### Meeting Dates and Times:

Thursday	November 12	9:00 a.m. - 4:00 p.m.
Friday	November 13	9:00 a.m. - 4:00 p.m.
Saturday	November 14	9:00 a.m. - 4:00 p.m.

### BOOT CAMP FOR EXECUTIVES

2 day Executive Seminar focusing on executive techniques and skills needed for success in the ever-changing global market. Seminar limited to first 20 applicants. *Seminar cost includes lodging, meals, evening event, program materials and mounted Nova South-eastern University certificate.*

**Seminar Cost:** \$2,295.00  
**Meeting Site:** Ocean Reef Club  
Key Largo, Florida

#### Meeting Dates and Times:

Friday	October 2	9:00 a.m. - 4:00 p.m.
Saturday	October 3	9:00 a.m. - 4:00 p.m.
Sunday	October 4	9:00 a.m. - 12:00 noon

### POWER WRITING—PART ONE

1-day workshop designed to develop your writing skills—writing with punch, making it short, sweet, and to the point; liberating your mind, letting your imagination take flight; expanding your thought pattern.

**Workshop Cost:** \$65.00  
**Meeting Site:** NSU Fischler Center for the Advancement of Education  
Technology Auditorium  
1750 NE 167th Street  
North Miami Beach, Florida

#### Meeting Date and Times:

Friday	November 6	9:00 a.m. - 4:00 p.m.
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## Forums

### THE 1998 NATIONAL WOMEN'S FORUM — DISCOVERING CONNECTIVITY

2-day forum for women leaders, managers, administrators and executives in the fields of business, education, and health care. The theme of the forum is "discovering connectivity." Topics include Defining Organizational Goals: Yours, Mine, and Ours; Everything You Do Matters to Someone: navigating the Relational Rapids of Your Organization; Communication in Organizations: Managing the Differences Between What People Say and What People Do; and How Can You Promote Stability and Change in Your Organization. Small breakout sessions will allow participants to network and share common experiences relating to Forum topics. Forum cost includes 2 luncheons; each with keynote speakers.

**Forum Cost:** \$195.00  
**Meeting Site:** NSU Fischler Center for the Advancement of Education  
Technology Auditorium  
1750 NE 167th Street  
North Miami Beach, Florida

#### Meeting Dates and Times:

Friday      October 23      8:30 a.m. - 5:00 p.m.  
Saturday    October 24      8:30 a.m. - 5:00 p.m.

#### For further information, please contact:

Dr. Bill Alvarez, Director  
Ms. Dale Morel, Administrative Assistant  
Institute for Executive and Management Education  
School of Business and Entrepreneurship  
3100 SW 9th Avenue  
Fort Lauderdale, FL 33315  
Telephone (954) 262-5092 or (800) 672-7223, Ext. 5092  
Fax (954) 262-3829  
e-mail: [alvarezb@sbe.nova.edu](mailto:alvarezb@sbe.nova.edu)  
Web site: <http://www.sbe.nova.edu/ieme>





## *Institute for Family Business*

Nova Southeastern University has joined a number of colleges and universities around the country that have established family business institutes. Founded in 1994, the Institute for Family Business at Nova Southeastern University is a non-profit, educational organization dedicated to the growth, health, success and continuation of Family-Owned Businesses.

Families who become members of the Institute meet quarterly to attend the Family Forum Series which consists of half-day meetings presented by nationally known experts on a wide variety of topics important to family business success. Because family businesses are complex organizations in which issues of the family and the business often overlap, forums are designed to address a blend of family/business issues and to provide the entire family with a shared understanding of these issues through involvement in a highly interactive experience.

An important feature of Institute membership and complementary to the Family Forums, Round Table Groups are confidential groups of 10-15 family business members who meet to discuss matters of business and personal interest. Separate Round Table Groups for Seniors, Women, and Next Generation Successors' meet six times a year, either for breakfast or lunch, during months when there is no family forum scheduled. Round Table Groups present an opportunity to seek and give advice and support to help others discover solutions to their problems. The Institute's director, Fredrick Reed, and the Institute's faculty advisor, Dr. Patricia Cole, will serve as facilitators.

The Institute for Family Business operates under the auspices of the School of Business and Entrepreneurship and the School of Social and Systemic Studies at Nova Southeastern University. Nova Southeastern University is the first university in the country to combine two different departments in order to cover both family issues and business issues.

Highlights concerning this fall's Forum Series are as follows:

### *Fall 1998 Forum Series Programs*

**FORUM: September 11, 1998, 8:00 a.m. - 3:00 p.m.**

"Recognizing Life Cycles and Stressors," Robert Brockhaus, Ph.D., and Joyce Brockhaus, Ph.D., The Brockhaus Group, St. Louis, MO

Each of our life stages corresponds to stages in one's work career. The talents, fears, needs, and goals of a teenager, a young adult, and a middle-ager are very different. Therefore, their interest in the family business, and what they need from their involvement there shifts. Bob and Joyce Brockhaus, a husband and wife consulting team, each with decades of experience in providing services to businesses and families in stressful situations, will focus on recognizing life cycles and stressors of the individual, the family, and the business.

**FORUM: November 6, 1998, 8:00 a.m. - 3:00 p.m.**

"From Generation to Generation: Passing on Your Values," Greg Aronoff, Ph.D., Kennesaw State University, Kennesaw, GA

Family businesses typically consider not just "values" -- but "values" -- fundamental outcomes related to satisfactions for business and family that include but supersede wealth creation. Such outcomes include family and business beliefs and behaviors that build strength, cohesiveness and satisfaction for the family and the business. These values are responsible for long-term family and business success. Our November 6 program is a very special opportunity to recognize and articulate the unique values that underlie your family and business success and communicate those values across generations so that your success can continue.

### **For further information, contact:**

Fredrick T. W. Reed, Director  
Institute for Family Business  
School of Business and Entrepreneurship  
3100 SW 9th Avenue  
Fort Lauderdale, FL 33315  
(954) 262-3066  
Internet: rickreed@nsu.nova.edu

# The Institute of Continuing Management Education for Health Care Professionals

The Institute of Continuing Management Education for Health Care Professionals provides programs in managed care, medical business and practice management for continuing education credits to professionals licensed in the health care industry, as well as a certificate for non-licensed professionals. Practical classroom presentation programs are delivered to professionals interested in up-to-date information by local and national leaders in the health care arena from the public and private sectors. These programs are delivered on campus or in a location close to NSU depending upon the enrollment of each program. Two tracks have been established to provide individuals the opportunity to enhance their knowledge while attending the appropriate sessions. Track 1 is geared toward physicians and other health care professionals entering into or working in the managed care arena who desire to learn how to successfully navigate in managed care. Track 2 is designed for experienced physicians and other health care professionals having several years of health care expertise as senior leaders or organizations and having a strong working knowledge within a managed care, acute care, or other health care setting with a desire to develop strong leadership abilities and prepare for planning strategically within the health care system. Both tracks will have 12 months of sessions running once a month and offering four hours of continuing education credits per session from the approved and appropriate licensing Boards.

## Track 1

- T1-S1 Managed Care Industry and Culture
- T1-S2 Managed Care Leadership/Teambuilding
- T1-S3 Network Development
- T1-S4 Health Care Regulation/Accreditation Standards and Policies
- T1-S5 Provider Group Practice Dynamics
- T1-S6 Legal Aspects of Managed Care
- T1-S7 Managing Reimbursement
- T1-S8 Managing Utilization
- T1-S9 Health Care Marketing Strategies
- T1-S10 Managed Care Risk Management
- T1-S11 Quality Management
- T1-S12 Medical Ethics Within a Managed Care Model

## Track 2

- T2-S1 Advanced Risk Contracting
- T2-S2 Health Care Finance Applications
- T2-S3 Managed Care Leadership/Managerial Skills
- T2-S4 Health Care Regulation/Accreditation Standards and Policies
- T2-S5 Medical Information System Development
- T2-S6 Advanced Provider Group Practice Dynamics
- T2-S7 Health Care Marketing/Advertising Costs and Regulation
- T2-S8 Managing Over/Under Utilization and Report Capabilities
- T2-S9 Budgetary Development within an Integrated Model
- T2-S10 Fraud and Abuse of the Health Care System
- T2-S11 Advanced Quality Management
- T2-S12 Legal/Legislative Issues

**For further information on dates, times, and instructors, contact:**

Patty Mendel, M.B.A., Director  
Institute of Continuing Management Education for Health  
Care Professionals  
Nova Southeastern University  
3100 SW 9th Avenue  
Fort Lauderdale, FL 33315-3025  
(954) 262-5147 or 800-672-7223, Ext. 5147



## *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 growth 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 predominate educational program of the Institute is the Certified Financial Planner (CFP) program. The program is registered with the Certified Financial Planner Board of Standards (CFPBS) 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 \$40.00 application fee. A student must successfully complete the six courses and the comprehensive examination in order to receive the certificate. Classes begin January, April, July, and October.

Classes are presently 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:**

Mr. Robert Lovett, CFP  
The SBE Institute for Financial Studies  
School of Business and Entrepreneurship  
3100 SW 9th Avenue  
Fort Lauderdale, FL 33315-3025  
(954) 796-3067 or 800-672-7223, Ext. 5100

# The School of Computer and Information Sciences

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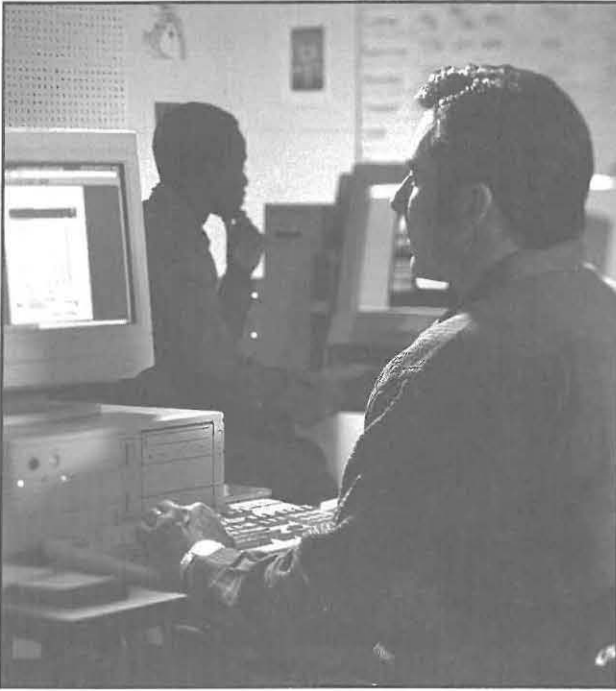
A major force in educational innovation, the School of Computer and Information Sciences (SCIS) is distinguished by its ability to offer both traditional and nontraditional choices in educational programs and formats that enable professionals to pursue advanced degrees without career interruption. SCIS pioneered online graduate education and has been offering online programs and programs with an online component since 1983. Programs are timely, yet provide the student with an enduring foundation for professional growth. The School has over 900 graduate students from across the U.S. and other countries, and has been awarding graduate degrees since 1980.

Master's degree programs are offered in Computer Information Systems, Computing Technology in Education, Computer Science, and Management Information Systems. Each of the programs are available on campus or online (CTE – online only). All programs require a minimum of 36 credits of course work (thesis optional) and may be completed in 18 months. Master's terms start in September, January, April, and July. To earn the degree in 18 months, the student must enroll in two courses per term. Combined master's and doctoral degree programs are available.

The School offers the Ph.D. in Computer Information Systems, Computer Science, Information Systems, and Information Science, and the Ph.D. or Ed.D. in Computing Technology in Education. The Ed.S. degree is offered 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. Doctoral programs require 64 credit hours beyond the master's degree for graduation. The Ed.S. program requires 37 credit hours beyond the master's degree for graduation.

Online activities require use of computer and modem from home or office, or while traveling. Students may participate in online activities or online courses from anywhere in the U.S. or outside the U.S. where Internet access is available. Online interactive learning methods, used throughout the instructional sequence, facilitate frequent interaction with faculty, classmates, and colleagues. Online instruction and interaction include a wide variety of sophisticated techniques such as the real-time electronic classroom, online forums, online submission of assignments for review by faculty, electronic mail, the electronic library, World Wide Web pages to access course material, announcements, etc., and use of the Internet and the World Wide Web for research.





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 non-degree basis.

**For further information, please contact:**

The School of Computer and Information Sciences  
Nova Southeastern University  
3100 SW 9th Avenue  
Fort Lauderdale, FL 33315-3025  
(954) 262-2000 or 800-986-2247, Ext. 2000  
Internet: [scisinfo@scis.nova.edu](mailto:scisinfo@scis.nova.edu)  
Web site: <http://www.scis.nova.edu>

# The Fischler Center for the Advancement of Education

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The Fischler Center is dedicated to the education and continuing support of teachers, administrators, trainers and others working in education and related helping professions. The center 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 Center offers teacher certification courses and master's, educational specialist, and doctoral degree programs using alternative delivery systems adaptable to practitioner's work schedules and locations.

The Center's "practitioner orientation" means that many of its programs require applicants to be employed in the field of the desired educational specialization. The Center is organized into five program units:

**Graduate Teacher Education Program (GTEP)**, with master's degree and certification programs in 16 specializations, an educational specialist (Ed.S.) program, an initial certification program for those from non-education fields who want to teach, and programs in gerontology and youth care administration.

**Programs in Education and Technology**, with a doctoral program in Child and Youth Studies and master's and doctoral programs in Instructional Technology and Distance Education.

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

**National Ed.D. Program for Educational Leaders**, 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. By offering the services of the Program's long standing network of educational leadership resources through a comprehensive system of simulations, exercises, structured experiences, and group processes formulated into a series of seminars and workshops, **Manifest** seeks to establish and support an international community engaged in collaborations for innovation and growth. For further information, contact (954) 262-8579 or 800-986-3223, Ext. 8579, or e-mail: [manifest@fcae.nova.edu](mailto:manifest@fcae.nova.edu).

In addition to the degree-granting programs, the Center actively pursues many other innovative programs that may or may not lead to degrees. These range from certificate programs in educational technology and distance education to partnerships with schools, charter school development and evaluation, leadership development for teachers and principals, distance training techniques for business trainers, professional development for preK and daycare workers, and much more. These programs are constantly evolving and expanding; those who may be interested should call for current information.

## For information on certification or degree programs in the Fischler Center, contact:

The Fischler Center for the Advancement of Education  
Nova Southeastern University  
1750 NE 167th Street  
North Miami Beach, FL 33162-3017  
(954) 262-8500 or 800-986-3223, Ext. 8500  
E-mail: [fcaeinfo@fcae.nova.edu](mailto:fcaeinfo@fcae.nova.edu)  
WWW: <http://www.fcae.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 co-sponsor 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.

**For information about continuing education programs of the Programs in Communication Sciences and Disorders, contact:**

The Programs for Communication Sciences and Disorders  
3301 College Avenue  
Fort Lauderdale, Florida 33314-7796  
(954) 262-7726 or 800-986-3223, Ext. 7726  
Internet: [arango@fcae.nova.edu](mailto:arango@fcae.nova.edu)

***Continuing Education Series September-December 1998:***

*September 14- December 18, 1998*

**Augmentative and Alternative Communication**

Instructor: Carole Zangari, Ph.D.

Contact: Jaime Arango

Phone number: (954) 262-7713

*September 19, 1998*

**The Fluency Workshop**

Instructors: Dr. Eugene Cooper and Crystal Cooper

Contact: Jaime Arango

Phone number: (954) 262-7713

0.6 CEUs

## *Programs on Aging*

### *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 the quality services which often allow elders to remain in the least restrictive setting, usually at home. The certificate in Gerontology is designed to meet the educational needs of professionals already working with older client 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 hours long and is held both evenings and weekends. 39 hours are spent in classroom learning and 9 hours are spent in field observations in community agencies serving the elderly. Successful completion of the course earns you an NSU continuing education 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 9-hours observing community services for the elderly.

For more information, including class start dates and registration fees, call Gale Bouchillon at 954-262-3014 or Judith Bartmann at 954-262-8707.

### *The Winterhostel Program*

What Is Winterhostel ?

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

- Learn about new and fascinating topics of interest at different seminars held each day
- Be entertained by professionals who will delight you with 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 back yard, 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 very 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!

For detailed information about how you can attend Winterhostel in either Broward or Miami-Dade counties, contact Gale Bouchillon at (954) 262-3014 or 800-262-7978.



## *From Age-ing to Sage-ing™*

This multi-part, 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. Ms. Lerner is a certified, licensed Speech-Language-Voice Pathologist and Communication Specialist. She has specialized in working with older adults, and is a Certified Seminar Leader of the Spiritual Eldering Institute in Philadelphia, the sponsor of the Age-ing to Sage-ing™ program. She is a warm, caring individual with a charismatic personality.

Ms. Lerner defines Age-ing to Sage-ing™ as the process of becoming an elder; of reviewing one's life; of coming to terms with mortality; of effecting intergenerational healing; of transmitting one's wisdom learning by life experience; of creating one's legacy; and of being a mentor to others.

Listen to how Ms. Lerner describes this program:

*"The series offer 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 contemplation 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 lifetime

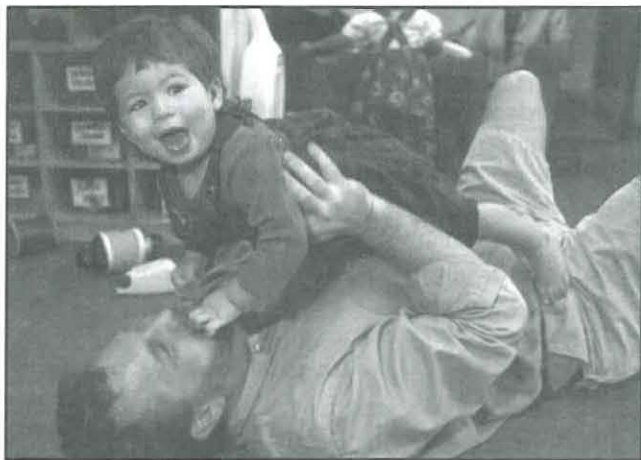
For further information about how you can attend an Age-ing to Sage-ing™ series, contact Gale Bouchillon at (954) 262-3014 or (800) 262-7978.

### ***Other Aging-Related Programs***

- Professional continuing education programs for those working with elder populations
- "How to Work Successfully with Older Clients and Customers": a workshop for the business community
- "Increasing Sensitivity to Elder Issues within a Legal Context": a workshop for attorneys and mediators
- "Women's Finances: Helping Older Women Maintain Independence"
- "Successful Aging: Using Your Physical and Mental Abilities to the Fullest"

**For further information about these and other aging-related programs, contact:**

Gale Bouchillon at (954) 262-3014 or toll free 800-262-7978  
or Judith Bartmann at (954) 262-8087.



## **The Family and School Center**

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### *The Family Center*

The Family 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 which 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, please contact:**

University School  
3301 College Avenue - Sonken Building  
Fort Lauderdale, FL 33314  
(954) 262-4416  
Fax (954) 262-3971

## *The Ralph J. Baudhuin Oral School*

The Ralph J. Baudhuin Oral School provides special environments for children pre-school through eighth 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 1998--Each workshop participant will receive a certificate of attendance for six hours of continuing education per day. Two day workshops are \$95.00. Fees at one day workshops are \$50.00.

September 24-25, 1998	The Baudhuin Model Visual Cuing Systems
October 22-23, 1998	The Baudhuin Model Applied Behavior Analysis
November 12-13, 1998	The Baudhuin Model Communication
December 7, 1998	Family Support

**For further information, please contact:**

The Ralph J. Baudhuin Oral School  
(954) 262-7100  
Fax (954) 262-3936



## *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 non-credit classes and workshops for parents.

### *The Family Center Professional Conferences and Workshops*

**Making Connections with Infants and Toddlers**, hosted by the Center's Professional Development Institute, is an annual spring conference for professionals who work with infants and toddlers. This multi-track conference presents the latest research and information on play, language, and working with special needs children. There are up to 20 contact hours of continuing education available for this conference. Call (954) 262-6900 for more information.

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

The following programs are offered by the Family Center. Call (954) 262-6900 for more information.

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

#### **For further information, please contact:**

The Family and School Center  
3301 College Avenue  
Fort Lauderdale, FL 33314-7796  
(954) 262-6900  
Fax (954) 262-3937



## **Health Professions Division**

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The Health Professions Division of Nova Southeastern University, comprised of the Colleges of Osteopathic Medicine, Pharmacy, Optometry, Allied Health, Medical Sciences, and the College of Dental Medicine—scheduled to admit its charter class in August 1997—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 under-representation 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 6 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 O.T. 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 of 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.PT 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 was launched as part of a dual degree program. Over 100 NSU Health Professions Division students are currently enrolled in the program, as are several West Florida students who are taking part in an innovative M.P.H. distance learning program utilizing interactive Compressed Video.

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*

This college, the newest in the Health Professions Division, was established in 1996 and will offer a four-year, full-time course of study leading to the Doctor of Medical Dentistry (D.M.D.) degree. The College has admitted a charter class of 75 students in August, 1997. The pre-accreditation process with the American Dental Association is currently underway, and a membership application is on file with the Association of American Dental Schools.

Future plans include the development of graduate training programs in specialty disciplines. The dental profession is experiencing an exciting period of change and reform. Educators are calling for a more patient-oriented model of treatment and for closer alignment with medicine, medical education, and other health care disciplines. To meet this pressing challenge, and to address a critical shortage of training programs, the University has assembled an international body of leading dental educators to assist them in the establishment of its new College of Dental Medicine.

The College is currently evaluating community-based training sites and reviewing affiliation proposals from the most highly qualified area providers and institutions, and are developing an on-campus community dental facility to provide our students with an outstanding clinical training experience to complement our innovative classroom curriculum.

## *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 non-science 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.

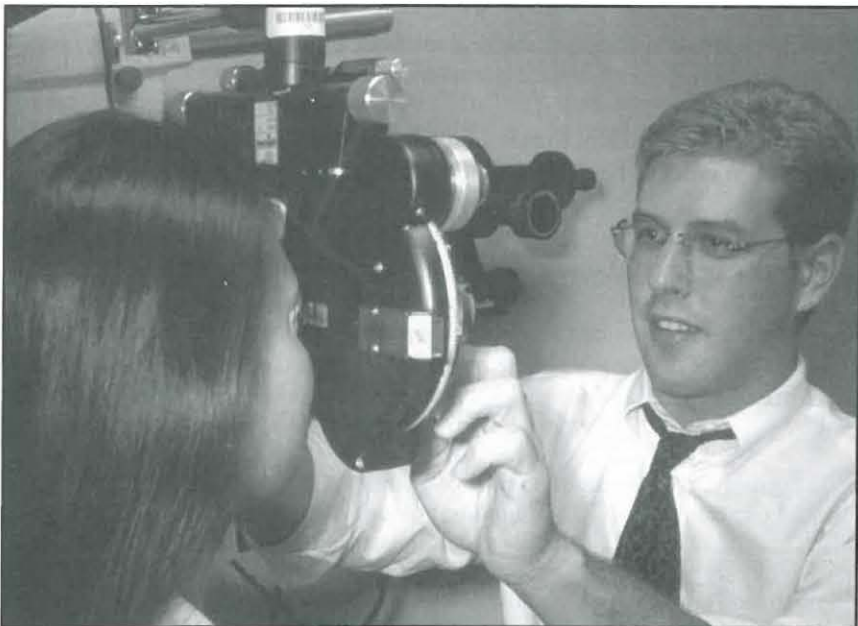
Courses of study are individualized as much as possible to meet the student's stated career goals. Actual course of study is planned by the student and agreed upon by the faculty advisor and the Dean.

## 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 that 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 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. Over 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 (SYFAM) program, which provides primary care-oriented students an educational continuum from medical school through residency training in affiliated medical centers.

## 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 postgraduate Pharm.D. program for bachelor-level pharmacist 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 about the Health Professions Division or any of its programs, contact:**

Nova Southeastern University  
Health Professions Division  
3200 South University Drive  
Fort Lauderdale, FL 33328-2018  
(954) 262-1100 or 800-356-0026, Ext. 1100



# The Oceanographic Center

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The Oceanographic Center carries out innovative basic and applied (externally funded) research and provides high-quality graduate and undergraduate education in a broad range of marine-science and related disciplines. The Center also serves as a community resource for information, research, and education on oceanographic and environmental issues.

The Oceanographic Center is situated on 10 acres of land on the ocean side of Port Everglades. It has a 1-acre boat basin, and its location affords immediate access to the Gulf Stream and the open Atlantic Ocean. A 22-foot vessel is available for coastal research.

## *Degree Programs*

The Center offers three degree programs:

- B.S. with major fields of Life Science, Ocean Science, Science and Business, and Science and the Law are offered in conjunction with the Farquhar Center.
- M.S. with major fields of Marine Biology, Coastal Zone Management, and Marine Environmental Science. This is an evening program, with courses taken for credit or audit (half price).
- Ph.D. in Oceanography.

## *Non-Degree Workshops and Short Courses*

Throughout the year, workshops and short courses are 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.

### SCHEDULE OF AQUACULTURE WORKSHOPS AND SHORT COURSES

**Thursdays, October 2 - December 17, 1998 • Aquaculture Systems (OCMB 6205, CZMT 0810, MEVS 5010)**

12 Week graduate level course on the set up of indoor/outdoor recirculating systems. Focuses on tank aeration, circulation, filtration, heating, management, and harvest. Field trips on the weekends. \$1,216

**September 18, 1998 • Backyard Aquaculture Workshop**

One-day workshop on the cultivation in various aquaculture systems in backyard conditions, consisting of both freshwater marine species. \$40

**Friday, October 9, 1998 • Tilapia Workshop**

One-day workshop on culture of tilapia and hybrids for food production. Focuses on reproduction, stocking, management, feeding, tank culture, and harvest. \$40

The Center also offers other continuing education seminars on a variety of scientific topics.

## *Distance Education*

The Center has three distance education classes which qualify for master's credits. These classes can be taken at any time or place.

**Environmental Futures and Human Choices: The Five Thousand Days (CZMT 0665)** and **Environmental Sustainability: Beyond 5000 Days (CZMT 0663)** deal with an overview of problems associated with a sustainable environment.

The third, **Marine Mammal Management (OCMB-6330)** will be offered for the first time in the Fall of 1998. This course is essentially a demanding interdisciplinary approach to examining the present state of the relationship between marine mammals, people and the environment.

## Research

The Oceanographic Center actively conducts research in the following fields:

- Artificial Reefs and Fisheries
- Coral Reefs
- Physical Oceanography
- Biodiversity
- Molecular Biology
- Invertebrate Zoology
- Coastal Wetlands
- Broward County Marine Turtle Renesting Program
- Aquaculture Research Center - A joint project between the Town of Davie and the Oceanographic Center

## SFOMC

The Oceanographic Center is involved in the South Florida Ocean Measurement Center, a joint effort involving government and educational agencies that includes the following:

- University of South Florida
- Florida Atlantic University
- Harbor Branch Oceanographic Institution, Inc.
- University of Miami: RSMAS
- NOAA: AOML
- Naval Surface Warfare Center
- University of South Florida: Department of Marine Science

A Congressional grant, along with a combination of other federal and state money is being used to construct this exciting new facility which includes an extensive natural in-water laboratory being built with the guidance of the Office of Naval Research (ONR). This comprehensive in-water installation is located off shore in Dania, just south of Fort Lauderdale, Florida in an area with a wide variety of environmental conditions. It also includes living reefs and is located where the continental shelf break is only 3 miles from shore.

## NCRI

The Oceanographic Center is home to the National Coral Reef Institute. The broad purposes of the Institute are to engage in hypothesis-based research-related activities to understand, protect, monitor, and restore coral reefs. NCRI's 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 man-induced events. At the same time, NCRI cooperates with graduate and undergraduate academic programs to provide education and training to marine scientists, engineers, managers, and educators about the diverse problems and issues surrounding coral reef ecosystems.

### **For further information contact:**

Institute of Marine and Coastal Studies  
Nova Southeastern University Oceanographic Center  
8000 North Ocean Drive  
Dania, Florida 33004-3078  
(954) 920-1909  
Fax (954) 921-7764  
E-mail: [imcs@ocean.nova.edu](mailto:imcs@ocean.nova.edu)  
Web Page: <http://www.nova.edu/ocean>

# The Center for Psychological Studies

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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 individuals with a sophisticated understanding of psychological research and of the delivery of the highest quality 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 and an APA-approved internship program. The Center also has a Postdoctoral Institute of Psychoanalysis and Psychotherapy and 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.

## **For further information about CPS degree programs, contact:**

The Center for Psychological Studies  
Nova Southeastern University  
3301 College Avenue  
Fort Lauderdale, FL 33314-7796  
(954) 262-5743 for master's programs  
(954) 262-5700 for doctoral programs

## *Center for Psychological Studies Continuing Education*

The Center for Psychological Studies' Office of Continuing Education serves the psychological and mental health communities with non-degree workshops offered on campus as well as at other locations across the U.S. 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 above the doctoral level."

Continuing Education workshops, scheduled for one and two days, are fast-paced, informative, and practical—usually presented in a lecture format. 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.

## **For further information contact:**

Karen Grosby  
Center for Psychological Studies  
Nova Southeastern University  
3301 College Avenue  
Fort Lauderdale, FL 33314-7796  
(954) 262-5716

# School of Social and Systemic Studies

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The School of Social and Systemic Studies is one of the University's 15 centers and schools, each of which functions as an autonomous unit, and has a specific educational focus. The School of Social and Systemic Studies focuses on teaching, researching, and applying social theories to improve human living. 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 school also offers the Ph.D. for those who plan to supervise, teach, and research family therapy. 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 conflict resolution through the Department of Dispute Resolution. As an alternative to costly and difficult legal disputes, mediation, arbitration, negotiation, collaborative public problem solving, and conciliation have emerged as some of the useful forms of dispute resolution. The Graduate Certificate in Dispute Resolution provides professionals an opportunity to learn the basics of mediation and negotiation skills, while the M.S. and Ph.D. in Dispute Resolution both offer comprehensive education in non-adversarial problem resolution for reflective practitioners. The school also offers consultation and training for business, government, and the community.

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. Using the methodologies of mediation, arbitration, negotiation, and conciliation, the members of the Academy are available to handle all forms of disputes locally, nationally, and internationally. Additionally, the Academy provides training on conflict resolution, both off-site and in its own facilities, for corporations, organizations, and individuals.

The Institute for Conflict Resolution provides Florida Supreme Court approved, 40-hour Family Mediation Certification training programs. Additionally, they present a variety of mediation trainings for corporations, organizations, and individuals, as well as international training in Spanish for Central and South American professionals.

The Institute for the Study of Aging currently provides a wide variety of continuing education programs for or about elders in our society. Ongoing offerings, all designed to focus on a positive, caring attitude toward aging, include Professional Guardianship/Geriatric Care Management training, Winterhostel, and Age-ing to Sage-ing™.

**For further information, please contact:**

The School of Social and Systemic Studies  
Nova Southeastern University  
3100 SW 9th Avenue  
Fort Lauderdale, FL 33315-3025  
(954) 262-3000 or 800-262-7978, Ext. 3000  
E-mail: [ssss@ssss.nova.edu](mailto:ssss@ssss.nova.edu)  
Web site: <http://www.nova.edu/cwis/centers/ssss/>

## *Continuing Education Programs*

### *The Art of Living Healing Breath Workshop*

This 21-hour CEU weekend course is sponsored by the Department of Dispute Resolution. The course offers powerful stress management techniques and practical tools to unfold the full potential of mind, body, and emotions. Participants will learn simple yet profound breathing techniques, gain knowledge about handling the mind and emotions, and learn beginning yoga postures. The Healing Breath Technique, also called Sudarshan Kriya, facilitates the release of deep physical and emotional stresses, promotes deep relaxation, and increases mental clarity and energy levels. The techniques learned can be used daily to quickly restore centeredness when dealing with intense emotions like anxiety, fear, and anger. This course is a prerequisite to the advanced Healing Breath Workshop and is required for all individuals who wish to become facilitators of the Healing Breath Workshop in correctional, educational, and mental health facilities.

**For further information contact:**

Janice Burgoyne  
Department of Dispute Resolution  
(954) 262-3017

### *Institute for Conflict Resolution*

The Institute offers Florida Supreme Court Approved Family Mediation Certification training programs. These 40-hour classes meet the educational requirements for certification in the State of Florida as a Family Mediator. Additionally, training is available for businesses, governmental operations, and community organizations on a variety of issues which focus on conflict resolution.

The Institute for Conflict Resolution also conducts mediation training in Spanish for Central and South American professionals both locally and in their native countries.

**For further information contact:**

Perry Itkin, J.D., M.S. at (954) 262-3055  
or toll free at 800-262-7978, Ext. 3055

# Farquhar Center for Undergraduate Studies

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The James 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 degrees of bachelor of science or bachelor of arts.

**For specific information about admissions, major courses of study, 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  
non-degree 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, 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 about the Teacher Education Program, contact:**

Department of Undergraduate Education  
Farquhar Center for Undergraduate Studies  
Nova Southeastern University  
3301 College Avenue  
Fort Lauderdale, FL 33314-7796  
(954) 262-7900, or 800-338-4723, Ext. 7900

## *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 non-credit 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 (CBAPF)** and designated 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 4.5 Continuing Education Units (CEUs). Courses are designed to meet the needs of working adults and are scheduled on alternating Saturdays and assigned evenings throughout the week.

<b>Course Number</b>	<b>Title</b>
PSYC 3550	Substance Abuse and the Family
PSYC 3600	Criminal Justice and Substance Abuse
PSYC 3570	Psychology/Physiology of Substance Abuse
PSYC 3580	Rehabilitation Strategies in 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:**

Earl Patterson, Ph.D.  
Coordinator, Substance Abuse Specialty Program  
Department of Education and Behavioral Sciences  
Nova Southeastern University  
3301 College Avenue  
Fort Lauderdale, FL 33314-7796  
(954) 262-7921 or 800-338-4723, Ext. 7921



## *Legal Assistant Studies Program*

The Legal Assistant Studies Program is designed to provide academic and practical training for those who wish to pursue this growing career. The program is also recommended for students who are pursuing business, teaching, or other law-related careers, or for those who desire to understand our legal system and enhance their legal knowledge and skills.

The program is approved by the American Bar Association (ABA) and is designed for the working adult by offering classes in the evenings throughout the week on a credit or non-credit basis. For those who wish to attain a bachelor's degree, classes must be taken for credit. For those who are interested in earning a Legal Assistant Certificate, classes can be taken either for credit or non-credit. A student can only take courses for non-credit if he/she has an Associate of Arts or Bachelors degree.

The core courses for the Legal Assistant Studies program, which are three credits each, are:

<b>Course Number</b>	<b>Title</b>
LEGS 1150*	Introduction to Law and the Legal Profession
LEGS 2400*	Business Relations and Organizations
LEGS 3050*	Civil and Criminal Responsibility
LEGS 3100*	Legal Research and Writing I
LEGS 3260*	Real Estate Practice I
LEGS 3300*	Litigation and Procedure I
LEGS 3360*	Wills, Trusts, and Estates I
LEGS 3550*	Family Law
LEGS 4060	Debtor and Creditor Relations
LEGS 4110	Legal Research and Writing II
LEGS 4270	Real Estate Practice II
LEGS 4310	Litigation and Procedure
LEGS 4370	Wills, Trusts, and Estates II
LEGS 4410	Corporate Regulation and Change
LEGS 4510	Special Topics
LEGS 4560	Elder Law

\* Classes that need to be completed in order to be awarded a Legal Assistant Certificate

### **For further information, contact:**

James V. Facciolo, III, J.D.  
Interim Legal Assistant Program Coordinator and  
Visiting Professor  
Department of Behavioral Sciences  
Farquhar Center for Undergraduate Studies  
Nova Southeastern University  
3301 College Avenue  
Fort Lauderdale, FL 33314-7796  
(954) 262-7923 or 800-338-4723, Ext. 7923



## *Institute for Retired Professionals*

The Institute for Retired Professionals was established to provide participants the opportunity for continued intellectual activity in a University setting. Classes are conducted by IRP members, Nova Southeastern University (NSU) staff and faculty members, outside academicians, and other talented, knowledgeable presenters whose offerings are interesting and stimulating. In addition to the varied curriculum, members are offered the privilege of auditing two (2) NSU on-campus undergraduate courses at no charge. Included in the program are a number of study trips to museums and places of interest, for one-day, weekend, or extended visitations, and several enjoyable social functions, as well as concerts, ballet, and theater.

The 1998-99 IRP program marks the 22nd year of our existence. Having started with 27 founding members in 1977, we are projecting over 200 students for this fall at the University Park Plaza, located adjacent to the Health Professions Division on University Drive in Davie.

IRP classes begin in mid-October and continue through April, with a two-week summer session of peer presentations in May. Classes meet 10:00-11:30 a.m. and 12:30-2:00 p.m. Monday, Wednesday, and Thursday, including a noon lunch break. Subjects of classes are dependent upon participant interest. In all instances, members attend only those classes they choose.

Membership dues for 1998-99 are \$275 for the entire year for an individual and \$500 for a couple. New members are also responsible for a one-time-only registration fee of \$25. Guests are invited to observe the program at no charge for two (2) visits yearly.

**For further information and registration contact:**

David Millman  
IRP Director  
(954) 262-8471 or 262-8472

## *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 non-traditional students;
- sponsors a Luncheon/Speaker series open to the public;
- provides limited emergency funds for NSU employees and students; and
- publishes a newsletter informing members about events, programs, and issues relevant to women.

### **For further information about WRI and its programs, contact:**

Suellen Fardelmann, Coordinator  
Women's Resource Institute  
Nova Southeastern University  
3301 College Avenue  
Fort Lauderdale, FL 33314-7796  
(954) 262-8451



*Suellen Fardelmann*





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