1976-1977 Nova College Bulletin

Nova University

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Policies and programs set forth herein become effective July 1, 1976.
Nova College, operated jointly by Nova University and its sister institution, the New York Institute of Technology, is committed to bringing to the Broward County community career-oriented educational opportunities at a reasonable cost. The major purpose of the Nova College program is to develop course content and delivery systems designed to meet the special needs of those candidates who are seeking a quality education, but who cannot participate in a conventional college program.

Our students are colleagues in this endeavor, providing us with continuous feedback that enables us to tailor our program to the needs of the student and the community.
Nova College will strive to increase the opportunities for individuals to continue their education. Utilizing both traditional and innovative formats, we will work toward the solution of problems facing our society.

Alexander Schure
Chancellor, Nova University
It is exciting for Nova University to have the opportunity to join with its sister institution, the New York Institute of Technology, in providing an undergraduate educational opportunity for the citizens of Broward County through Nova College. The resources of the two institutions provide an opportunity for Nova College to be innovative in its approach and to offer outstanding professors with both traditional and practical orientation.

Abraham S. Fischler
President, Nova University
CONTENTS

The Undergraduate Program ............................................. 2
Profile of the College ..................................................... 3
Programs of Study ......................................................... 5
Admission ................................................................. 7
Advanced Standing ......................................................... 7
Guidelines for the Request of Life Experience Evaluation ........... 8
Independent Study .......................................................... 9
Cooperative Work and Internship Experience ......................... 9
Second Bachelor's Degree ............................................... 10
Simultaneous Enrollment at Nova College
   and Another Institution ............................................ 10
Costs ........................................................................... 10
Academic Standards ....................................................... 12
Academic Standing ........................................................ 12
Requirements for Graduation ............................................ 13

Special Program—University for Mature Adults ....................... 14
   —Program in Humanistic Studies 

Curriculum Requirements, Behavioral and Social
   Science Degrees ......................................................... 16

   B.S. Degree in Behavioral Sciences
      Criminal Justice Major .............................................. 18
      Economics Major ...................................................... 20
      Psychology Major ...................................................... 22
      Sociology Major ...................................................... 24

   B.S. Degree in Social Sciences
      Political Sciences Major .......................................... 26

   B.S. Degree in Behavioral Sciences—Social Sciences
      Public and Community Services Major ......................... 28

Curriculum Requirements, Business Administration Degrees .... 30

   B.S. Degree in Business Administration
      Accounting Major .................................................... 32
      Marketing Major ....................................................... 34
      Management Major ................................................... 36
Curriculum Requirements, Communications Degree .......... 41
   B.S. Degree in Communications
      Communications Major .................................. 42

Curriculum Requirements, Education Degrees ............... 44
   B.S. Degree in Education .................................. 46

Curriculum Requirements, Science and Technology ......... 49
   B.S. Degree in Science and Technology
      Mechanical/Industrial Technology Major .............. 50
      Computer Technology Major ............................ 52
      Life Sciences Major ..................................... 54

Description of Courses
   Behavioral Sciences .......................................... 57
   Business Administration ..................................... 58
   Chemistry ....................................................... 62
   Communications ............................................... 62
   Computer Technology ......................................... 64
   Criminal Justice .............................................. 66
   Economics ....................................................... 67
   Education ....................................................... 69
   Elementary Education ........................................ 70
   Humanities ...................................................... 71
   Language and Composition .................................... 73
   Life Sciences ................................................... 74
   Mathematics .................................................... 75
   Physical Sciences ............................................. 76
   Political Science .............................................. 77
   Psychology ....................................................... 78
   Social Science .................................................. 79
   Sociology ......................................................... 81
   Technology ....................................................... 82

Personnel Directory ............................................. 85
Each Trimester comprises two eight week periods. A student normally registers for 4 courses in one Trimester—two for the A period and 2 for the B period.

**TRIMESTER I**

I-A: January 5 thru February 27  
Registration: December 8–19

I-B: March 1 thru April 23  
Registration: February 2–13

VACATION BREAK  
April 26–April 30

**TRIMESTER II**

II-A: May 3 thru June 25  
Registration: April 12–23

II-B: June 28 thru August 20  
Registration: June 7–18

VACATION BREAK  
August 23–August 27

**TRIMESTER III**

III-A: August 30 thru October 22  
Registration: August 9–20

III-B: October 25 thru December 17  
Registration: October 4–15

VACATION BREAK  
December 20–December 31
1977 CALENDAR

TRIMESTER I
Registration: December 6-24, 1976
Term: January 3-April 23, 1977
Vacation Break: April 25-29

TRIMESTER II
Registration: April 4-22
Term: May 2-August 20
Vacation Break: August 22-26

TRIMESTER III
Registration: August 1-19
Term: August 29-December 17
Vacation Break: December 19-January 2, 1978

Please note that courses are taught in an accelerated format according to subject matter in 4, 12 and 16 week cycles. Consult the current term’s schedule for specific information.

NOTE: The Life Science and Mechanical/Industrial Tech. majors have been discontinued effective October, 1976. Only those students enrolled in these majors before October, 1976 will be allowed to complete the courses required for graduation.
THE UNDERGRADUATE PROGRAM

Nova College is an experimental college of Nova University and New York Institute of Technology. It is constantly developing programs to expand the educational opportunities in order to meet the needs of the community.

The Nova College is an independent, nonprofit, coeducational, nonsectarian, racially nondiscriminatory college committed to the extension of career-oriented education through methods of teaching designed for the contemporary student. Curricula are planned to prepare graduates for advancement within their selected career fields.

Far-sighted people today no longer look at formal education as a luxury. They recognize that the discipline and skills acquired through study are a necessity for career advancement and the fulfillment of personal goals. But while there are a good many people who can look back on their good fortune in having been able to go to college as adolescents, there are others who—for a variety of reasons, usually beyond their control—did not have that option available. As adults, however, they are ready for higher education. With their needs in mind, the college has prepared programs offering a chance for adults to earn the college degree of their choice and the benefits that attend it.

The curricula of Nova College are planned to prepare graduates to enter directly into the professional, production, design, and operating ranks of the business, service, and industry sectors of the community. Its educational research is directed toward the development of innovative learning formats, applicable to the modern student.
Evening students, employed during daytime hours, fill the campus from five-thirty to ten-thirty p.m. Among them are men and women working toward undergraduate degrees and business and industry personnel enrolled in individual courses to increase their present career opportunities in specialized fields.

Prior to January, 1976, the undergraduate programs at Nova University were offered by the New York Institute of Technology, a private non-profit institution committed to the extension of career-oriented education through teaching and research with campuses in Manhattan and Old Westbury, Long Island. Since July, 1970, when Nova University joined in an educational consortium with the New York Institute of Technology the affiliation, which draws on the combined faculty, facilities and educational philosophies of both institutions has permitted an interrelationship of learning in broad areas of human interest and endeavor. As part of this consortium, Nova University has taken responsibility for offering the undergraduate program in order to be even more responsive to the local population and their needs.

PROFILE OF THE COLLEGE

Nova College, Main Campus

Nova College is located in the Rosenthal Building on the main campus at 3301 College Avenue, Fort Lauderdale. It is convenient for students in central and south Broward and Dade counties.

Coral Springs Campus

In January, 1976, Nova University established a Coral Springs campus, making it convenient for students in North Broward and Palm Beach counties to participate in its innovative degree programs.

The Coral Springs campus is located at the intersection of University Drive and West Sample Road.
Accreditation

Nova University has been accredited by the Southern Association of Colleges and Schools since 1971. New York Institute of Technology is accredited by the Middle States Association of Colleges and Secondary Schools. The regional accrediting agencies define standards for all institutions of higher learning in the United States and its possessions.

You, The Adult In Education

We recognize that as an adult enrolled in the Nova College program you have the right to expect special treatment in the educational process. The college, accordingly, is prepared to offer the following:

1. **Earned Credit** for advanced standing—(a) previous college courses; (b) college level proficiency examinations, (CLEP, CPEP); (c) life experience in a particular area related to your field as the result of your business training and other educational experiences.

2. **Reduced Cost** because of the accelerated study plan.

3. **Realistic Likelihood of a Degree** despite a heavy load of outside responsibilities and obligations.

4. **Not “Forever”** to attain the goal of a college degree—although requirements are equal to those for regular full-time on-campus students.

5. **Adult** treatment, no routine “processing.”

6. **Personal** relationships with the community faculty. Small class size, not computer anonymity. Faculty who know you by name and who are “as near as your telephone.”

7. **Convenience** of time and place for campus attendance. Seminars are scheduled once a week for eight weeks.

8. **Assignments** definitely not of a routine or stereotype character, but suited to the adult student.

9. **Stimulating**, sophisticated environment. No parrot-type input and feedback, no busy-work, no courses of box-like categories to be learned by rote.
Study can lead to the following degrees:

Bachelor of Science Degree in Behavioral and Social Science with majors in:
- Psychology
- Sociology
- Criminal Justice
- Economics
- Political Science
- Public & Community Services

Bachelor of Science Degree in Business Administration with majors in:
- Management
- Finance
- Accounting
- Marketing

Bachelor of Science Degree in Communications with options in:
- Mass Communications
- Advertising
- Public Relations
- Journalism

Bachelor of Science Degree in Science and Technology with Majors in:
- Mechanical/Industrial Technology
- Computer Science
- Life Science

Bachelor of Science Degree in Education with majors in:
- Elementary Education
- Early Childhood Education
Undergraduate degree courses are organized into three trimesters. Each trimester is divided into an A and B term of eight weeks duration. Thus, there are six eight week terms within the calendar year.

It is, therefore, possible for a student with sufficient leisure time for study to earn between 30 and 42 credits a year and earn a degree in the usual time period required of a full-time student.

A student participates in once-a-week day or evening sessions or weekend seminars for each course during each eight-week term. These are scheduled for three contact hour periods per week. Between campus sessions the student studies independently at his own convenient time and place.

The function of these seminars is to support and guide the student as he or she progresses through a course of study. The point is to forestall or to solve problems, to clarify concepts—in short, to keep students on track as they progress through their studies.

These seminars may be formal, or as informal as roundtable discussions. They can be stimulating and satisfying to all who participate. And, of course, they help the professor assess the progress a class is making and signal any problems or difficulties students may be having.

Adult level textbooks and study guides are assigned. The total resources of the university—its library of books, periodicals, audio and video tapes and microfilm, computer and laboratory facilities and the broad spectrum of its mechanical, electrical and educational technologies reinforce your academic programs.

You as an individual, however, may be as independent as you please and progress without pressure at your own pace.

Community Faculty

All faculty for the Nova College have had previous experience teaching adults in whose education there may have been a lapse of a few years or more. They are fully aware of the difficulties mature students must confront as the result of other commitments in either family responsibilities or employment, and they are sympathetic and understanding.

The Nova College faculty comprises a proven combination of academic professors drawn from the college's full-time roster, and community professors with a background of demonstrated success
in the professional, industrial or managerial community. All are dedicated to the philosophy that modern higher education requires the active participation of both student and teacher—not just the passive learning of lecture and routine note-taking. They conduct their seminar meetings by stimulating interaction between teacher and learner, and among students—utilizing the knowledge and experience contributed by all participants.

**ADMISSION**

Requisite for admission to Nova College is a high school or high school equivalency (GED) diploma.

Applicants without such requisites may consult the director of the program as to the possibility of taking courses and earning credits that may be applied in the future for admission as a matriculated student toward a degree. In most instances, the completion of 24 credits is considered qualification for full matriculation status.

**ADVANCED STANDING**

The college recognizes that there is no point to having students review or repeat course material with which they are already quite familiar as the result of their previous experience or independent study. Consequently, qualified students may obtain academic credit for pertinent skills and self-education previously gained outside the classroom.

Academic credit may be achieved through the following means:

1. **Transfer Credit.** Transfer credit may be granted for prior college study.

2. **College Level Examinations.** The College Level Examination Program (CLEP) are examinations for advanced standing administered by the College Entrance Examination Board. Upon satisfactory completion of these examinations, appropriate credit will be granted for relevant courses. These examinations are offered in a wide variety of college level study areas. A student may register for any for which he feels competent.
CLEP credit may be accepted from another college or university’s official transcript or from transcripts directly from CLEP; however, Nova College will re-distribute credits according to its own requirements.

**CLEP Distribution**

<table>
<thead>
<tr>
<th>CLEP EXAM</th>
<th>REQUIRED PERCENTILE FOR CREDIT</th>
<th>NOVA COLLEGE CREDIT GIVEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Exam—English Composition</td>
<td>45</td>
<td>6</td>
</tr>
<tr>
<td>General Exam—Mathematics</td>
<td>45</td>
<td>6</td>
</tr>
<tr>
<td>General Exam—Natural Sciences</td>
<td>45</td>
<td>6</td>
</tr>
<tr>
<td>General Exam—Social Sciences</td>
<td>45</td>
<td>6</td>
</tr>
<tr>
<td>General Exam—Humanities</td>
<td>45</td>
<td>6</td>
</tr>
</tbody>
</table>

The passing score for subject examinations varies from examination to examination. CLEP CREDIT MAY NOT COUNT TOWARD the 30 credits minimum that a transfer student must take at Nova College.

3. **Life Experience.** Credit may be granted for knowledge gained by the student in the course of his career or life experience. This experience, of course, must be applicable to the objectives of the student’s curriculum and satisfactorily documented and authenticated.

Approval by the evaluations staff will result in the granting of advanced credit toward the student’s college degree.

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**GUIDELINES FOR THE REQUEST OF LIFE EXPERIENCE EVALUATION**

**Who is Eligible?**

A student may submit a portfolio request for life experience evaluation after the completion of 12 credits at Nova College. Credit granted will not be entered on the student’s record until the completion of 24 credits at Nova College.
How to Apply: Portfolio Request

The student submits a course-by-course request for life experience evaluation. The portfolio contains the following information: (a) a coversheet for each request detailing the course number, title, number of credits and an essay relating the student’s experience to the course objectives as defined by a college bulletin; and b) documentary evidence supporting the request. Examples are: course outlines, book lists, transcripts, certificates of completion, licenses, course syllabi, contracts, reports, letters from employers and supervisors, job descriptions, and written analyses of pertinent experiences.

The student must submit the request in triplicate.

The student may only apply for specific courses necessary for completion of a specific curriculum.

INDEPENDENT STUDY

For some of his work, the student can write a contract with a faculty member to do all of the activities for a given course listed in the current term’s schedule. The contract would include the student’s objectives, how the objectives will be met, the specific activities that will be pursued, and how the activities would be evaluated. Such contracts would need approval from the faculty and would become a part of the permanent record. Regular tuition rates apply.

COOPERATIVE WORK AND INTERNSHIP EXPERIENCE

In some majors, the student is able to meet some curriculum requirements by actually working a minimum number of hours in an entry career position for credit. A student may also be able to intern in a community agency for credits with faculty approval. In each case, the student is supervised by a faculty member. Regular tuition rates apply.
SECOND BACHELOR'S DEGREE

A student with a Bachelor's degree from an accredited college may take a second B.S. degree from Nova College by completing a minimum of 30 credits in the new major; however, all credits in the major must be completed.

SIMULTANEOUS ENROLLMENT AT NOVA COLLEGE AND ANOTHER INSTITUTION

If a student takes any courses at another institution while enrolled as a degree seeking student at Nova College, the college will not automatically transfer such courses unless the student has received written approval for the simultaneous enrollment. Such credits will not be considered as part of the 30 credits minimum that a student must take at Nova College. Upon completing a course at another institution, the student must assume responsibility for furnishing Nova College with an official transcript so that the credit may be entered on his record. A grade of 'C' or better is required for credit.

COSTS

There is an initial non-refundable $15 admission fee to the Nova College.

Tuition and Fees

The undergraduate tuition fee is $30.00 per credit. There is a $10 registration fee for each term.

Full tuition is payable at registration unless other arrangements are approved by the administration in advance.

TUITION CHARGES ARE SUBJECT TO CHANGE

Special Fees

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term registration fee</td>
<td>$10.00</td>
</tr>
<tr>
<td>Late registration fee</td>
<td>10.00</td>
</tr>
<tr>
<td>Delayed payment fee</td>
<td>5.00</td>
</tr>
<tr>
<td>Make-up fee (for incomplete grades)</td>
<td>10.00</td>
</tr>
<tr>
<td>Transcript of record</td>
<td>2.00</td>
</tr>
<tr>
<td>Service charge for unpaid check</td>
<td>5.00</td>
</tr>
<tr>
<td>returned for insufficient or uncollected funds</td>
<td>5.00</td>
</tr>
<tr>
<td>Laboratory Fee</td>
<td>35.00</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>30.00</td>
</tr>
</tbody>
</table>
Refunds and Withdrawals

Students who wish to withdraw from a course must submit a written letter of withdrawal. Withdrawal, however, does not constitute an acceptable reason for automatic refund.

Requests for refunds must be made in writing and directed to the director, of the appropriate campus.

Refunds will be based on the postmark date of written notification and not on the last date of attendance. In the event of a refund, the schedule of refunds, except nonrefundable application and college fees, is as follows:

For 75% refund: withdrawal in writing until seven days after the first class meeting.

For 50% refund: withdrawal in writing until 14 days after the first class meeting.

No refund beyond 14 days after the first class meeting.

Completion of Payments

All students must conform to the rules of the Comptroller’s Office, and will not be admitted to classes until proper payment has been made.

Registrations are validated when all fees have been paid and no outstanding indebtedness to the college exists. Students are not admitted to class without a validated registration.

Students experiencing temporary financial difficulty or with demonstrated need are invited to seek counsel with the Office of Financial Aid.

VA and Other Financial Benefits

Students who may be eligible for Veterans Administration benefits are invited to consult the VA counselor at Nova University. Students who may be eligible for loans, scholarships or other financial assistance may contact Nova University’s Financial Aid Office.
ACADEMIC STANDARDS

A student receives one of the following grades for each course taken during the semester:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>W</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>0</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

ACADEMIC STANDING

At the conclusion of each trimester, two averages are computed for each student, to indicate the general level of his academic standing. The first is called the Quality Point Average (QPA), which indicates the scholarship level for the trimester. The second is called the Cumulative Quality Point Average (CQPA), which indicates the scholarship level for all work taken at the college.

The QPA is computed by adding all the quality points earned for the trimester and then dividing by the number of credits for those courses where the grades of A, B, C, D, or F were received.

The CQPA, computed in a similar manner, represents all the quality points earned during all the terms the student has attended the Nova College, divided by the number of credits for those courses where the grades of A, B, C, D, or F were received.

In those cases where a student has failed a course and subsequently has retaken and passed it, only the passing grade shall be used but the F shall remain on the record as a matter of information.

Honors List

A matriculated student who has attained a Quality Point Average of 3.20 in any trimester with 12 completed credits is placed on the Honors List. The Honors List is published at the end of each trimester and honors are recorded on the student’s transcript.
Attendance

A student is expected to attend each class seminar, in order that he may obtain the educational opportunity which each meeting affords. If a student absents himself from any test, the instructor may grant or deny an opportunity to make up the work which was missed. In the event of a student's absence from a test the instructor shall be the sole judge of the validity of the student's excuse. The privilege of taking a make-up examination is not extended beyond one term from the original date of examination.

REQUIREMENTS FOR GRADUATION

All degree candidates must meet the following academic standards before graduation:

1. Satisfactorily complete a specific major and degree program, as verified by the faculty in the student’s major.

2. Achieve a minimum Cumulative Quality Point Average of 2.00.

3. Fulfill senior year requirements in residence (30 credit hours).

4. Submit a graduation form and $30.00 graduation fee prior to registration for the last term.

In addition, each degree candidate must have cleared all obligations to the college, as certified by the Bursar.

Degrees with Distinction

A graduating student who has attained a cumulative academic point average of at least 3.70 receives his baccalaureate degree summa cum laude; at least 3.50, magna cum laude; and at least 3.20, cum laude. The student must complete fifty percent of his course work at Nova College.*

These distinctions, when conferred at Commencement, will be noted on the student's diploma as well as on his permanent record and will be indicated in the official list of the degree candidates.

*For students who complete less than 50% of the course requirements, an analysis would be made of the QPA and the transfer grades. A decision on honors would be finalized from this analysis.
Nova University is embarking on a completely new program directed towards the mature adults. Adult education has long been a tradition of public education both at the secondary and college level. However, Nova University has attempted to develop a program for those who are in the retirement or semi-retirement state. In an effort to serve the educational needs of the community of Broward County, which has approximately 250,000 people above the age of sixty, this program has been developed.

A unique aspect of the University for Mature Adults is that the program will be delivered to where the people are living. It is planned to develop programs in condominiums or developments where there is a high concentration of retirees. The program is predicated on the following principles:

... The potential for learning never stops.
... Most older people are active, healthy and experienced people who are capable of self-determination.
... Learning can be an exciting and satisfying experience.
... New skills can be acquired at any age and developed to a high level of performance.
... Every person possesses the ability to create, but too often it is never given a chance to surface.
... In order for a person to maintain health and happiness in retirement, he must in some way continue to be a contributing member of society.
... An educational program for older people must be centered around their personal concerns and the issues confronting society.
... A university has a responsibility to extend its programs to elders and through its programs create new roles and options for the later years.

The program is avocational rather than vocational. Instead of the traditional types of academic courses found in most institutions of higher learning, the program will consist of lecture series and courses of interest to the mature adult.

For further information, contact directly the Director of the University for Mature Adults program, Nova University.
CURRICULUM REQUIREMENTS
BEHAVIORAL SCIENCES
AND
SOCIAL SCIENCES
The behavioral and social sciences degrees offer several majors and options for the mature student who wishes to personalize his education.

Option 1: Academic majors in Psychology, Sociology, Economics, and Political Science exist for those who wish a strong academic base for graduate study or need a general degree in order to prepare for a wide range of career specialties.

Option 2: Career related majors are offered in Criminal Justice, and Public and Community Services, for those who may already be in-service paraprofessionals. This specialty also offers the opportunity to prepare for admission to professional graduate degree programs in the career field of the individual student.

The Criminal Justice major offers the law enforcement practitioner to further his education in the areas of police work, courts, corrections, probation and parole, and administration.

The Public and Community Services major offers similar opportunities to those paraprofessionals involved in a wide range of social and community services such as child welfare; individual and group counseling services; geriatrics, community relations; family planning and assistance; public assistance; drug counseling and prevention; employment and career counseling; psychological technology; educational assistance; medical, social and psychological services; municipal and county administration; public services; urban planning; environmental technicians; and information services.

Option 3: This combines one of the above major specialties with the opportunity for qualified college seniors to accelerate through spending their senior year co-enrolled in a graduate or professional degree program at the university. This opportunity is not available to all students and in all career fields and does need administrative approval prior to the completion of 90 undergraduate credits.
B.S. Degree in Behavioral Sciences
Criminal Justice Major

**Major Core Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BES 2402-2403</td>
<td>Introduction to the Behavioral Sciences</td>
<td>6</td>
</tr>
<tr>
<td>BES 2430</td>
<td>Statistics and Evaluation for Behavioral Sciences</td>
<td>3</td>
</tr>
<tr>
<td>BES 2470</td>
<td>Research Methods in the Behavioral and Social Sciences</td>
<td>3</td>
</tr>
<tr>
<td>SOC 2473</td>
<td>Juvenile Delinquency</td>
<td>3</td>
</tr>
<tr>
<td>SOC 2477</td>
<td>Criminology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Sub-total Major** 18

**Additional Major Requirements**

Select a total of 27 credits from other CRJ or BES Courses including a minimum of 18 credits from CRJ

**Total Major** 45
General Distribution Requirements

Proficiency in composition skills must be demonstrated by all students at the time of enrollment. If the student does not demonstrate this competence through our testing program or CLEP exam, he must enroll in LAN 1310 or LAN 1320 which will be used as elective credit.

Select 45 credits of general distribution. Selections must represent a minimum of 9 credits in each of the following areas:

Behavioral Sciences (BES, CRJ, PSY, SOC)
Business (BUS)
Humanities (COM, HUM)
Science & Technology (CHM, CPT, LSC, MAT, PHY, TEC)
Social Sciences (ECO, POL, SSI)

| Total General | 45 |

Electives

Electives must be taken outside of the major area (No CRJ or BES)

| Total Electives | 30 |

Total Degree Credits

| 120 |
## B.S. Degree in Social Sciences—Economics Major

### Major Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 2010-2020</td>
<td>Principles of Economics I &amp; II</td>
<td>6</td>
</tr>
<tr>
<td>BES 2430</td>
<td>Statistics for the Behavioral Sciences</td>
<td>3</td>
</tr>
<tr>
<td>SSI 2670</td>
<td>Research Methods in the Behavioral and Social Sciences</td>
<td>3</td>
</tr>
</tbody>
</table>

Sub-total Major 12

### Additional Major Requirements

Select a total of 33 credits from other ECO and SSI courses including a minimum of 18 credits from ECO.

Total Major 45
General Distribution Requirements

Proficiency in composition skills must be demonstrated by all students at the time of enrollment. If the student does not demonstrate this competence through our testing program or CLEP exam, he must enroll in LAN 1310 or LAN 1320 which will be used as elective credit.

Select 45 credits of general distribution. Selections must represent a minimum of 9 credits in each of the following areas:

<table>
<thead>
<tr>
<th>Area</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Behavioral Sciences (BES, CRJ, PSY, SOC)</td>
<td></td>
</tr>
<tr>
<td>Business (BUS)</td>
<td></td>
</tr>
<tr>
<td>Humanities (COM, HUM)</td>
<td></td>
</tr>
<tr>
<td>Science &amp; Technology (CHM, CPT, LSC, MAT, PHY, TEC)</td>
<td></td>
</tr>
<tr>
<td>Social Sciences (ECO, POL, SSI)</td>
<td></td>
</tr>
<tr>
<td><strong>Total General</strong></td>
<td>45</td>
</tr>
</tbody>
</table>

Electives

Electives must be taken outside of the major area (No ECO or SSI)

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Electives</strong></td>
<td>30</td>
</tr>
</tbody>
</table>

Total Degree Credits

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Degree Credits</strong></td>
<td>120</td>
</tr>
</tbody>
</table>

21
B.S. Degree in Social Sciences
Political Sciences Major

<table>
<thead>
<tr>
<th>Major Core Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>POL 2700 American Government and Politics</td>
<td>3</td>
</tr>
<tr>
<td>POL 2724 Politics and Society</td>
<td>3</td>
</tr>
<tr>
<td>BES 2430 Statistics and Evaluation for the Behavioral Sciences</td>
<td>3</td>
</tr>
<tr>
<td>SSI 2670 Research Methods in Behavioral and Social Sciences</td>
<td>3</td>
</tr>
<tr>
<td><strong>Sub-total</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

**Additional Major Requirements**

Select a total of 33 credits from other POL or SSI courses including a minimum of 18 credits from POL.

| Total Major                  | 45      |
General Distribution Requirements

Proficiency in composition skills must be demonstrated by all students at the time of enrollment. If the student does not demonstrate this competence through our testing program or CLEP exam, he must enroll in LAN 1310 or LAN 1320 which will be used as elective credit.

Select 45 credits of general distribution. Selections must represent a minimum of 9 credits in each of the following areas:

Behavioral Sciences (BES, CRJ, PSY, SOC)
Business (BUS)
Humanities (COM, HUM)
Science & Technology (CHM, CPT, LSC, MAT, PHY, TEC)
Social Sciences (ECO, POL, SSI)

Total General 45

Electives
Electives must be taken outside of the major area (No POL or SSI)

Total Electives 30

Total Degree Credits 120
B.S. Degree in Behavioral Sciences
Psychology Major

<table>
<thead>
<tr>
<th>Major Core Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BES 2402–2403 Intro to the Behavioral Sciences</td>
<td>6</td>
</tr>
<tr>
<td>BES 2430 Statistics and Evaluation for Behavioral Sciences</td>
<td>3</td>
</tr>
<tr>
<td>BES 2470 Research Methods in the Behavioral and Social Sciences</td>
<td>3</td>
</tr>
<tr>
<td>Sub-total Major</td>
<td>12</td>
</tr>
</tbody>
</table>

Additional Major Requirements
Select a total of 33 credits from other PSY and BES Courses
including a minimum of 18 credits from PSY.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Major</td>
<td>45</td>
</tr>
</tbody>
</table>
General Distribution Requirements

Proficiency in composition skills must be demonstrated by all students at the time of enrollment. If the student does not demonstrate this competence through our testing program or CLEP exam, he must enroll in LAN 1310 or LAN 1320 which will be used as elective credit.

Select 45 credits of general distribution. Selections must represent a minimum of 9 credits in each of the following areas:

Behavioral Sciences (BES, CRJ, PSY, SOC)
Business (BUS)
Humanities (COM, HUM)
Science & Technology (CHM, CPT, LSC, MAT, PHY, TEC)
Social Sciences (ECO, POL., SSI)

| Total General | 45 |

**Electives**

Electives must be taken outside of the major area
(No PSY or BES)

| Total Electives | 30 |

**Total Degree Credits**

| 120 |
## B.S. Degree in Behavioral Sciences—Social Sciences Public and Community Services Major

<table>
<thead>
<tr>
<th>Major Core Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BES 2402–2403 Intro to the Behavioral Sciences</td>
<td>6</td>
</tr>
<tr>
<td>BES 2430 Statistics &amp; Evaluation for Behavioral Sciences</td>
<td>3</td>
</tr>
<tr>
<td>BES 2470 Research Methods in the Behavioral and Social Sciences</td>
<td>3</td>
</tr>
<tr>
<td>SOC 2494 Intro. to Community Service Systems</td>
<td>3</td>
</tr>
<tr>
<td>BES 2450 Human Resource Development</td>
<td>3</td>
</tr>
</tbody>
</table>

**Sub-total Major** 18

### Additional Major Requirements

Select a total of 27 credits from other, SSI, POL, ECO, BES, PSY, SOC, or CRJ courses with a minimum of 15 credits in one area to meet individual career and lifestyle needs.

**Total Major** 45
General Distribution Requirements

Proficiency in composition skills must be demonstrated by all students at the time of enrollment. If the student does not demonstrate this competence through our testing program or CLEP exam, he must enroll in LAN 1310 or LAN 1320 which will be used as elective credit.

Select 45 credits of general distribution. Selections must represent a minimum of 9 credits in each of the following areas:

Behavioral Sciences (BES, CRJ, PSY, SOC)
Business (BUS)
Humanities (COM, HUM)
Science & Technology (CHM, CPT, LSC, MAT, PHY, TEC)
Social Sciences (ECO, POL, SSI)

Electives

Electives must be taken outside of the major area (No BES or SSI)

Total Degree Credits

<table>
<thead>
<tr>
<th>Total General</th>
<th>45</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Electives</td>
<td>30</td>
</tr>
<tr>
<td>Total Degree Credits</td>
<td>120</td>
</tr>
</tbody>
</table>
## B.S. Degree in Behavioral Sciences
### Sociology Major

### Major Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BES 2402-2403</td>
<td>Intro to the Behavioral Sciences</td>
<td>6</td>
</tr>
<tr>
<td>BES 2430</td>
<td>Statistics and Evaluation for Behavioral Sciences</td>
<td>3</td>
</tr>
<tr>
<td>BES 2470</td>
<td>Research Methods in the Behavioral and Social Sciences</td>
<td>3</td>
</tr>
</tbody>
</table>

**Sub-total Major**: 12

### Additional Major Requirements

Select a total of 33 credits from other SOC or BES courses including a minimum of 18 credits from SOC.

**Total Major**: 45
General Distribution Requirements

Proficiency in composition skills must be demonstrated by all students at the time of enrollment. If the student does not demonstrate this competence through our testing program or CLEP exam, he must enroll in LAN 1310 or LAN 1320 which will be used as elective credit.

Select 45 credits of general distribution. Selections must represent a minimum of 9 credits in each of the following areas:

- Behavioral Sciences (BES, CRJ, PSY, SOC)
- Business (BUS)
- Humanities (COM, HUM)
- Science & Technology (CHM, CPT, LSC, MAT, PHY, TEC)
- Social Sciences (ECO, POL, SSI)

<table>
<thead>
<tr>
<th>Total General</th>
<th>45</th>
</tr>
</thead>
</table>

Electives

Electives must be taken outside of the major area
(No SOC or BES)

<table>
<thead>
<tr>
<th>Total Electives</th>
<th>30</th>
</tr>
</thead>
</table>

Total Degree Credits

| 120 |
The business administration degrees offer several majors and options for the mature student who wishes to personalize his education.

Option 1: Academic majors in Business Administration exist for those students who wish a strong academic base for graduate study or need a general degree in order to prepare for a wide range of career specialties.

Option 2: Career related majors are offered in Accounting, Finance, Management, and Marketing for those who may already be in service paraprofessionals. This specialty also offers the opportunity to prepare for admission to professional graduate programs in the career field of the individual student.

Certified Public Accountant
Holders of a B.S. degree with a major in Accounting whose studies fulfill the requirements of the Florida State Board of Accounting are admitted to the Group 1 subjects of the CPA examination. Information on admission to CPA examinations in other states may be obtained from local state education departments.

Law
Holders of a B.S. degree are eligible for admission to recognized law schools. Information on entrance requirements should be obtained from the individual law schools.

Other Specialties
The career related majors also prepare students for opportunities in a wide range of management, marketing, finance, sales, advertising, personnel management, collective bargaining, and banking.

Option 3: This combines one of the above major specialties with the opportunity for qualified seniors to accelerate through spending their senior year co-enrolled in a graduate or professional degree program at the university. This opportunity is not available to all students and in all career fields and does need administrative approval prior to the completion of 90 undergraduate credits.
### Major Core Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 3019</td>
<td>Quantitative Methods in Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 3803</td>
<td>Quantitative Applications in Making Managerial Decisions</td>
<td>3</td>
</tr>
<tr>
<td>BUS 3400</td>
<td>Introduction to Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 3511</td>
<td>Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 3521</td>
<td>Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 3630</td>
<td>Corporation Finance</td>
<td>3</td>
</tr>
<tr>
<td>BUS 3900</td>
<td>Business Organization and Administration</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2010</td>
<td>Principles of Economics I</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2020</td>
<td>Principles of Economics II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 3909</td>
<td>Business Policy Seminar</td>
<td>3</td>
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</table>

**Sub-total Major** 30

### Additional Major Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 3502</td>
<td>Financial Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 3503</td>
<td>Financial Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 3504</td>
<td>Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUS 3505</td>
<td>Cost Analysis</td>
<td>3</td>
</tr>
<tr>
<td>BUS 3506</td>
<td>Federal Taxation</td>
<td>3</td>
</tr>
<tr>
<td>BUS 3507</td>
<td>Advanced Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUS 3508</td>
<td>Auditing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 3533</td>
<td>Business Law III</td>
<td>3</td>
</tr>
</tbody>
</table>

**Sub-total Major** 24

**Total Major** 54
General Distribution Requirements

Proficiency in composition skills must be demonstrated by all students at the time of enrollment. If the student does not demonstrate this competence through our own testing program or CLEP exam, he must enroll in LAN 1310 and LAN 1320 which will be used as elective credit.

Select 45 credits of general distribution.

Behavioral Sciences (BES, CRJ, PSY, SOC) 9
Business: BUS 3801 Intro. to EDP 3
BUS 3531 Business Law I 3
BUS 3532 Business Law II 3
Humanities (COM, HUM) 9
Science & Technology: MAT 3011 College Algebra 3
6 other credits from CHM, CPT, LSC, MAT, PHY, TEC 6
Social Sciences (ECO, POL, SSI) 9

Total General 45

Electives

Electives must be taken outside the major area.
(No Accounting Courses)

Total Electives 21

Total Degree Credits 120
B.S. Degree in Business Administration
Marketing Major

<table>
<thead>
<tr>
<th>Major Core Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 3019</td>
<td></td>
</tr>
<tr>
<td>BUS 3803</td>
<td></td>
</tr>
<tr>
<td>BUS 3400</td>
<td></td>
</tr>
<tr>
<td>BUS 3511</td>
<td></td>
</tr>
<tr>
<td>BUS 3521</td>
<td></td>
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<tr>
<td>BUS 3630</td>
<td></td>
</tr>
<tr>
<td>BUS 3900</td>
<td></td>
</tr>
<tr>
<td>ECO 2010</td>
<td></td>
</tr>
<tr>
<td>ECO 2020</td>
<td></td>
</tr>
<tr>
<td>BUS 3909</td>
<td></td>
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<td></td>
<td>Total Major 30</td>
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</table>

<table>
<thead>
<tr>
<th>Additional Major Requirements</th>
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</tr>
</thead>
<tbody>
<tr>
<td>BUS 3401</td>
<td></td>
</tr>
<tr>
<td>BUS 3403</td>
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<td>BUS 3404</td>
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<td>BUS 3406</td>
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</tr>
<tr>
<td>BUS 3409</td>
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<tr>
<td>COM 5531</td>
<td></td>
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<tr>
<td></td>
<td>Sub-total Major 21</td>
</tr>
<tr>
<td>Total Major</td>
<td>51</td>
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</tbody>
</table>
General Distribution Requirements

Proficiency in composition skills must be demonstrated by all students at the time of enrollment. If the student does not demonstrate this competency through our own testing program or CLEP Exam, he must enroll in LAN 1310 and LAN 1320 which will be used as elective credit.

Select 45 credits of general distribution.

Behavioral Sciences (BES, CRJ, PSY, SOC) 9
Business:  
BUS 3801 Intro. to EdP 3
BUS 3531 Business Law I 3
BUS 3532 Business Law II 3
Humanities (COM, HUM) 9
Science and Technology:  
MAT 3011 College Algebra, and 3
6 other credits from CHM, CPT, LSC, MAT, PHY, TEC 6
Social Sciences (ECO, POL, SSI) 9

Total General 45

Electives

Electives must be taken outside the major area (No Marketing Courses)

Total Electives 24

Total Degree Requirements 120
### B.S. Degree in Business Administration

**Management Major**

<table>
<thead>
<tr>
<th>Major Core Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 3019 Quantitative Methods in Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 3803 Quantitative Applications in Making Managerial Decisions</td>
<td>3</td>
</tr>
<tr>
<td>BUS 3400 Introduction to Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 3511 Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 3521 Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 3630 Corporation Finance</td>
<td>3</td>
</tr>
<tr>
<td>BUS 3900 Business Organization and Administration</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2010 Principles of Economics I</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2020 Principles of Economics II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 3909 Business Policy Seminar</td>
<td>3</td>
</tr>
</tbody>
</table>

Sub-total Major 30

<table>
<thead>
<tr>
<th>Additional Major Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 3901 Personnel Administration</td>
<td>3</td>
</tr>
<tr>
<td>BUS 3902 Collective Bargaining and Labor Relations</td>
<td>3</td>
</tr>
<tr>
<td>BUS 3903 Survey of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 3911 Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 3950 Human Resource Development</td>
<td>3</td>
</tr>
<tr>
<td>BUS 3960 Communications Techniques</td>
<td>3</td>
</tr>
<tr>
<td>Select 3 credits from other BUS courses</td>
<td></td>
</tr>
</tbody>
</table>

Sub-total Major 21

Total Major 51
General Distribution Requirements

Proficiency in composition skills must be demonstrated by all students at the time of enrollment. If the student does not demonstrate this competence through our own testing program or CLEP exam, he must enroll in LAN 1310 and LAN 1320 which will be used as elective credit.

Select 45 credits of general distribution.

**Behavioral Sciences (BES, CRJ, PSY, SOC)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 3801 Intro. to EDP</td>
<td>3</td>
</tr>
<tr>
<td>BUS 3531 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 3532 Business Law II</td>
<td>3</td>
</tr>
</tbody>
</table>

**Business:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 3801 Intro. to EDP</td>
<td>3</td>
</tr>
<tr>
<td>BUS 3531 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 3532 Business Law II</td>
<td>3</td>
</tr>
</tbody>
</table>

**Humanities (COM, HUM)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9</td>
</tr>
</tbody>
</table>

**Science & Technology:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 3011 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>6 other credits from CHM, CPT, LSC, MAT, PHY, TEC</td>
<td>6</td>
</tr>
</tbody>
</table>

**Social Sciences (ECO, POL, SSI)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9</td>
</tr>
</tbody>
</table>

Total General: 45

**Electives**

Electives must be taken outside the major area. (No Management Courses)

Total Electives: 24

**Total Degree Requirements**

120
B.S. Degree in Business Administration
Finance Major

<table>
<thead>
<tr>
<th>Major Core Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 3019</td>
<td>Quantitative Methods in Business 3</td>
</tr>
<tr>
<td>BUS 3803</td>
<td>Quantitative Applications in Making Managerial Decisions 3</td>
</tr>
<tr>
<td>BUS 3400</td>
<td>Introduction to Marketing 3</td>
</tr>
<tr>
<td>BUS 3511</td>
<td>Accounting I 3</td>
</tr>
<tr>
<td>BUS 3521</td>
<td>Accounting II 3</td>
</tr>
<tr>
<td>BUS 3630</td>
<td>Corporation Finance 3</td>
</tr>
<tr>
<td>BUS 3900</td>
<td>Business Organization and Administration 3</td>
</tr>
<tr>
<td>ECO 2010</td>
<td>Principles of Economics I 3</td>
</tr>
<tr>
<td>ECO 2020</td>
<td>Principles of Economics II 3</td>
</tr>
<tr>
<td>BUS 3909</td>
<td>Business Policy Seminar 3</td>
</tr>
</tbody>
</table>

Sub-total Major 30

<table>
<thead>
<tr>
<th>Additional Major Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 3631</td>
<td>Financial Management 3</td>
</tr>
<tr>
<td>BUS 3632</td>
<td>Credit and Collections Management 3</td>
</tr>
<tr>
<td>BUS 3502</td>
<td>Financial Accounting I 3</td>
</tr>
<tr>
<td>BUS 3503</td>
<td>Financial Accounting II 3</td>
</tr>
<tr>
<td>ECO 2072</td>
<td>Money and Banking 3</td>
</tr>
<tr>
<td>ECO 2073</td>
<td>Monetary Theory and Sampling 3</td>
</tr>
<tr>
<td>ECO 2074</td>
<td>Commercial Banking 3</td>
</tr>
</tbody>
</table>

Sub-total Major 21

Total Major 51
General Distribution Requirements

Proficiency in composition skills must be demonstrated by all students at the time of enrollment. If the student does not demonstrate this competency through our own testing program or CLEP exam, he must enroll in LAN 1310 and LAN 1320 which will be used as elective credits.

Select 45 credits of general distribution.

Behavioral Sciences (BES, CRJ, PSY, SOC) 9
Business:  
BUS 3801 Intro. to EDP 3
BUS 3531 Business Law I 3
BUS 3532 Business Law II 3
Humanities (COM, HUM) 9
Science & Technology:  
MAT 3011 College Algebra 3
6 other credits from CHM, CPT, LSC, MAT, PHY, TEC 6
Social Sciences (ECO, POL, SSI) 9

Total General 45

Electives

Electives must be taken outside the major area.
(No Finance courses)

Total Electives 24

Total Degree Requirements 120
CURRICULUM REQUIREMENTS
COMMUNICATIONS
The communications degree offers a major in communications with several options for the mature student who wishes to personalize his education.

Option 1: An academic major in mass communications for those who wish a strong academic base for graduate study or need a general degree to prepare for a wide range of career specialties.

Option 2: Career related majors are offered in communications with options in Mass Communications, Advertising, Journalism, and Public Relations for those who may already be in-service paraprofessionals or wish to prepare more specifically for one of these fields. There is also the opportunity to prepare for admission to professional graduate degree programs in the career field of the individual student. Basic preparation is offered to those paraprofessionals and others who may wish to enter a wide range of career specialties in advertising, journalism, public relations and related areas of mass communications.
B.S. Degree in Communications
Communications Major with Options in
Advertising  Mass Communications
Journalism  Public Relations

<table>
<thead>
<tr>
<th>Major Core Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 5410 Introduction to Mass Media</td>
<td>3</td>
</tr>
<tr>
<td>COM 5420 Mass Communications in Society</td>
<td>3</td>
</tr>
<tr>
<td>COM 5440 Communications Law</td>
<td>3</td>
</tr>
<tr>
<td>COM 5480 Individual Research in Mass Communications</td>
<td>3</td>
</tr>
</tbody>
</table>

Sub-total Major 12

<table>
<thead>
<tr>
<th>Additional Major Requirements</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mass Communications Option</strong></td>
<td></td>
</tr>
<tr>
<td>Select a total of 33 credits from other COM courses.</td>
<td></td>
</tr>
</tbody>
</table>

| **Advertising Option**                               |       |
| Select a total of 33 credits from other COM courses including: |       |
| COM 5531 COM 5533                                       |       |
| COM 5532 COM 5565                                       |       |

| **Journalism Option**                                 |       |
| Select a total of 33 credits from other COM courses including: |       |
| COM 5545 COM 5571                                      |       |
| COM 5547                                               |       |

| **Public Relations Option**                           |       |
| Select a total of 33 credits from other COM courses including: |       |
| COM 5551 COM 5558                                      |       |
| COM 5553                                               |       |

Total Major 45
General Distribution Requirements

Proficiency in composition skills must be demonstrated by all students at the time of enrollment. If the student does not demonstrate this competence through our testing program or CLEP exam, he must enroll in LAN 1310 or LAN 1320 which will be used as elective credit.

Select 45 credits of general distribution. Selections must represent a minimum of 9 credits in each of the following areas:

Behavioral Sciences (BES, CRJ, PSY, SOC)
Business (BUS)
Humanities (HUM, COM)
Science and Technology (CHM, CPT, LSC, MAT, PHY, TEC)
Social Sciences (ECO, POL, SSI)

| Total General | 45 |

Electives

Electives must be taken outside the major area.

| Total Electives | 30 |

Total Degree Credits

| 120 |
The Bachelor of Science in Education program seeks to prepare students for certification to teach in certain areas along with giving a rich spectrum of courses in the general area. At present, programs which prepare for Elementary Education and Early Childhood are being offered but other areas are being developed.

The program is designed especially for occupational specialists, aides, volunteers, teacher assistants, people who have had experience with groups of children and school personnel. The person may join the program with no previous college work. Up to 60 credits will be accepted into the program from other accredited colleges. Sixty credits will have to be taken through Nova College.

For specific enrollment information contact directly Dr. Anna Mae Walsh Burke, director of the program.

Option 1: The Elementary Education Program.

Because of state requirements for certification there are a number of required courses. The course listings are given in two groups. Only courses from the second group, General Distribution Requirements (GEN), are eligible for consideration for credit for life experience. No course from the first group, Elementary Education (ELE), is eligible for life experience.

Option 2: The Early Childhood Program

In order to prepare for early childhood certification, the student must complete all those courses listed for the Elementary Education Program plus ELE 22-361 and ELE 22-362.

Vacation days will occur at the same time as those of the county school system. Registration will be handled directly by the program. For specific registration information, contact the office of Dr. Anna Mae Walsh Burke.

NOTE: The program will follow as closely as possible the Nova College calendar but some variations will occur. Classes will meet on Saturday for 3½ hours for eight weeks for each full credit course.
# B.S. Degree in Education
With Options in:
Elementary Education
Early Childhood Education

## Major Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELE 22-311</td>
<td>Teaching Social Studies in the Elementary School</td>
<td>3</td>
</tr>
<tr>
<td>ELE 22-312</td>
<td>Teaching Science in the Elementary School</td>
<td>3</td>
</tr>
<tr>
<td>ELE 22-313</td>
<td>Teaching Music in the Elementary School</td>
<td>3</td>
</tr>
<tr>
<td>ELE 22-314</td>
<td>Teaching Art in the Elementary School</td>
<td>3</td>
</tr>
<tr>
<td>ELE 22-315</td>
<td>Health and Physical Education in the Elementary School</td>
<td>3</td>
</tr>
<tr>
<td>ELE 22-316</td>
<td>Teaching Mathematics in the Elementary School</td>
<td>3</td>
</tr>
<tr>
<td>ELE 22-317</td>
<td>Instructional Materials in the Elementary School</td>
<td>3</td>
</tr>
<tr>
<td>ELE 22-331</td>
<td>Reading Skills in the Elementary School I</td>
<td>3</td>
</tr>
<tr>
<td>ELE 22-332</td>
<td>Reading Evaluation</td>
<td>3</td>
</tr>
<tr>
<td>ELE 22-336</td>
<td>Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>ELE 22-337</td>
<td>Psychology of Learning</td>
<td>3</td>
</tr>
<tr>
<td>ELE 22-338</td>
<td>Child Development</td>
<td>3</td>
</tr>
<tr>
<td>ELE 22-342</td>
<td>Designing the Elementary School Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>ELE 22-343</td>
<td>The use of Aides, Volunteers and Auxiliary Personnel</td>
<td>3</td>
</tr>
<tr>
<td>ELE 22-451</td>
<td>Internship</td>
<td>3</td>
</tr>
<tr>
<td>ELE 22-452</td>
<td>Internship</td>
<td>3</td>
</tr>
<tr>
<td>ELE 22-433</td>
<td>Identification and Remediation of Learning Disabilities</td>
<td>3</td>
</tr>
<tr>
<td>ELE 22-345</td>
<td>The Child in the Classroom</td>
<td>3</td>
</tr>
</tbody>
</table>
And select one of the following:
ELE 22-221 History and Philosophy of American Education or
ELE 22-222 Sociological Foundations of Education 3

Total Major 57

(For Early Childhood Education majors ELE 22-361 and ELE 22-362 must be taken in addition to the above courses)

**General Distribution Requirements**

Select 48 credits of general distribution:

6 credits
from:
LAN 1305 (GEN 211) Fundamentals of English 6
LAN 1310 (GEN 212) College Composition I
LAN 1320 (GEN 213) College Composition II

6 credits
from:
LAN 1321 (GEN 371) Elementary Spanish I 6
LAN 1331 (GEN 372) Elementary Spanish II
LAN 1341 (GEN 373) Intermediate Spanish I
LAN 1351 (GEN 374) Intermediate Spanish II
HUM 1035 (GEN 375) Speech for Educators 12 credits
from:
SSI 2521 (GEN 221) World History I 12
SSI 2531 (GEN 222) World History II
SSI 2500 (GEN 223) American History I
POL 2700 (GEN 424) American Gov't and Politics
ECO 2011 (GEN 425) Basic Economics
12 credits from:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSC 9501</td>
<td>General Biology I</td>
<td>4</td>
</tr>
<tr>
<td>LSC 9502</td>
<td>General Biology II</td>
<td>4</td>
</tr>
<tr>
<td>PHY 4005</td>
<td>Survey of the Physical Sciences I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 4007</td>
<td>Survey of the Physical Sciences II</td>
<td>4</td>
</tr>
<tr>
<td>MAT 3011</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>CPT 5646</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
</tbody>
</table>

6 credits from:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM 1081</td>
<td>English Literature</td>
<td>2</td>
</tr>
<tr>
<td>HUM 1080</td>
<td>Survey of American Literature</td>
<td>2</td>
</tr>
<tr>
<td>HUM 1552</td>
<td>Art History</td>
<td>2</td>
</tr>
</tbody>
</table>

Required:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BES 2402</td>
<td>Intro. to Beh. Sciences I</td>
<td>3</td>
</tr>
<tr>
<td>BES 2403</td>
<td>Intro. to Beh. Sciences II</td>
<td>3</td>
</tr>
</tbody>
</table>

Total General 48

Total Electives 15

Total Degree Credits 120
The Science and Technology degrees offer several majors and options for the mature student who wishes to personalize his education.

Option 1: Academic majors in Computer Technology and Life Sciences for those who wish a strong academic base for graduate study or need a general degree to prepare for a wide range of career specialties.

Option 2: Career related majors in Computer Technology, Life Sciences, and Mechanical/Industrial Technology exist for those who may already be in service paraprofessionals. This B.S. degree may or may not offer the student the opportunities to enter graduate school. A student wishing to enter a specific graduate school should check the requirements of the specific institution since graduate requirements vary greatly.

Option 3: This combines one of the above major specialties with the opportunity for qualified seniors to accelerate through spending their senior year co-enrolled in a graduate or professional degree program at the university. This opportunity is not available to all students and in all career fields and does need administrative approval prior to the completion of 90 undergraduate credits.
## B.S. Degree in Science and Technology
### Mechanical/Industrial Technology Major

<table>
<thead>
<tr>
<th>Major Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEC 6012 Mechanical Drawing</td>
<td>3</td>
</tr>
<tr>
<td>TEC 6061 Elementary Machine Design</td>
<td>3</td>
</tr>
<tr>
<td>TEC 6070 Strength of Materials</td>
<td>3</td>
</tr>
<tr>
<td>TEC 6611 Engineering Mechanics I</td>
<td>3</td>
</tr>
<tr>
<td>TEC 6621 Engineering Mechanics II</td>
<td>3</td>
</tr>
<tr>
<td>TEC 6622 Science of Engineering Materials</td>
<td>3</td>
</tr>
<tr>
<td>TEC 7011 Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>TEC 7030 Productions Planning &amp; Control</td>
<td>3</td>
</tr>
<tr>
<td>TEC 7032 Statistical Design</td>
<td>3</td>
</tr>
<tr>
<td>TEC 7040 Quality Control</td>
<td>3</td>
</tr>
<tr>
<td>TEC 7050 Plan Layout</td>
<td>3</td>
</tr>
<tr>
<td>TEC 7070 Motion and Time Study</td>
<td>3</td>
</tr>
<tr>
<td>TEC 7091 Industrial Economics</td>
<td>3</td>
</tr>
<tr>
<td>TEC 7100 Industrial Operations Analysis</td>
<td>3</td>
</tr>
<tr>
<td>TEC 7110 Engineering Sales Survey</td>
<td>3</td>
</tr>
<tr>
<td>TEC 7200 Industrial Technology Seminar</td>
<td>3</td>
</tr>
<tr>
<td>TEC 7213 Introduction to Electrical Engineering</td>
<td>3</td>
</tr>
<tr>
<td>MAT 3016 Pre-Calculus</td>
<td>3</td>
</tr>
<tr>
<td>MAT 3070 Differential Equations</td>
<td>3</td>
</tr>
<tr>
<td>CHM 4510 General Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td>CHM 4520 General Chemistry II</td>
<td>3</td>
</tr>
<tr>
<td>PHY 4012 General Physics I</td>
<td>3</td>
</tr>
<tr>
<td>PHY 4022 General Physics II</td>
<td>3</td>
</tr>
<tr>
<td>PHY 4032 General Physics III</td>
<td>3</td>
</tr>
<tr>
<td>CPT 5645 Computing Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Major</strong></td>
<td><strong>75</strong></td>
</tr>
</tbody>
</table>
General Distribution Requirements

Proficiency in composition skills must be demonstrated by all students at the time of enrollment. If the student does not demonstrate this competence through our testing program or CLEP exam, he must enroll in LAN 1310 and LAN 1320 which will be used as elective credit.

Select 45 credits of general distribution. Selections must represent a minimum of 9 credits in each of the following areas:

Behavioral Sciences (BES, CRJ, PSY, SOC) 9
Business: BUS 3511 Accounting I 3
            BUS 3901 Personnel Administration 3
            3 other credits from BUS 3
Humanities (HUM, COM) 9
Science & Technology:
            MAT 3022 Calculus I 3
            MAT 3031 Calculus II 3
            MAT 3041 Calculus III 3
Social Sciences:
            ECO 2011 Basic Economics 3
            and 6 other credits from ECO, POL, SSI. 6

Total General 45

Electives

Electives must be selected outside the major area.

Total Electives 15

Total Degree Credits 135
B.S. Degree in Science and Technology
Computer Technology Major

<table>
<thead>
<tr>
<th>Major Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT 5645 Computing Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>CPT 5649 Data Structures</td>
<td>3</td>
</tr>
<tr>
<td>CPT 5650 Intro to BASIC</td>
<td>3</td>
</tr>
<tr>
<td>CPT 5651 Programming in BASIC</td>
<td>3</td>
</tr>
<tr>
<td>CPT 5675 FORTRAN IV</td>
<td>3</td>
</tr>
<tr>
<td>CPT 5682 Numerical Analysis</td>
<td>3</td>
</tr>
<tr>
<td>CPT 5676 PL/I Programming</td>
<td>3</td>
</tr>
<tr>
<td>CPT 5677 Advanced PL/I</td>
<td>3</td>
</tr>
<tr>
<td>CPT 5661 Programming and Coding</td>
<td>3</td>
</tr>
<tr>
<td>CPT 5662 Advanced Assembler Techniques</td>
<td>3</td>
</tr>
<tr>
<td>CPT 5674 COBOL</td>
<td>3</td>
</tr>
<tr>
<td>CPT 5680 Operating Systems I</td>
<td>3</td>
</tr>
<tr>
<td>CPT 5681 Operating Systems II</td>
<td>3</td>
</tr>
<tr>
<td>CPT 5710 Systems, Design, and Analysis</td>
<td>3</td>
</tr>
<tr>
<td>CPT 5711 Advanced Systems Design</td>
<td>3</td>
</tr>
<tr>
<td>Select 6 credits from other CPT courses</td>
<td></td>
</tr>
<tr>
<td>Total Major</td>
<td>51</td>
</tr>
</tbody>
</table>
General Distribution Requirements

Proficiency in composition skills must be demonstrated by all students at the time of enrollment. If the student does not demonstrate this competence through our testing program or CLEP exam he must enroll in LAN 1310 and LAN 1320 which will be used as elective credit.

Select 45 credits of General Distribution. Selections must represent a minimum of 9 credits in each of the following areas:

Behavioral Sciences (BES, CRJ, PSY, SOC) 9
Business: BUS 3803 Quantitative Applications to Making Managerial Decisions 3
and 6 other credits from BUS 6
Humanities (COM, HUM) 9
Science and Technology:
MAT 3016 Pre-Calculus 3
MAT 3019 Quantitative Methods in Business 3
MAT 3022 Calculus I 3
Social Science (ECO, POL, SSI) 9

Total General 45

Electives
Electives must be taken outside the major area.
(No CPT courses)

Total Electives 24

Total Degree Requirements 120
B.S. Degree in Science and Technology
Life Sciences Major

(IN ORDER TO BE ADMITTED TO THIS PROGRAM A STUDENT MUST HAVE TAKEN THE *ASTERISKED COURSES AT ANOTHER ACCREDITED COLLEGE OR UNIVERSITY.)

<table>
<thead>
<tr>
<th>Major Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 3011 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MAT 3031 Calculus II</td>
<td>3</td>
</tr>
<tr>
<td>*CHM 4510 General Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td>*CHM 4520 General Chemistry II</td>
<td>3</td>
</tr>
<tr>
<td>*CHM 4530 Organic Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td>*CHM 4531 Organic Chemistry II</td>
<td>3</td>
</tr>
<tr>
<td>*CHM 4540 Quantitative Analysis</td>
<td>3</td>
</tr>
<tr>
<td>LSC 9500 Environmental Science</td>
<td>3</td>
</tr>
<tr>
<td>LSC 9501 General Biology I</td>
<td>3</td>
</tr>
<tr>
<td>LSC 9502 General Biology II</td>
<td>3</td>
</tr>
<tr>
<td>LSC 9503 Biology II Lab</td>
<td>3</td>
</tr>
<tr>
<td>LSC 9510 Human Physiology</td>
<td>3</td>
</tr>
<tr>
<td>LSC 9521 Biochemistry</td>
<td>3</td>
</tr>
<tr>
<td>MAT 3022 Calculus I</td>
<td>3</td>
</tr>
<tr>
<td>LSC 9523 Biochemistry Lab</td>
<td>3</td>
</tr>
<tr>
<td>Select 6 credits from other LSC courses</td>
<td>6</td>
</tr>
</tbody>
</table>

Total Major 51
General Distribution Requirements

Proficiency in composition skills must be demonstrated by all students at the time of enrollment. If the student does not demonstrate this competence through our testing program or CLEP exam, he must enroll in LAN 1310 and LAN 1320 which will be used as elective credit.

Select 45 credits of general distribution. Selections must represent a minimum of 9 credits in each of the following areas:

Behavioral Sciences (BES, CRJ, PSY, SOC)
Business (BUS)
Humanities (COM, HUM)
Science & Technology (CHM, CPT, LSC, MAT, PHY, TEC)
Social Sciences (ECO, POL, SSI)

| Total General | 45 |

Electives

Electives must be taken outside the major area. (No LSC courses)

| Total Electives | 24 |

Total Degree Credits 120
DESCRIPTION OF COURSES
BEHAVIORAL SCIENCES (BES)

BES 2402-2403 INTRODUCTION TO THE BEHAVIORAL SCIENCES (3)[3]
Information is drawn from the various behavioral science fields (Psychology, sociology and anthropology) and related areas (biology and philosophy) to demonstrate how human behavior develops and how theory is applied to solving individual human, social and ethical problems. Topics include: biological foundations of behavior; growth and development; learning; individual differences; perception; motivation, origins and evolution of man; development of different cultural forms; social interaction and organization; primary groups and the family; bureaucracy and other social institutions; collective behavior, population; and ecology.

BES 2430 STATISTICS AND EVALUATION FOR BEHAVIORAL SCIENCES (3)
Topics include: descriptive statistics; principles of probability and sampling; statistical estimation; simple correlation; analysis of variance; small sample techniques and an introduction of evaluation.

BES 2450 HUMAN RESOURCE DEVELOPMENT (3)
The theory and skills required to bring about change in today's complex dynamic environment. It involves the concepts of organizational restructuring, implementing a more effective communications system, and training personnel to avoid skills obsolescence in any human group or enterprise. Special topics include: vigilance of fatigue, displays and training devices; systems evaluation from the standpoint of feasibility and maintenance. Identical to BUS 3950.

BES 2451 BEHAVIORAL SCIENCES IN MARKETING (3)
An investigation of the behavioral science disciplines as they affect marketing decisions. Consideration of such fields as psychology, sociology, anthropology as the basis for studying consumer motivation and behavior.

BES 2460 COMMUNICATION TECHNIQUES (3)
The examination of communication from various standpoints. Techniques employed for personnel selection are compared with those used in interrogation and those used for therapeutic purposes. Practice in case problems. Identical to BUS 3960.

BES 2470 RESEARCH METHODS IN THE BEHAVIORAL AND SOCIAL SCIENCES (3)
This course stresses the classical approach to experimental research in human behavior. Students conduct and report on experimental studies in their major fields. These experimental studies permit the student to apply knowledge gained in former courses about evaluation, statistical inference, and the design of experiments. Identical to SSI 2670. Prerequisite: BES 2430.

BES 2481, 2482, 2483, 2484 COOPERATIVE EDUCATION WORKSHOP (3)[3][3][3]
Students may re-enroll up to a maximum of 12 credits. Practicum designed to broaden the educational experience of students through appropriate applied and field experience coupled with academic instruction. Students will work under the supervision of faculty members in cooperative work and internship experiences.

BES 2490 INDIVIDUAL RESEARCH AND STUDY (1),(2), or (3)
An advanced behavioral science project in an area of interest to the student. A final report is required. The student may sign up for 1 to 3 credits.

BES 2491, 2492 SEMINAR (3)[3]
Students may re-enroll for a maximum of 6 credits. Critical study of selected topics in Behavioral Sciences, such as Alienation, Generation Gap, Drugs, Sexual Revolution, Interpersonal Dynamics, Social Commitment, Individual Freedom, Religion, Human Encounter.
BES 2493 OCCUPATIONS  
A study of the world of work for the student's own vocational guidance and for use in such fields as teaching, counseling, personnel administration, employment interviewing, social work, probation and parole. Topics include: sources of information about jobs, vocational choice and development, necessary qualifications and preparation, and the effective classification of occupations.

BUSINESS ADMINISTRATION (BUS)

BUS 3400 INTRODUCTION TO MARKETING  
A study of the process by which goods are transferred from their place of origin to the place of consumption. The role of marketing institutions in the economy and the channels through which goods flow from producer to consumer. An awareness of current developments in the socio-economic realm in which the marketing process is conducted.

BUS 3401 SALES MANAGEMENT  
Problems involved in recruiting and supervision of the sales force. Methods of evaluating prospective salesmen; budgeting and control as they apply to the sales function; incentive programs to stimulate sales activity. Prerequisite: Bus 3400.

BUS 3403 RETAILING MANAGEMENT  
An Investigation of the organization of the retail function. Consideration of the managerial problems in the operation of large and small retailing organizations; control of retail operations; design of retailing facilities; retailing strategies and current development in the field.

BUS 3404 MARKETING CHANNELS  
A focus on the marketing process from the point of view of the channels through which goods flow from producer to consumer. Selection of channels; cost and control factors of such decision; selection of alternative methods for distribution; managerial aspects of the channel decision. Prerequisite: Bus 3403.

BUS 3405 MANAGEMENT OF PROMOTION  
A consideration of cost factors and budgeting for promotion activities, including, but not limited to, media advertising. The relationship of the firm with advertising agencies. Choice of promotion methods and measurement of results therefrom.

BUS 3406 MARKETING RESEARCH  
Research activity in the field of Marketing; methods of Data collection and Analysis thereof; Quantitative Techniques in Marketing; the role of the computer in Marketing research; control and evaluation of the marketing research function. Prerequisites: BUS 3405, MAT 3019.

BUS 3409 MARKETING MANAGEMENT SEMINAR  
An overall consideration of the problems of management of the marketing function. This is an integrative course that will involve the use of a business simulation game and the evaluation of case studies from actual business situations. Prerequisite: Senior Standing.

BUS 3501 MANAGERIAL ACCOUNTING  
Special emphasis on the collection and interpretation of data for decision-making purposes within the firm. Review of basic cost-accumulation techniques and concepts. Concepts in Budgeting and Cost-Volume-Profit Analysis. Tax aspects of management decisions. This course carries no credit for the Public Accounting major. Prerequisite: BUS 3511.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 3502</td>
<td>FINANCIAL ACCOUNTING I</td>
<td>(3)</td>
</tr>
<tr>
<td></td>
<td>Intensive development of Accounting concepts introduced in BUS 3521. Aspects of the Accounting for corporate equities; Measurement of balance sheet items and current controversies related thereto. Opinions and reports of AICPA and other professional organizations are incorporated. This course is required in the Public Accounting and Finance options. Prerequisite: BUS 3521.</td>
<td></td>
</tr>
<tr>
<td>BUS 3503</td>
<td>FINANCIAL ACCOUNTING II</td>
<td>(3)</td>
</tr>
<tr>
<td></td>
<td>Consideration of the principles of income determination; analysis and interpretation of financial statement; Preparation of “funds” statements. Prerequisite: BUS 3502.</td>
<td></td>
</tr>
<tr>
<td>BUS 3504</td>
<td>COST ACCOUNTING</td>
<td>(3)</td>
</tr>
<tr>
<td></td>
<td>Concepts in the accumulation of manufacturing costs; job order and process cost systems; a job order practice set will be required in this course. Prerequisite: BUS 3503.</td>
<td></td>
</tr>
<tr>
<td>BUS 3505</td>
<td>COST ANALYSIS</td>
<td>(3)</td>
</tr>
<tr>
<td></td>
<td>The use of costs accumulated in the cost-accounting systems for Management planning and control; Analysis of variance and standard-costing systems; budgeting for overhead; direct-costing as an aid in decision-making. Prerequisite: BUS 3504.</td>
<td></td>
</tr>
<tr>
<td>BUS 3506</td>
<td>FEDERAL TAXATION</td>
<td>(3)</td>
</tr>
<tr>
<td></td>
<td>A study of federal tax structure as it applies to the taxation of individuals; partnership, corporations; the course will include elements of tax research and the preparation of tax forms. Prerequisite: BUS 3503.</td>
<td></td>
</tr>
<tr>
<td>BUS 3507</td>
<td>ADVANCED ACCOUNTING</td>
<td>(3)</td>
</tr>
<tr>
<td></td>
<td>Accounting for business combinations; liquidation of corporate and partnership entities; joint venture and consignment accounting; accounting for not-for-profit entities, and other specialized topics. Prerequisite: BUS 3503.</td>
<td></td>
</tr>
<tr>
<td>BUS 3508</td>
<td>AUDITING</td>
<td>(3)</td>
</tr>
<tr>
<td></td>
<td>Fundamentals of auditing practice; working methods and form and content of auditor’s reports; Statistical sampling applications in Auditing; the role of the computer in Auditing. A practice set is required in this course. Prerequisite: Senior standing.</td>
<td></td>
</tr>
<tr>
<td>BUS 3509</td>
<td>ACCOUNTING SEMINAR</td>
<td>(3)</td>
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<td>Discussion of current problems in Accounting Theory and Practice drawn from articles, periodicals; review of experience gained in Accounting Internship; problems in conduct of professional practice; review of current professional examination problems. Prerequisite or corequisite: Senior standing and BUS 3519 or equivalent.</td>
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<tr>
<td>BUS 3511</td>
<td>ACCOUNTING I</td>
<td>(3)</td>
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<td>Basic accounting fundamentals; double entry principles; use of control accounts and subsidiary ledgers; introduction to theory and practice of accounting from the proprietorship, partnership and corporation standpoint, entry of fundamental business transactions; posting; taking a trial balance, preparation of simple forms of profit and loss statements and balance sheets.</td>
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<tr>
<td>BUS 3521</td>
<td>ACCOUNTING II</td>
<td>(3)</td>
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<td></td>
<td>Continuation of basic accounting practices including work sheets and working trial balance; partnership and individual accounting; cash and accrual systems; closing of books; preparation of financial statements. Prerequisite: BUS 3511.</td>
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<tr>
<td>BUS 3531</td>
<td>BUSINESS LAW I</td>
<td>(3)</td>
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<td></td>
<td>An introductory course with emphasis on the law of contracts. Designed to give a basic understanding of the legal aspects of contractual obligations.</td>
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BUS 3532 BUSINESS LAW II
Law of property, bailments, agency, and related subjects. An analysis of the Uniform Commercial Code as it applies to the law of sales. Designed to give a basic understanding of the legal problems in the marketing and transportation of goods. Prerequisite: BUS 3531

BUS 3533 BUSINESS LAW III
A study of the forms of business organization with emphasis on the law of partnership and corporations. An analysis of the Uniform Commercial Code with respect to commercial paper. When appropriate, problems from professional examinations will be introduced. Prerequisite: BUS 3532.

BUS 3630 CORPORATION FINANCE
Consideration of the source and uses of corporate funds; techniques employed in the financing of assets; capital structure and debt and equity instruments; cash management and dividend policies. Prerequisite: ECO 2020.

BUS 3631 FINANCIAL MANAGEMENT
Management of the corporate finance function; budgeting and evaluation techniques in evaluating proposals to be financed. The use of a computer-based simulation problem will be required in this course. Prerequisite: BUS 3630.

BUS 3632 CREDIT AND COLLECTION MANAGEMENT
Management of the credit and collection function; short term credit extension as a source and use of funds; relationship between credit and selling functions; role of credit-information agencies. Prerequisite: BUS 3631.

BUS 3640 PRINCIPLES OF INVESTMENTS
An analysis of the types of securities available in the market: measurements of performance for stock and bond investment; interpretation of financial statement data as an aid in decision making; operation and regulation of securities markets. Prerequisite: ECO 2010 or ECO 2011.

BUS 3801 INTRODUCTION TO EDP
This course is intended to provide business students with the basics of data processing systems in typical business situations. These situations will reflect the information flow within the contemporary corporate structure and between the corporation and the consumer. The course will emphasize the development of computer based data processing systems from their design to implementation.

BUS 3803 QUANTITATIVE APPLICATIONS TO MAKING MANAGERIAL DECISIONS
An expansion of the work of MAT 3019 as an aid in managerial decision-making; elementary concepts in linear programming, simulation, PERT, inventory management and related areas. Prerequisite: MAT 3019.

BUS 3900 BUSINESS ORGANIZATION AND ADMINISTRATION
A study of organizations and of the activities of the manager in an organization. The course follows a "functional" approach, analyzing such management concepts as organizing, decentralization, use of staff, human relations, conflict, decision-making, planning, supervision, communication, and financial and production control systems, such as budgeting and PERT. To enable the student to develop skills in analysis and judgment, the case method is used as an integral part of this course.

BUS 3901 PERSONNEL ADMINISTRATION
This course is designed to familiarize personnel executives and students with modern personnel policies, techniques and methods successfully adopted in progressive industrial and commercial organizations.
BUS 3902 COLLECTIVE BARGAINING AND LABOR RELATIONS
The course is designed to meet two objectives:
1. To introduce the student to the background and relationship between economics, public policy, unionism and business management and their impact upon management labor relations;  
2. To provide a basic orientation to the framework, processes and strategies involved in collective bargaining and the resolution of labor grievances and arbitration in management-labor relations. Prerequisites: BUS 3901.

BUS 3903 SURVEY OF MANAGEMENT
A study of the principles of and leadership development in management; including the integration of the classical, behavioral, and management sciences approaches into an organized system of concepts and practices.

BUS 3909 BUSINESS POLICY SEMINAR
This is an integrative senior year course in which the disciplines of Management, Finance and the Behavioral Sciences and Marketing will be focused on the solution of specific business problems. Case studies and a computer-based Management "game" will be employed in this course. Prerequisite: Senior standing.

BUS 3911 OPERATIONS MANAGEMENT
Management of operations within the manufacturing sector; control of production operations; maintenance of quality of output and techniques for planning and scheduling manufacturing operations. Identical to TEC 7011.

BUS 3950 HUMAN RESOURCE DEVELOPMENT
The theory and skills required to bring about change in today's complex dynamic environment. It involves the concepts of organizational restructuring; implementing a more effective communications system, and training personnel to avoid skills obsolescence in any human group or enterprise. Special topics include vigilance of fatigue, displays and training devices, systems evaluation from the standpoint of feasibility and maintenance. Identical to BES 2450.

BUS 3960 COMMUNICATIONS TECHNIQUES
The examination of communications from various standpoints. Techniques employed for personnel selection are compared with those used in interrogation and those used for therapeutic purposes. Practice in case problems. Identical to BES 2460.

BUS 3981, 3982, 3983, 3984 COOPERATIVE EDUCATION WORKSHOP
Students may re-enroll up to a maximum of 12 credits. Practicum designed to broaden the educational experience of students through appropriate applied and field experience coupled with academic instruction. Students will work under the supervision of faculty members in cooperative work and internship experiences.
CHEMISTRY (CHM)

CHM 4510 GENERAL CHEMISTRY I
An introduction to theoretical and inorganic chemistry. Studies include: atomic structure, chemical bonding, properties of elements, states of matter, solutions, acids and bases, oxidation-reduction reactions and chemical calculations. Laboratory work illustrates common laboratory techniques as well as chemical principles. This course is not offered for Life Sciences Majors.

CHM 4520 GENERAL CHEMISTRY II
A continuation of 4510, with an introduction to organic and nuclear chemistry. The course includes the study of various types of inorganic compounds, chemical equilibrium, rates and mechanisms of reactions, and a systematic study of the elements. Laboratory work consists mainly of semimicro qualitative analysis. Prerequisite: LSC 4510. This course is not offered for Life Sciences Majors.

CHM 4530 ORGANIC CHEMISTRY I
This course includes the study of the stereochemistry and electronic structure of aliphatic and aromatic compounds, and the properties of their functional groups. Laboratory work consists of the determination of physical constants and the preparation of various organic compounds. Prerequisite: LSC 4520. This course is not offered for Life Sciences Majors.

CHM 4531 ORGANIC CHEMISTRY II
A continuation of Organic Chemistry I. Studies include: the advanced theoretical treatment of reaction mechanisms, spectroscopic properties of organic compounds, and configurations of some important biological systems. Laboratory work consists of more advanced organic syntheses and qualitative organic analysis. Prerequisite: LSC 4530. This course is not offered for Life Sciences Majors.

CHM 4540 QUANTITATIVE ANALYSIS
An introduction to the principles and calculations of quantitative analysis. Topics include: chemical equilibria, the theory of ionic solutions, colorimetry and spectrophotometry. Laboratory work consists of elementary gravimetric, volumetric and instrumental analysis. Prerequisites: LSC 4520, Phy 4022. This course is not offered for Life Sciences Majors.

COMMUNICATIONS (COM)

COM 5410 INTRODUCTION TO MASS MEDIA
A general historical survey of the technological and esthetic development of mass media. The origins, growth, structuring and impact of the mass media such as radio, television, film and print media.

COM 5420 MASS COMMUNICATIONS IN SOCIETY
The communication process in terms of the source, the message, the medium, the context, the audience and impact. Ethics and responsibilities of mass communications media.

COM 5430 INTERNATIONAL COMMUNICATIONS
Mass communications as an international system. Topics include the flow of news, mass communications networks, satellite communications, American overseas activities, propaganda and international media organizations.

COM 5440 COMMUNICATIONS LAW
Emphasis on the freedom and control of expression and the laws that shape the legal control of mass communications.
COM 5480 INDIvidRAL RESEARCH IN MASS COMMUNIClITIONS  [3]
Independent study project in the area of communication. Prerequisite: Major standing.

COM 5481, 5482, 5483, 5484 COOPERATIVE EDUCATION WORKSHOP  [(3)(3)(3)(3)]
Students may re-enroll up to a maximum of 12 credits. Practicum to broaden the educational experience of students through appropriate and applied field experience coupled with academic instruction. Students will work under the supervision of faculty members in cooperative work and internship experience.

COM 5491, 5492 SEMINAR  [(3)(3)]
A study of selected topics in mass communications. A student may re-enroll for up to six credits. Topics vary from time to time.

COM 5531 INTRODUCTION TO ADVERTISING  [3]
A survey of modern advertising, covering the major media: print, radio and television. Comparison of media for utility, impact, and effectiveness as a vehicle or advertising. Advertising ethics.

COM 5532 ADVERTISING MEDIA STRATEGY  [3]
A study of the techniques and strategy of media research, planning, budgeting, and effective utilization. Prerequisite: COM 5531

COM 5533 ADVERTISING COPY  [3]
Experience in preparation of advertising copy in the media of newspaper, magazine, direct mail, and related areas.

COM 5541 MAGAZINE AND FEATURE WRITING  [3]
The planning, researching, and writing of articles for magazines and other feature publications.

COM 5545 BEGINNING REPORTING  [3]
Experience in sources of news, news gathering, and news writing. Typing ability required.

COM 5547 ADVANCED REPORTING  [3]
Experience in the gathering and writing of more complex and specialized stories, critical writing, editorial writing, and columns. Prerequisite: COM 5545

COM 5551 INTRODUCTION TO PUBLIC RELATIONS  [3]
The standards and functions of public relations practice in corporate and institutional settings and relationship with other modes of communication.

COM 5553 WRITING FOR PUBLIC RELATIONS  [3]
The writing techniques of public relations including the application of these techniques to problem-solving case studies.

COM 5555 PUBLIC AFFAIRS REPORTING AND WRITING  [3]
Experience covering and writing for and about governmental agencies; includes review of public records and documents and the nature of public information.

COM 5561 RADIO, TELEVISION, NEWS AND SPECIAL EVENTS  [3]
Gathering, writing, and editing news casts and special events for radio and television. Prerequisite COM 5545

COM 5565 ADVERTISING CAMPAIGNS  [3]
The planning and production of advertising campaigns from start to finish. Prerequisite COM 5533

COM 5571 EDITING  [3]
Evaluations, sources, and display of news, features, and other departments; includes entire selection and preparation for printing processes.
COMPUTER TECHNOLOGY (CPT)

CPT 5645 COMPUTING FUNDAMENTALS (3)
Problem formulation in terms of algorithms, flowcharts, machine language structure, computing error analysis, numeric and non-numeric applications, tree structures. The student will implement the flowcharts in Basic. Prerequisite: Math 3011.

CPT 5646 INTRODUCTION TO COMPUTERS IN EDUCATION (3)
An introduction to computers and computer systems with emphasis on applications within the field of education.

CPT 5649 DATA STRUCTURES (3)
Arrays, records, strings, lists, trees, stacks, etc. Their properties, limitations and manipulations in the framework of processing algorithms.

CPT 5650 INTRODUCTION TO BASIC (3)
Control structures and data structures available in BASIC, including elementary string functions and file I/O. Prerequisite: CPT 5645.

CPT 5651 PROGRAMMING IN BASIC (3)
Continuation of 5650. Practice in the coding of algorithms and man-machine dialog. Prerequisite: CPT 5650.

CPT 5661 PROGRAMMING AND CODING (3)
Description of typical digital computer configuration, symbolic coding, assembler language. Prerequisite: CPT 5650, 5651.

CPT 5662 ADVANCED ASSEMBLER TECHNIQUES (3)
A detailed study of the organization and supervisory functions of a typical third-generation computer, job control language, macro assembly language, I/O control using physical I/OCS, subroutine linkages and relocatability. Prerequisite: CPT 5661.

CPT 5671 INTRODUCTION TO SCIENTIFIC PROGRAMMING (3)
For students not majoring in computers. Basic organization of stored-program digital computer, Repertoire of FORTRAN IV instructions appropriate to a typical medium-size general-purpose electronic computer. Student will write several programs; samples of his work will be processed. Prerequisite: MAT 3022.

CPT 5674 COBOL (3)
For Computer majors. A detailed study of the COBOL language with application to business problems; identification, environment, data, and procedure divisions, syntax structure. File organization is discussed in connection with the data processing system. Prerequisite: CPT 5650.

CPT 5675 FORTRAN IV (3)
Detailed study of the FORTRAN IV language; arithmetic, control, specification and input/output statements, subroutines; complex quantities; program testing. Elementary numerical methods are used as examples. Prerequisites: MAT 3022, CPT 5650.

CPT 5676 PL/1 PROGRAMMING (3)
The PL/1 programming language is used to program typical scientific and commercial problems. The similarities of this language to the Fortran and Cobol programming languages are indicated so that the student may learn PL/1 in a short time. String and list processing is studied. Prerequisites: CPT 5649, 5651, 5675.

CPT 5677 ADVANCED PL/1 (3)
Business and scientific applications of PL/1. Advanced features. Prerequisite: CPT 5676.
CPT 5680 OPERATING SYSTEMS I
Overview of compilers and their implementation. Editors, loaders, memory management. Virtual storage. Hardware MAP, Multiprogramming. Prerequisites: CPT 5649, 5675, 5661.

CPT 5681 OPERATING SYSTEMS II

CPT 5682 NUMERICAL ANALYSIS
An introductory course in numerical analysis which presents the concept of an algorithm, error considerations, and iterative methods of solution. Computer oriented techniques for solving sets of simultaneous equations, extracting the roots of a polynomial, and solving various electrical network and mechanical design problems are presented. Prerequisites: CPT 5649, 5651, 5675.

CPT 5691 LOGICAL DESIGN II
Iterative circuits; sequential switching circuits, state diagrams and flow tables; reduction of states, synchronous and asynchronous sequential circuits. Fault detection in switching circuits. Theory of finite automata. Prerequisite: CPT 5696.

CPT 5700 NUMERICAL METHODS

CPT 5711 ADVANCED SYSTEMS DESIGN
Continuation of CPT 5710. Implementation and evaluation of large-scale computer-based information systems. Project management, feasibility study, analysis and design, system development, implementation and evaluation. Techniques and standards, including documentation. Prerequisite: CPT 5710 or equivalent.

CPT 5750 ADVANCED NUMERICAL METHODS I

CPT 5790, 5791, 5792 SEMINAR IN COMPUTING
Selected topics in computing. Topics may include: Additional languages, applications, data management systems, information retrieval, artificial intelligence, microprogramming, etc., by arrangement. May be repeated up to a total of 9 credits. Prerequisites: CPT 5649, 5651, 5675, 5710.
CRIMINAL JUSTICE (CRJ)

CRJ 2300 LAW OF EVIDENCE [3]
An explanation and an analysis of the rules of evidence. The course treats recent U.S. Supreme Court decisions concerning the rights of the citizen against unreasonable search and seizure; the rules for giving testimony and the protecting and safeguarding of evidence. In addition to instruction in the law of evidence, time is devoted to visiting court and the demonstrations of proper and improper presentation of evidence.

CRJ 2301 CRIMINAL LAW AND PROCEEDINGS [3]
A study of the elements of the Penal Law particularly relevant to police officers; selected issues and contemporary problems in criminal law.

CRJ 2303 THE CRIMINAL JUSTICE SYSTEM [3]
A survey of the history, philosophy, and organizations of major institutions associated with criminal justice.

CRJ 2305 POLICE ADMINISTRATION [3]
An introduction to the organization and structure of a police department. Topics include an overview of the police departments; an analysis of the police function; tables of organization; chains of command and lines of authority; division of labor, and the informal police organization. Attention centers on typical problems of police administration and the coordination of police services.

CRJ 2310 PATROL FUNCTION [3]
A course devoted to an analysis of the objectives and functions of the uniformed police. Emphasis is placed on an examination of many typical patrol problems in detail and considering both the sociological and psychological factors which facilitate or impede effective performance.

CRJ 2312 TRAFFIC: PROBLEMS AND ADMINISTRATION [3]
General orientation to traffic administration and accident prevention with emphasis on surveying the State traffic laws, the particular governmental agencies concerned, the roles performed by the police officer, and the available enforcement techniques.

CRJ 2315 INTRODUCTION TO CRIMINAL INVESTIGATION [3]
A study of techniques and resources for investigating criminal acts, interrogation of complainants and witnesses, protecting evidence and preparing a case for court. The course includes police organization for investigating crimes; modus operandi; and sources of police information. The course also surveys the history and philosophy of criminal investigation, the ethical standards and the responsibilities of the investigator. Prerequisite: CRJ 2305.

CRJ 2320 POLICE AND COMMUNITY RELATIONS [3]
This course analyzes the complex relationship between police and community, community attitudes toward police, the efforts of the police organization to create a more favorable public image, the emergence of a civil rights and civil liberties movement, and the contribution of the individual police officer to police-community relations.

CRJ 2330 BASIC LEGAL CONCEPTS AND ADMINISTRATION OF JUSTICE [3]
This course covers the judicial process and its evolution, the rights of accused persons, and the administration of justice in the light of the elementary foundations and functions of substantive and adjective law. The theoretical aspects of basic concepts will be examined, but the stress will be on the practical aspects. Identical to POL 2730.

CRJ 2340 COMPARATIVE CRIMINAL JUSTICE [3]
Study of criminal justice systems in selected countries, stress on uniformities and diversities and the function of INTERPOL.
CRJ 2350 PROBATION AND PAROLE
An examination of organization and management in probation and parole systems. Topics include: distinctions between probation and parole in terms of organizational function and types of clients served; client relationships and interactions with other social control agencies; case loads, case work methods and case supervision; problems in pre-sentence investigation; and job requirements and performance standards for probation and parole officers with particular emphasis on recruitment, training, and assignment.

CRJ 2355 CORRECTION ADMINISTRATION
An analysis of the organization of various types of correction agencies. Among the agencies to be compared are local detention and county jails, short-term custodial institutions, state and federal correction systems. Topics include: theories of prison administration; inter-agency and public relations; planning and budgeting; laws governing the treatment of inmates; and security considerations.

CRJ 2360 PRINCIPLES OF CORRECTION
The development of modern correction ideology. Topics include: the growth of humanitarainism in treatment of the offender; the concept of re-socializing the offender as a productive member of society; and principles and procedures for reintroducing the offender to society; and systems and practices employed by other nations. The effects of correctional practices upon the inmate, probationer and discharged offender are analyzed and trends in correctional services are also reviewed. Prerequisite: CRJ 2355.

CRJ 2375 PROBLEMS IN CONTEMPORARY SOCIETY
A sociological analysis of social problems. The problems studied include: Crime, juvenile delinquency, mental illness, alcoholism, narcotics addiction, sexual maladjustment, and poverty. The course examines the role of modern society in fostering social movements, fads, emotional problems, and deviations in social development. Identical to SOC 2475.

CRJ 2390, 2391 CRIMINAL JUSTICE SEMINAR
Critical studies of selected topics in criminal justice. Students may re-enroll for a maximum of 6 credits. Content varies from term to term and may include topics such as: crisis intervention, skill training, contemporary problems, criminal courts today, innovative criminal justice programs, etc.

ECONOMICS (ECO)

ECO 2010 PRINCIPLES OF ECONOMICS I
A study of basic economic concepts, emphasizing analysis of the aggregate economy. Course covers the fundamental concepts of national income and its determination, economic fluctuations, monetary and fiscal policies, and economic growth.

ECO 2011 BASIC ECONOMICS
A basic introduction to economic analysis, with emphasis on the problems and issues of a modern economy. (This course is not available to Business, Economics and Political Science majors.)

ECO 2020 PRINCIPLES OF ECONOMICS II
An examination of the processes of price determination, output, and resource allocation in perfect and in imperfect competition. The course also covers labor economics, international trade and finance, and alternative economic systems. Prerequisite: ECO 2010.

ECO 2030 MACROECONOMICS
The theory of national income determination, employment, distribution, price levels, and growth. Prerequisite: ECO 2020.
ECO 2040 MICROECONOMICS: PRICE THEORY
A presentation of price theory: supply and demand analysis, production, cost, and distribution theory. Students also will be introduced to welfare economics and general equilibrium theory. Prerequisite: ECO 2020.

ECO 2050 HISTORY OF ECONOMIC THOUGHT
A study of economic thought beginning with biblical times and concentrating on the Classical and Neo-Classical schools. Particular emphasis is placed on the work of Adam Smith, Karl Marx, and John Maynard Keynes. Prerequisite: ECO 2020.

ECO 2060 LABOR ECONOMICS
A history of the origins, aims, and evolution of union in the U.S. Special emphasis will be placed on employment, productivity, and inflation. Empirical data will be presented for class study of the actual accomplishments of unions.

ECO 2070 ECONOMETRICS
A course to familiarize the student with the application of modern statistical methods to economic theory and enable him to evaluation quantitative policy recommendations. Prerequisite: ECO 2030.

ECO 2071 ECONOMIC DEVELOPMENT
An analytic survey of the theories of economic growth in developing countries, the problems of technological change, capital accumulation, and economic planning. Diversification of the economy, inflation, and human investment are studied, along with the different historical paths to development.

ECO 2072 MONEY AND BANKING
The structure and function of the banking system in the United States; the use of monetary policy in the regulation of the national economy. The role of the Federal Reserve System. Prerequisite: ECO 2010.

ECO 2073 MONETARY THEORY AND POLICY
An advanced course in monetary theory and policy-making. The role of monetary policy in regulation of the economy; agencies responsible for policy-making; the structure and role of the Federal Reserve Bank. Prerequisite: ECO 2072.

ECO 2074 COMMERCIAL BANKING
The operation of banking institutions; regulation of banking activities; the role of commercial banks in credit and monetary expansion. Prerequisite: ECO 2072.

ECO 2075 BUSINESS CYCLES & FORECASTING
A study of the aggregate fluctuation in business, tracing their main stages of development from upswing through prosperity to downswing and the leading theories on the causes of business cycles. The study will also cover methods of measuring business cycles and how to forecast the cyclical behavior with the aid of indicators. Prerequisite: ECO 2010.

ECO 2077 FINANCIAL INTERMEDIARIES
Consideration of the policies and problems of financial intermediaries and the role these institutions play in expansion of the money and credit supply. Prerequisite: ECO 2072.

ECO 2078 PUBLIC FINANCE
Principles and practices underlying government expenditures and revenues. The Federal tax system will be examined in detail: Federal, State, and local fiscal interrelationships and problems of debt management will be discussed, as well as the nature and impact of fiscal policy as a tool for promoting economic stability and growth. Prerequisite: ECO 2010.
ECO 2080 INTERNATIONAL ECONOMICS  [3]
A study of international trade, investments, and economic cooperation. Topics will include theory and techniques of international trade; the U.S. in international trade; tariffs; foreign aid programs; Bretton Woods; the U.N. and regional organizations; the European Common Market; the Central American Common Market; LAFTA, the dollar problem. Prerequisite: ECO 2020.

ECO 2081 CURRENT INTERNATIONAL ECONOMIC PROBLEMS  [3]
Dollar Gap, Special Drawing Rights and other topics, chosen in light of the world situation, will form the basis of this course. Prerequisite: ECO 2080.

ECO 2085 COMPARATIVE ECONOMIC SYSTEMS  [3]
A comparative study of capitalist, socialist, mixed, and collectivist economics, with other emergent or evolving systems also being analyzed. Prerequisite: ECO 2080.

ECO 2090 U.S. ECONOMIC HISTORY  [3]
An analysis of U.S. colonial economics, the economics of the Revolution and Independence, agriculture and sea trade before the Civil War, the Industrial Revolution and the transportation revolution. Labor, business and finance to 1890 will be studied, followed by Big Business and reactions to it, the World War I economy, the 1920’s boom, the Depression, New Deal, World War II, and the post-war scene. Prerequisite: ECO 2100.

ECO 2100 SEMINAR IN ECONOMICS  [3]
Selected topics in economics. Prerequisite: Approval Required.

EDUCATION (EDU)

EDU 22-211 FOCUS ON PLAY  [3]
Designed to help parents and child care workers learn a set of specific skills that will help them capitalize on the potential of child play. As the participant learns to play a series of games designed for children of different ages he will become familiar with the sequence of skill development in the young. At the same time he will learn specific technique to encourage creative thinking, imagination and problem solving.

EDUCATION, ELEMENTARY (ELE)

ELE 22-311 TEACHING SOCIAL STUDIES IN THE ELEMENTARY SCHOOL  [3]
Content and methods for teaching Social Studies in the elementary grades. Program development, appropriate activities and evaluation techniques will be discussed.

ELE 22-312 TEACHING SCIENCE IN THE ELEMENTARY SCHOOL  [3]
Content and methods for teaching science in the elementary school. "Hands-on" approaches, resources, material and ideas drawn from the students experiences will all be discussed.

ELE 22-313 TEACHING MUSIC IN THE ELEMENTARY SCHOOL  [3]
Study of the fundamentals of music, contents of music program and special methods of teaching and using music in the elementary school curriculum.
ELE 22-314 TEACHING ART IN THE ELEMENTARY SCHOOL
Contents and methods of teaching art in the elementary school. Problems in selection of materials, evaluation of activities, ideas and art projects will be included.

ELE 22-315 HEALTH AND PHYSICAL EDUCATION IN THE ELEMENTARY SCHOOL
Curriculum, content and methods in effective health education in the elementary school. Methods and materials for physical education.

ELE 22-316 TEACHING MATHEMATICS IN THE ELEMENTARY SCHOOL
Content, materials and methods for teaching mathematics in the elementary school.

ELE 22-317 INSTRUCTIONAL MATERIALS IN THE ELEMENTARY SCHOOL
The use of a variety of materials in the elementary school program including children's literature, media and independent learning materials.

ELE 22-221 HISTORY AND PHILOSOPHY OF AMERICAN EDUCATION
Survey of educational programs in America, educational philosophy and development.

ELE 22-222 SOCIOLOGICAL FOUNDATIONS OF EDUCATION
Study of major contemporary educational problems with application of sociological principles to their solution.

ELE 22-331 READING SKILLS IN THE ELEMENTARY SCHOOL I
An introduction to the teaching of reading in the elementary school, approaches to reading instruction, evaluation of reading skills.

ELE 22-332 READING EVALUATION
Diagnosing reading problems, prescribing a variety of methods to increase reading ability, variety of approaches to the teaching of reading. Prerequisite: ELE 2221.

ELE 22-433 IDENTIFICATION AND REMEDIATION OF LEARNING DISABILITIES
A discussion of the nature of the variety of learning disabilities, techniques for their identification and remediation and assessing learning potential will be discussed.

ELE 22-434 LEARNING ASSESSMENT: PRINCIPLES AND PRACTICES
Test and measurements, the construction and evaluation of tests, methods and theories.

ELE 22-435 SURVEY IN THE EDUCATION OF EXCEPTIONAL CHILDREN
Identification of range of defects which cause children to be classified as exceptional. Survey of problems of such children and the need for providing appropriate educational experiences.

ELE 22-336 EDUCATIONAL PSYCHOLOGY
Principles of psychology and applications in education. Consideration of learning, individual differences, developmental, teacher effectiveness. Prerequisite: BES 2402.

ELE 22-337 PSYCHOLOGY OF LEARNING
An introduction to the theories of learning. Identical to PSY 2423.

ELE 22-338 CHILD DEVELOPMENT
Aspects of child development. Prerequisite: BES 2402.

ELE 22-342 DESIGNING THE ELEMENTARY SCHOOL CURRICULUM
Study of curricula and materials, research in curricula development, evaluation and discussion of innovative curriculum.

ELE 22-345 THE CHILD AND THE CLASSROOM
The relationship of the child to the teacher, the peer group, the management of the child as an individual and as part of a group and the relationship of this to the learning process.
ELE 22-361 SPECIAL METHODS OF EARLY CHILDHOOD EDUCATION I  
Special techniques to be used with the child in nursery and kindergarten including early child development.

ELE 22-362 SPECIAL METHODS OF EARLY CHILDHOOD EDUCATION II  
A continuation of ELE 2232 with emphasis on the learning process. Kindergarten observation will be included in this course. Prerequisite: ELE 2232.

ELE 22-343 THE USE OF AIDES, VOLUNTEERS AND AUXILIARY PERSONNEL  
A study of aides, volunteers and auxiliary personnel in the elementary school.

ELE 22-451, 22-452 INTERNSHIP  
Supervised student teaching under the direction and close supervision of a cooperating teacher and college supervisors.

HUMANITIES (HUM)

HUM 1033 FUNDAMENTALS OF PUBLIC SPEAKING  
Study through practice of the fundamentals of speech with training in methods of obtaining and organizing material and presenting speeches effectively. Each student delivers several speeches before an audience.

HUM 1035 SPEECH FOR EDUCATORS  
Principles of effective speaking and listening through classroom presentations and public address. Introduction to phonetics and principles of creative oral presentation of children's literature. Emphasis will be on preparation for effective classroom speaking.

HUM 1037 ORAL INTERPRETATION  
Relation of appreciation of literature to oral interpretation; evaluation and analysis of selections of prose and poetry for oral reading; basic techniques of reading aloud. Prerequisite: HUM 1033.

HUM 1041 TECHNICAL REPORT WRITING  
An advanced writing course for the student of industrial scientific technology. Methods and procedures of research are explored in depth, with emphasis on technical reports and advanced research papers.

HUM 1050 SURVEY OF LITERATURE I  
A Survey and analysis of selected topics in literature. Outside readings supplement individual assignments.

HUM 1060 SURVEY OF LITERATURE II  
A continuation of HUM 1050.

HUM 1065 HUMANITIES I  
An inter-disciplinary introduction to the humanistic values of contemporary western civilization designed to broaden the human awareness of the student.

HUM 1066 HUMANITIES II  
A continuation of Humanities I.

HUM 1068 DRAMA  
A course in the elements and analysis of drama. Outside readings supplement individual assignments.
HUM 1071 INTRODUCTION OF THEATER ARTS
The arts of the theater: drama, music, dance, play production; with study of plays representing major theatrical trends.

HUM 1072 MODERN POETRY
This course is more a study in depth than an introduction to representative British and American poets of the twentieth century. Emphasis is placed on the manner in which modern poetry derives from traditional patterns yet manages to create new forms and messages for our time.

HUM 1080 AMERICAN LITERATURE
Survey of American literature with emphasis on the growth of American thought as expressed in the writings of selected American authors.

HUM 1081 ENGLISH LITERATURE
A survey of selected English classics from Beowulf to contemporary authors. Literature as an expression of various periods will be discussed.

HUM 1082 CREATIVE WRITING
An advanced writing course with emphasis on short story and non-fiction feature articles.

HUM 1084 INTRODUCTION TO THE NOVEL
An exploratory study of some of the more important novels by major American and British novelists. Stress is particularly placed on the social significance of the works of the above novelists.

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

HUM 1511 EPISTEMOLOGY
A critical survey of some of the main problems in the theory of the method and grounds of knowledge, including: criteria of cognitive meaningfulness; meaning and truth; perception, memory, and physical world; and the mind-body problem. Prerequisite: HUM 1510.

HUM 1520 INTRODUCTION TO FORMAL LOGIC
Topics include: methods of deduction; quantification theory; the logic of relations; the nature of a deductive system; and the development, consistency, and completeness of the propositional calculus.

HUM 1530 LOGICAL THEORY
Topics include: the development, consistency, and completeness of the lower order function calculus; the decision problem; alternative solutions to the logical and semantic paradoxes; modal logic; and many-valued logic. Prerequisite: HUM 1520.

HUM 1540 HISTORY OF SCIENCE
The nature, strategy, and tactics of science as a mental discipline. Failures of the Egyptians and Babylonians; Greek successes. Background of science in the west. Medievalism in science; Copernicus to Newton. Science and society.

HUM 1541 PHILOSOPHY OF SCIENCE
A critical examination of the most fundamental issues in science. The course seeks to elucidate the meaning of the concept of science, the process of hypothesis formation, the basis of verification and falsification, the conceptual distinction between "fact" and "theory," and the role of empirical verifiability both in the physical sciences and in the social sciences. The meaning and value of inductive logic and deductive logic will be carefully analyzed.
HUM 1545 SEMINAR IN PHILOSOPHY [3]
Selected topics in philosophy. Prerequisite: HUM 1510.

HUM 1552 ART HISTORY [3]
A survey of art history and principles. Understanding of the processes and materials of visual expression will be stressed.

HUM 1554 FUNDAMENTALS OF ART [3]
Introduction to the basic techniques of art—drawing, painting in watercolors and oil, pastels and other techniques will be the subject of study.

HUM 1585 FUNDAMENTALS OF MUSIC [3]
Music theory and its application to the playing of a particular musical instrument—individual performance on an instrument.

HUM 1586 MUSIC APPRECIATION [3]
Through listening encounter with music of selected kinds and of composers both classical and modern. Basic concepts of "What does music communicate?", "How does music communicate?" will be experienced. Through creative response to music and greater realization of music greater discrimination concerning music will be developed.

LANGUAGE AND COMPOSITION (LAN)

LAN 1305 FUNDAMENTALS OF ENGLISH [3]
Introduction to the structure of the English language—vocabulary, parts of speech, grammar, sentence structure, methods of oral communication. To be taken only as preparation for proficiency test or by Education majors as required by the director of the education program.

LAN 1310 COLLEGE COMPOSITION I [3]
Instruction and application of the principles and skills involved in effective expository writing. Readings introduce the student to the major literary genres. (To be taken if a student does not demonstrate proficiency through college or CLEP exam—for elective credit. This course is required for Education majors.)

LAN 1320 COLLEGE COMPOSITION II [3]
Continuation and expansion of LAN 1310, including introduction to poetry. Library usage skills are reviewed. A documented paper is developed. (To be taken if a student does not demonstrate proficiency through a college or CLEP exam—for elective credit.) Prerequisite LAN 1310. (This course is required for Education majors.)

LAN 1321 ELEMENTARY SPANISH I [3]
Conversation and drill in pronunciation essentials of grammar and basic vocabulary.

LAN 1331 ELEMENTARY SPANISH II [3]
Continuation of LAN 1321. Prerequisite: LAN 1321.

LAN 1341 INTERMEDIATE SPANISH I [3]
Readings of representative authors. Review of grammar with conversation and writing based on the texts read. Prerequisite: LAN 1331 or a minimum of two years of high school Spanish.

LAN 1351 INTERMEDIATE SPANISH II [3]
Continuation of LAN 1341. Prerequisite: LAN 1341.
LAN 1361 ELEMENTARY FRENCH I
Conversation and drill in pronunciation essentials of grammar and basic vocabulary.

LAN 1371 ELEMENTARY FRENCH II
Continuation of LAN 1361. Prerequisite: LAN 1361.

LAN 1381 INTERMEDIATE FRENCH I
Readings of representative authors. Review of grammar with conversation and writing based on texts read. Prerequisite: LAN 1371 or a minimum of two years of high school French.

LAN 1391 INTERMEDIATE FRENCH II
Continuation of LAN 1381. Prerequisite: LAN 1381.

LIFE SCIENCES (LSC)

LSC 9500 ENVIRONMENTAL SCIENCES
A multidisciplinary approach to the environmental and ecological sciences emphasizing principles, problems, and alternative approaches to solutions. The issues confronting man are treated in sufficient depth to permit quantitative reasoning and assessment, especially in such vital topics as the demographic trends of man in a resource limited biosphere. Human physiological and behavioral requisites are interwoven with the fabric of culture and technology in modern society. In addition to lectures and seminars, students are required to become "involved" in a term activity, project, or paper which may integrate several disciplines.

LSC 9501 GENERAL BIOLOGY I
The similarity in living things is demonstrated by a molecular and cellular approach to biology. After introductory biochemistry, the cell as the basic unit of life is studied structurally and metabolically. Life functions are examined from a cellular and from a vertebrate-organismic viewpoint. The central theme is the flow of energy between the biosphere and ecosphere.

LSC 9502 GENERAL BIOLOGY II
The variety of living things is demonstrated by study of representative plants and animals, emphasizing the viewpoints of taxonomy, phylogeny, morphology and physiology. The continuity of life is demonstrated through studies in reproduction, genetics and organic evolution. Laboratory assignments include the dissection and study of fixed and living specimens representing the whole range of life. Prerequisite: LSC 9501.

LSC 9503 BIOLOGY II LAB, LAB FOR LSC 9502

LSC 9504 INTRODUCTION TO THE LIFE SCIENCES I
An introductory course emphasizing concepts, principles, and problems of the life sciences and their relevance to significant issues confronting man. Emphasis is placed upon interdisciplinary approaches essential to the improvement of the resources, environment, culture, and well-being of man. In addition to lectures and seminars, each student is required to participate in a term project which may be integrated with his major area of study.

LSC 9505 INTRODUCTION TO THE LIFE SCIENCES II
A continuation of LSC 9504. Prerequisite: LSC 9504.

LSC 9506 FIELD BIOLOGY
A systematic survey of life forms and habitats in a local area, that will acquaint the student with local ecology and the effect of man and his technology on that ecology. Prerequisite: LSC 9500.
LSC 9510 HUMAN PHYSIOLOGY  [3]
An introductory course in the functions and mechanisms of the human body. Laboratory exercises include the detection and measurement of these functions, using modern methods.

LSC 9515 COMPARATIVE ANATOMY  [3]
The structure, development, and evolution of vertebrates are studied. Laboratory work emphasizes the development of structures in vertebrates, using dissection specimens including the shark, cat, and monkey.

LSC 9521 BIOCHEMISTRY  [3]
Lectures and laboratory procedures deal with the chemistry of life functions and biological systems. Prerequisites: CHM 4530, LSC 9502.

LSC 9522 MICROBIOLOGY  [3]
A first course in microbiology which treats the anatomy, physiology, and relationships of bacteria, fungi, viruses, Rickettsiae and protozoa. Included are discussions of the role of microorganisms in the food industry, the environment and the health of man. Prerequisites: LSC 9502, CHM 4530.

LSC 9523 BIOCHEMISTRY, LAB FOR LSC 9521  [3]

LSC 9530 CELL PHYSIOLOGY  [3]
Biochemical and biophysical aspects of cellular structures and functions are covered. Laboratory exercises demonstrate the fundamental life processes at a cellular level. Prerequisites: LSC 9510, CHM 4530.

LSC 9585 ENVIRONMENTAL CONTROL AND ECOLOGICAL TECHNOLOGY  [3]
A fundamental course dealing with the various forms of environmental pollutions including air, water and land. Topics include: methods of measurement and control, interacting human-ecological factors for design and planning of a suitable environment. Prerequisite: LSC 9500.

LSC 9591, 9592 SEMINAR  [3][3]
Students may re-enroll for a maximum of 6 credits. Critical study of selected topics in Life Sciences. Topics vary from seminar to seminar.

MATHEMATICS (MAT)

MAT 3002 BASIC CONCEPTS OF MATHEMATICS  [3]
An intensive course for students who have not acquired a competency in intermediate algebra. Those students who feel they need a refresher course before taking MAT 3011 may register for this course.

MAT 3011 COLLEGE ALGEBRA  [3]
The first college mathematics course for students in a Bachelor of Science program. Topics include statements and sets, ordered fields, mathematical induction, sequences and series, algebra of vectors, plane analytic geometry of points and lines, functions, field of complex numbers, graphs of polynomial functions, exponential and logarithmic functions, circular functions.

MAT 3016 PRE-CALCULUS  [3]
The first college math course for students in the computer and mechanical/industrial technology programs. Topics include statements and sets, ordered fields, mathematical induction, sequences and series, algebra of vectors, plane analytical geometry of points and lines functions, field of complex numbers, graphs of polynomial functions, exponential and logarithmic functions, circular functions and trigonometry, relationships of vectors with trigonometry and complex numbers, analytic geometry and matrices, space geometry and probability.
MAT 3017 INTRODUCTION TO PROBABILITY
Functions, curve equation relationship, set theory, random events, probability functions, mathematical expectation, conditional probability, special distributions (e.g. Binomial, Normal, Gamma, t, F) and notion of a statistic. Prerequisite: MAT 3011 or MAT 3016.

MAT 3019 QUANTITATIVE METHODS IN BUSINESS
Application of concepts developed in 3011 to analysis and decision making in a business context. Problems in actuarial and interest calculation; optimization problems; the role of the computer in the solution of quantitative business problems. Prerequisite: MAT 3011.

MAT 3022 CALCULUS I
Functions, limits, derivatives of algebraic functions; introduction to derivatives of trigonometric functions. Application of derivatives to physics problems, related rates, maximum-minimum word problems and curve sketching. Analytic geometric study of lines, circles, parabolas, ellipses and hyperbolas. Prerequisite: MAT 3011 or 3016.

MAT 3031 CALCULUS II
Application of the definite integral transcendental functions. Methods of integration, hyperbolic functions, inverse transcendental functions, polar coordinates. Prerequisite: MAT 3022.

MAT 3041 CALCULUS III
Multiple integrals, vector analysis and solid geometry, partial differentiation. Representation of functions by infinite series, functions of a complex variable—Introduction to differential equations. Prerequisite: MAT 3031.

MAT 3070 DIFFERENTIAL EQUATIONS

PHYSICAL SCIENCES (PHY)

PHY 4005 SURVEY OF THE PHYSICAL SCIENCES I
A survey course in the physical sciences for the non-technological student. Topics include the concept of motion, electricity and light, matter, atoms, nuclei, and the solar system. Some of these topics will be included in PHY 4007.

PHY 4007 SURVEY OF THE PHYSICAL SCIENCE II
A continuation of PHY 4005. Prerequisite: PHY 4005.

PHY 4012 GENERAL PHYSICS I
A basic course covering vectors, Newton's laws of motion, particle kinematics and dynamics, work, energy, momentum, and rotational motion. Corequisite: MAT 3022.

PHY 4022 GENERAL PHYSICS II
A continuation of Physics 4012. Topics include fluid dynamics, wave motion, electric fields and electric potential, d.c. circuits, magnetic fields, capacitance and inductance, a.c. circuits and electromagnetic waves. Prerequisite: PHY 4012. Corequisite: MAT 3031.

PHY 4032 GENERAL PHYSICS III
The final basic course covering the laws of thermodynamics, reflection and refraction of light, interference and diffraction, polarization, radiation, atomic physics, waves and corpuscles, and nuclear physics. Prerequisite: PHY 4022.
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<tr>
<th>Course Code</th>
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<tr>
<td>POL 2700</td>
<td>American Government and Politics</td>
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<td>POL 2705</td>
<td>Government and Metropolitan Problems</td>
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<td>POL 2708</td>
<td>Government and Business</td>
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<td>POL 2710</td>
<td>Comparative Government</td>
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<td>POL 2724</td>
<td>Politics and Society</td>
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<td>POL 2730</td>
<td>Basic Legal Concepts and Administration of Justice</td>
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<td>POL 2732</td>
<td>Politics of Technical Assistance</td>
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<td>POL 2740</td>
<td>American Society and Judicial Behavior</td>
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<td>POL 2742</td>
<td>Political Parties</td>
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<td>POL 2748</td>
<td>The American Presidency</td>
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An introduction to the processes of the American form of government. The nature and structure of government, its characteristics and functions; the intimate relation of government to other interests.

The first part comprises the political framework: state governmental structure, its functions, services and financing; local, rural and urban government: structure, services, and functions. The second half focuses on metropolitan problems and their interaction with metropolitan government: housing, schooling, transportation, sanitation, pollution, and taxation. Social parameters stemming from ethnic, religious, class, and employment factors, among others, will be interwoven in the analysis.

A consideration of relationships between business enterprise and the societal and political milieu in which these enterprises operate; new concepts in business ethics and corporate responsibility; governmental regulation of business activity.

An introduction to comparative political structures and institutions, covering the major European governments as well as non-western political systems.

The fundamental concepts of the state, government, and their interrelationships. Topics include: the state as an instrument of social control; power, its legitimacy, and authority; political doctrines: democracy, oligarchy and totalitarianism; the modern state: political structures, elites and decision makers; the electoral process and socio-political means of attitudinal influence. The impact of class, status, and influence will also be analyzed.

This course covers the judicial process and its evolution, the rights of accused persons, and the administration of justice in the light of the elementary foundations and functions of substantive and adjective law. The theoretical aspects of basic concepts will be examined, but the stress will be on the practical aspects. Identical to CRJ 2330.

A discussion on the derivative socio-political problems of giving and receiving technical assistance. The political basis of economic development and development of a modernizing public service; bi-lateral and multi-lateral technical assistance program; exchange of information between the U.S. and the U.S.S.R.; prospects of world economic development and political stability.

This course covers changing values and patterns of judicial behavior. Federal courts and the power of judicial review, fundamental constitutional principles, nationalization and enforcement of the Bill of Rights, the Supreme Court’s policy-making role and its effect on economic policy, and the controversy over the arbiter role of the court. Included will be an analysis of constitutional development of rights and duties of the people, and the role of the government as an institution.

The development of the political party system in the U.S.

A study of the office of the president and the men who have held this office.
POL 2750 INTERNATIONAL RELATIONS (3)
A systematic analysis of national goals and determinants, the bases of national power, sources of international conflict, and the uses of power: Balance of power and the balance of terror. Diplomacy, collective security, and international organizations will also be explored.

POL 2760 PUBLIC ADMINISTRATION (3)
This is a study of the nature and scope of public administration: principles, societal protection, assistance to various groups, governmental proprietary enterprises, and regulation of business. Bureaucratic organization administration relationships, policy making and implementation will be closely examined, to wit: unit specialization, organization coordination, centralization, planning, efficiencies and controls.

POL 2778 PUBLIC FINANCE (3)
Principles and practices underlying government expenditures and revenues. The Federal tax system will be examined in detail: Federal, State, and local fiscal interrelationships and problems of debt management will be discussed, as well as the nature and impact of fiscal policy as a tool for promoting economic stability and growth.

POL 2790 SEMINAR IN POLITICAL SCIENCE (3)
Selected topics in political science.

PSYCHOLOGY (PSY)

PSY 2415 SOCIAL PSYCHOLOGY (3)
An analysis of the structures and properties of human groups. Topics include group formation, development of role relationships, intra-group and inter-group conflict, factors influencing group effectiveness, the role of motivation and attitudes in group processes. (Identical to SOC 2415)

PSY 2423 PSYCHOLOGY OF LEARNING (3)
Emphasis on human learning. Consideration of concepts of readiness, individual differences, motivation, retention, transfer, concept development, reasoning, mental health, and measurement as related to learning. Psychological principles of teaching-learning technology are examined. (Identical to ELE 22-337).

PSY 2424 MEMORY (3)
An investigation of concepts concerning human memory from both the physiological and psychological viewpoints. Prerequisites: BES 2402-2403 and BES 2470.

PSY 2425 MARRIAGE, FAMILY AND THE SINGLE LIFE (3)
The course covers historical changes in family patterns, contemporary family life in different cultures and subcultures and the evolution of alternative life styles in the American culture. Other topics include: dating, mate-selection, family disorganization, marital success, and life style planning. (Identical to SOC 2425).

PSY 2432 BIOLOGICAL BASES OF BEHAVIOR (3)
An investigation of the structures and functions of the neural and endocrine systems as they relate to human behavior.

PSY 2434 MOTIVATION (3)
An investigation of concepts concerning human motivation from both the physiological and psychological viewpoints. Prerequisites: BES 2402-2403 and BES 2470.
PSY 2440 DEVELOPMENTAL PSYCHOLOGY [3]
The study of human growth and development. The course is designed to give the student an understanding of children, adolescents and adults and how they change in the course of passing through the major phases of growth. Emphasis is placed on physical, emotional and personality development with an aim toward understanding the developmental cycle through adulthood and maturity.
Prerequisites: BES 2402-2403

PSY 2444 PERCEPTION [3]
An investigation of concepts concerning how man perceives his environment. Physiological and psychological viewpoints are considered.
Prerequisites: BES 2402-2403 and BES 2470.

PSY 2445 THEORIES OF PERSONALITY [3]
A survey of the major theoretical approaches to understanding the development, structure and dynamics of personality.

PSY 2452 HUMAN SEXUALITY [3]
The dynamics of human sexual behavior. A study of the range of sexual behaviors across groups. Sources of attitudes and beliefs about sex.

PSY 2465 NORMAL-ABNORMAL PSYCHOLOGY [3]
A study of the normal-abnormal continuum of human behavior. The topics covered include: definitions of mental health and mental illness; adjustment, the causes, diagnosis, treatment, and prevention of mental disorders. Case studies supplement and illustrate the theoretical parts of the course material.
Prerequisites: BES 2402-2403.

PSY 2497 INTRODUCTION TO COUNSELING [3]
Theories and practical techniques of counseling, including advisement, guidance, and supportive psychotherapy, by both directive and non-directive methods. Counseling is considered both as a career in itself and as a component on one's job in such fields as teaching, business and personnel management, health occupations, social work, etc.
Prerequisites: BES 2402-2403, PSY 2445 and PSY 2465.

SOCIAL SCIENCE (SSI)

SSI 2500 AMERICAN HISTORY I [3]
The political, social, cultural and economic factors pertaining to American History and civilization up to the year 1865. Two major areas of study are the colonial era through the American Revolution and the nineteenth century.

SSI 2510 AMERICAN HISTORY II [3]
A survey of American history from 1865 to the present. Particular attention is given to the various political movements, and the four major wars: American position as a world power; and her role in international affairs. Effects of the growth of labor unions and corporations as integrated into merging historical patterns.

SSI 2521 WORLD HISTORY I [3]
A survey of history from the beginnings to about 1650 A.D., including Ancient Egypt, Mesopotamia, the Persian empires, the Indus Valley civilization, early Greek developments, the first Chinese dynasties, the flowering of Greece, the spread of Hellenistic Culture, and Rome. The course then proceeds to the expansion of the Indian and Chinese civilizations, the Barbarian invasion, Islam, Medieval Europe, and the Turkish and Mongol conquests: Japan, Southeast Asia, Africa, and the Americas; finally, the Period of Discovery, the Renaissance, Reformation and Counter-Reformation are examined.
SSI 2531 WORLD HISTORY II
Starting about 1650, this course covers the emergency of Russia and the Americas, and events in Islam and the Far East to 1700. The Enlightenment period and the French Revolution; attendant events in the Western Hemisphere, Russia and Asia. The Industrial and French Revolutions are studied with their consequences on Europe, Africa, Asia, and the Americas. Both World Wars and their worldwide repercussions are analyzed, with due emphasis on the non-Western world. The approach stresses broad socio-cultural factors.

SSI 2540 MODERN EUROPEAN HISTORY
The chronological period is from 1914 to the present. Analysis is made of World War I and its consequences in Europe, the inter-war period, World War II and its aftermath, the growth of Soviet power, and the resurgence of Europe.

SSI 2550 THE BLACK MAN IN AMERICA
The Negro in the American historical process, from African beginnings to the present time. This course evaluates the political, social, and economic forces which have affected the Black Man’s development in America and its relation to the main stream of American history. Special consideration will be given to personalities, the interaction of white and black environments, and the movements that have shaped this history.

SSI 2555 SEMINAR IN HISTORY
Selected topics in history. Topics vary from term to term.

SSI 2600 AMERICAN SOCIAL AND INTELLECTUAL HISTORY
The main currents of American social and intellectual history from colonial times to the 20th century, Puritanism, the American Enlightenment, democracy and romanticism, the era of materialism; democracy in the age of anxiety. Prerequisite: SSI 2510.

SSI 2603 WORLD PERSPECTIVE
An interdisciplinary approach in studying the international system and development of a world outlook toward the social order, social values and contemporary problems.

SSI 2605 LEISURE AND SOCIETY
A study of the changing concept of leisure in today’s society and the relationship of leisure to work and non-work attitudes, the individual, the family unit, social class, community and value systems.

SSI 2661, 2662, 2663, 2664, 2665 AREA STUDIES
The students may take up to 15 credits in area studies. Each deals with a strategic area of the world using the interdisciplinary approach to studying that area’s history, people and culture, resources, national and regional characteristics, economics, values, political and social structure and contemporary problems.

The specific courses are:
SSI 2661 Latin America (3)
SSI 2662 Europe (3)
SSI 2663 Asia (3)
SSI 2664 Africa (3)
SSI 2665 The Middle East (3)

SSI 2670 RESEARCH METHODS IN THE BEHAVIORAL AND SOCIAL SCIENCE
This course stresses the classical approach to research on human behavior and society. Students conduct and report on experimental studies in their major area. These experimental studies permit the students to apply knowledge gained in former courses on evaluation, statistical inference and the design of experimental studies. Prerequisite: BES 2430. (Identical to BES 2470).

SSI 2675 COMMUNISM IN TODAY’S WORLD
A study of the world of communism today. Both Soviet and Chinese spheres of influence are studied.
SSI 2681.82.83.84 COOPERATIVE EDUCATION WORKSHOP  [3][3][3][3]
Students may re-enroll up to a maximum of 12 credits. Practicum to broaden the educational experience of students through appropriate and applied field experience coupled with academic instructions. Students will work under the supervision of faculty members in cooperative work and internship experience.

SSI 2690 SEMINAR IN SOCIAL SCIENCE  [1], [2], or [3]
A study of selected topics in social science. Topics vary from term to term. A student may sign-up for 1 to 3 credits.

SOCIOLOGY (SOC)

SOC 2405 CULTURAL ANTHROPOLOGY  [3]
The comparative studies of cultures and societies primitive and advanced.

SOC 2415 SOCIAL PSYCHOLOGY  [3]
An analysis of the structures and properties of human groups. Topics include group formation, development of role relationships, intra-group and inter-group conflict, factors influencing group effectiveness, the roles of motivation and attitudes in group processes (Identical to PSY 2415).

SOC 2420 SOCIAL ORGANIZATION  [3]
Analysis of theories of social organization with emphasis upon varying interpretations of the nature of society.

SOC 2425 MARRIAGE, FAMILY AND THE SINGLE LIFE  [3]
The course covers historical changes in family patterns, contemporary family life in different cultures and subcultures and the evaluation of alternative life styles in the American culture. Other topics include dating, mate selection, family disorganization, marital success and life style planning. (Identical to PSY 2425)

SOC 2435 AMERICAN URBAN MINORITIES  [3]
An in-depth analysis of the diverse ethnic structure of the urban community. Major attention is given to Negro, Puerto Rican and Mexican groups. Topics include: a survey of each group's social and economic structure; an examination of ghetto conditions and their effects; the impact of urban conditions on the new arrival; a comparison with the adaptation and treatment accorded earlier migrants; the validity of the "melting pot" concept; and a comparison of the life style of various minority groups.

SOC 2438 SOCIAL STRATIFICATION  [3]
The nature of caste and class in societies. Topics include: theories of social differentiation and stratification; comparison of caste, estate-class, and class systems; social mobility; and structural change. Emphasis is given to local and national stratification systems in the United States.

SOC 2448 INTRODUCTION TO SOCIOLOGICAL THEORY  [3]
The development of sociological theory in Europe and the United States during the 19th and 20th centuries from Comte to the present day. Emphasis is given to comparing and contrasting various schools of theoretical thought. Prerequisite: BES 2403.

SOC 2455 URBAN SOCIETY  [3]
A sociological analysis of modern urban ways of life. The formation of the core city, suburbs, metropolitan areas and giant urban areas (megalopolis); the development of slums and the social problems which attend slum conditions. Also problems of urban renewal, transportation, integration of community functions, ethnic distribution, social stratification and land usage.
SOC 2453 THE INSTITUTIONAL COMMUNITY
The study of an institution as a functional community. Special emphasis is placed on closed institutions such as the prison and the mental hospital. The course treats the problems of adjusting to the institutional environment, the development of an inmate culture, systems of social stratification, normative order, and systems of conformity. The course also covers life style and culture of the custodial staff, formal and informal organization, and interaction between the custodial staff and the inmate population.

SOC 2457 COLLECTIVE BEHAVIOR
An examination of collective behavior as a social phenomenon. A descriptive analysis of the characteristics of different types of crowds; their response to social and economic forces; and their response to propaganda and other forms of manipulation. Special emphasis is placed on the role and functioning of law enforcement agencies in controlling and regulating crowds.

SOC 2473 JUVENILE DELINQUENCY
An inquiry into the causes of juvenile delinquency, the social and psychological factors involved in the predictive studies and theories concerning the development of delinquency. Topics also include formation of youth gangs; methods of coping with gang activity; the types of crimes committed by children and youth; narcotics problems; neglected and retarded children; the youthful offender and the wayward minor; the operation of the Children's Court; and crime prevention programs.

SOC 2475 PROBLEMS IN CONTEMPORARY SOCIETY
A sociological analysis of social problems. The problems studied include: crime, juvenile delinquency, mental illness, alcoholism, narcotics addiction; sexual maladjustment and poverty. The course examines the role of modern society in fostering social movements, fads, emotional problems and deviations in social development. (Identical to CRJ 2375)

SOC 2477 CRIMINOLOGY
An examination of crime and theories of crime causation. Topics include the white collar criminal, the professional criminal and the structure of organized crime. The criminal justice process is analyzed, including the role of the police, the criminal courts, the probation officer, correctional services, and the re-entry of the offender into society.

SOC 2494 INTRODUCTION TO COMMUNITY SERVICE SYSTEMS
A survey of the various approaches and orientations to the general field of human and community services. Consideration is given to case work, group work, and community organization as well as to the interrelationship of psychology, sociology, and anthropology to the related behavioral and social professions.

TECHNOLOGY (TEC)

TEC 6012 MECHANICAL DRAWING
Introduction to technical drawing including the use of instruments, lettering and orthographic projection. Graphical mathematics, including graphic algebra, functional scales, and empirical equations.

TEC 6061 ELEMENTARY MACHINE DESIGN
TEC 6070 STRENGTH OF MATERIALS  
Stress and strain; riveted and welded joints; torsion; shear; bending and deflection of beams; columns; combined stresses. Prerequisites: TEC 6611, MAT 3031.

TEC 6611 ENGINEERING MECHANICS I  
Composition and resolution of forces and couples; equilibrium equations; analysis of simple frameworks; flexible cables; the laws of friction with general applications; virtual work and virtual displacement; stability; center of gravity and moment of inertia of masses and areas. Prerequisites: PHY 4012, MAT 3022.

TEC 6621 ENGINEERING MECHANICS II  
Kinematics; linear and angular displacement; velocity and accelerations; rectilinear and curvilinear motion; relative motion; motion of rigid bodies; instantaneous center. Kinetics; Newton's laws; motion of mass center; translation, rotation, and plane motion of a rigid body; work, power, energy; impulse and momentum with applications to rigid body motion. Prerequisite: TEC 6611.

TEC 6622 SCIENCE OF ENGINEERING MATERIALS  

TEC 7011 OPERATIONS MANAGEMENT  
Management of operations within the manufacturing sector; control of production operations; maintenance of quality of output and techniques for planning and scheduling manufacturing operations. Identical to BUS 3911.

TEC 7030 PRODUCTION PLANNING AND CONTROL  
Pre-production planning for selection of best and/or most economical methods. Analysis of the machines, operations, and materials for the manufacture of a product. Details of production control, including planning, scheduling, inventory and routing. Prerequisite: TEC 7011.

TEC 7032 STATISTICAL DESIGN  
Principles of modern statistical experimentation and practice in basic engineering design. Fundamentals of analysis of variance; experiments with a single variable of classification. Latin squares and factorials. Normal, Poisson, student "t" and Hypergeometric distributions are studied. Prerequisite: MAT 3016.

TEC 7040 QUALITY CONTROL  
A first course in the fundamentals of quality control. Elements of statistical analysis: frequency distribution, norms, normal curve, standard deviation, statistical aspects of tolerances, and basic concepts of probability. Construction and analysis of control charts. Prerequisite: MAT 3016.

TEC 7050 PLANT LAYOUT  
Arrangement and layout of physical facilities for maximum efficiency of production, including stock arrangement, machines, layout of aisles, use of space and techniques of model construction. Prerequisites: TEC 6012, TEC 7011, TEC 7030.

TEC 7060 JOB EVALUATION  
Job description; job analysis; job classification; analysis of significance; modern techniques and practices used in job evaluation. Prerequisite: BUS 3901.
TEC 7070 MOTION AND TIME STUDY
Principles and applications of motion analysis, process study, operation study, micromotion study. Methods improvement; work simplification; standardization; rating; allowances; analysis of time data. Prerequisite: TEC 7011.

TEC 7091 INDUSTRIAL ECONOMICS
Economic problems relevant to management decision making. Managerial costs, interests, depreciation, manufacturing break-even points, costs, laws of supply and demand, cost functions, capital budgeting. Decisions between alternatives and replacement planning. Prerequisite: TEC 7011.

TEC 7100 INDUSTRIAL OPERATION ANALYSIS
Application of scientific management techniques to industrial operations; design and decision-making; production management. The industrial operation problems within the scope of management objectives; development of problem-solving techniques, including schematic models, programming, statistical and economic analysis; quality, production control, and plant layout. Application of specific industrial case problems. Prerequisites: TEC 7030, MAT 3016.

TEC 7110 ENGINEERING SALES SURVEY
Elements, methods and themes pertaining to the economics, distribution and sale of technical products and services.

TEC 7150 INVESTIGATION OF MANUFACTURING ENTERPRISES
A study of current industrial engineering practices (production, layout, safety, planning, personnel management, etc.) through plant visits and class discussions. Term report.

TEC 7200 INDUSTRIAL TECHNOLOGY SEMINAR
Term project: design of an industrial enterprise (product, market research, production processes, plant layout, pricing). This is a senior year course and requires prior approval of the department chairman.

TEC 7213 INTRODUCTION TO ELECTRICAL ENGINEERING
A lecture and laboratory course requiring a knowledge of the elements of electrical engineering. Brief review of topics covered in elementary physics such as Ohm’s and Kirchhoff’s Laws, elementary DC and AC current analysis, introduction to vacuum tube and semiconductor electronics, motor and generator action, ideal transformer. Prerequisites: MAT 3031, PHY 4022.
# Personnel Directory

## Nova University Administrative Staff

<table>
<thead>
<tr>
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<th>Alexander Schure, Ph.D., Ed.D., D.Sc. (Hon.), L.L.D. (Hon.), Chancellor, University, President, New York Institute of Technology</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Abraham S. Fischler, Ed.D., Deputy Chancellor and President, Nova University</td>
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<td>Fred A. Nelson, Ph.D., Vice President for External Affairs</td>
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<td>Joseph P. Murphy, A.B., Assistant to the President for Development</td>
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<td>Mary Templin, Executive Secretary</td>
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<td>Susan Hyatt, Secretary</td>
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<td>Nova College</td>
<td>Deborah Glass, M.A., Director of Nova College</td>
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<td>Patrick J. Distasio, Ed.D., Associate Director of Nova College</td>
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<tr>
<td>Nova University at Coral Springs</td>
<td>Virginia Scigliano, Director</td>
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<td>Charles C. Heinrich, Associate</td>
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<td>Nova University for Mature Adults</td>
<td>M. Alexander Gabrielson, Ph.D., Director of the University for Mature Adults Program</td>
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<tr>
<td>Undergraduate Programs in Education</td>
<td>Anna Mae Walsh Burke, Ph.D., Director of Bachelor of Science in Education Programs</td>
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</tbody>
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Thomas J. Eilerman, B.S., Assistant Comptroller
Edward T. Jarina, B.S., Assistant Comptroller
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