1983-1984 Nova College The Center for Undergraduate Studies Bulletin

Nova Southeastern University

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Nova University

Nova College
The Center for Undergraduate Studies
1983-84 Bulletin
This bulletin updates material previously published in Nova College Day Division and Career Development bulletins. This document supersedes all previously published Nova College bulletins.

Policies and programs set forth herein are effective August 1, 1983. The regulations and requirements herein, including fees, are necessarily subject to change without notice at any time at the discretion of the Nova University administration.

Nova University is chartered by the State of Florida and is accredited by the Southern Association of Colleges and Schools.

Nova University admits students of any race, color, and national or ethnic origin.
The growth of Nova University as a dynamic, mission-oriented educational institution has been coupled with an intensive search for strategies designed to make each of its courses of study maximally responsive to individual human needs. Hence, Nova University continues to press forward in seeking solutions to major societal problems while offering to its students many opportunities for intellectual challenge, professional preparedness and personal awareness.

Alexander Schure
Chancellor

Having entered its second decade, Nova University is beginning to see the impact that its graduates are having upon the institutions within our society. Many of the University’s programs are mission-oriented, designed to improve the performance of professionals, and evidence is being collected which indicates that Nova alumni are having a strong, positive effect on the institutions in which they are employed.

Independent education must continue to be responsive and adaptable to the varying needs of potential students if it is to represent a true alternative to the tax-supported sector. Nova University is committed to maintaining quality at the same time it is meeting these needs.

Abraham S. Fischler
President

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Founded in 1964, Nova University is an independent university which is non-sectarian, nonprofit and racially non-discriminatory.

Unusual among institutions of higher education, Nova is a university for all ages. Undergraduate education is offered through Nova College. Numerous graduate programs in a variety of fields provide master's, doctoral, and post-doctoral education. Also, non-degree, continuing education programs are offered. The University School, a demonstration school, serves children from pre-school through seniors in high school.

In 1970, Nova University joined in an educational consortium with the New York Institute of Technology, an independent, nonprofit institution with campuses in Manhattan and Old Westbury, Suffolk County, Long Island. This mutually beneficial relationship permits each institution to draw on the personal and physical resources of the other, giving maximal benefit to the students of each and to society in general.

With students studying in Florida and in 21 states, Nova University is a university of national scope.

**Accreditation** Nova University is accredited by the Southern Association of Colleges and Schools. The Ph.D Program in Clinical Psychology is provisionally accredited by the American Psychological Association.

**Campus and Off-Campus Locations** The Nova University main campus is located on a 200-acre site west of Fort Lauderdale at 3301 College Avenue in the town of Davie, Florida. It is 10 miles inland from the Atlantic Ocean and is easily accessible from major U.S. and state highways, including I-95 and Florida's turnpike.

The Center for the Study of Law is located at 3100 S.W. 9th Avenue in Fort Lauderdale.

Nova University at Coral Springs is located at 3501 University Drive. Degree programs, non-credit courses, and cultural events that serve the residents in north Broward County and in Palm Beach County are held in Coral Springs.

The Oceanographic Center is located on the south side of the marine entrance to Port Everglades at 8000 North Ocean Drive, Dania, Florida.

Many Nova University students attend classes on the main campus, at the Law Center, or at Coral Springs. Consistent with its educational mission to provide educational opportunities for adult students wherever they may be, Nova offers degree programs and continuing education experiences at off-campus centers locally, throughout Florida, across the United States, and in foreign countries.

With the New York Institute of Technology, Nova University maintains an office in Washington, D.C. It is located at 1511 K St., N.W., Suite 624.
NOVA COLLEGE

Nova College is motivated by the innovative educational mission for which Nova University has become known. It is not just another college. It has achieved a reputation for quality education—with students, faculty, and higher education colleagues. It was selected in 1981 as one of 18 universities and colleges in the country to participate in a three-year project at the University of Chicago on Quality in Non-traditional Education. Nova College has a ten-year history of providing career development education to adults, a focus which only recently has become a predominant concern of colleges throughout the nation. In 1980 it inaugurated a new program for the 18 to 22 year-old youth based on the premise that it is not what students learn but what they do with the learning that counts.

Nova College students, whether young or adult, can major in business, psychology, accounting, science, education, and computer science, or engineering. Special degree programs are also offered for eligible students in professional management, health care services, criminal justice, and leadership studies. In addition, students can prepare for professional or graduate study. Through programs that combine a mastery of traditionally important academic skills with the competencies needed to perform successfully in a dynamically changing world, Nova College has achieved an image that reflects the future. Contrary to many colleges, Nova is committed to the idea that institutions are not monuments; rather they are vehicles designed and redesigned to meet the personal, social, and career needs of people in a changing society. For the past decade, Nova University, through its undergraduate programs at Nova College, has been committed to that purpose.
Goals
Noval College Will
1. Be responsive to student needs, goals, and conditions through appropriate administration.
2. Offer meaningful college level curricula, long and short term.
4. Develop experimental designs.
5. Make education accessible to those not served in the mainstream.
6. Provide quality education so that graduates have competitive and fulfilling skills and competencies.
7. Select and develop faculty who will have a professional responsibility to students, the curricula, and the University.
8. Maintain a clear statement of mission and an effective organizational structure to support it.
9. Educate the public about the successful attributes of the University, the College, and its programs.
10. Provide a cost-effective college education.

INSTITUTE FOR RETIRED PROFESSIONALS

In order to serve the special needs of the growing retirement community in South Florida, the Undergraduate Center has established the Institute for Retired Professionals (IRP). The program focuses attention on how the educated person can occupy newly found full-time leisure creatively.

Modeled after the highly successful IRP at the New School for Social Research in New York City, Nova's IRP offers an opportunity for retired professionals to renew their education in a unique way. Because of their varied interests and life experience, IRP members act as teachers and students at the same time they share with and learn from one another. In the IRP, retirees from all walks of life explore new interests and directions in their retirement years.

The Institute for Retired Professionals is held from mid-October through May, followed by a summer session of 4-6 weeks. Classes meet Monday-Thursday, two different classes each day; one from 10:00 a.m. to 11:30 a.m., and the other from 12:30 p.m. to 2:00 p.m.

DISCUSSION GROUPS AND SEMINARS. During the week there are discussion groups, seminars and classes on a wide variety of subjects ranging from fine arts appreciation to politics, current events, self-awareness, and the law. The areas of study are chosen by the membership, and group leaders and discussion leaders are members.

LECTURE SERIES AND WORKSHOPS. Members attend lecture courses and workshops conducted by Nova University faculty and other experts exclusively for I.R.P. members.

FIELD TRIPS, SOCIAL GATHERINGS, AND SPECIAL EVENTS. I.R.P. members enjoy travel! Day field trips, weekends, and week-long jaunts are planned by a committee. Some recent visits included St. Augustine, Asolo State Theatre in Sarasota, the Edison Home in Fort Myers, and the Spoleto Festival in Charleston, South Carolina. I.R.P. members enjoy parties! Luncheons and parties are planned.

SUMMER PROGRAM. Each year a summer study program is designed to meet the needs of the membership. In addition, a travel/study experience abroad is part of our program. The most recent was at a British University; future plans include a study trip to Israel and Egypt.

Additional printed information is available.
AFFILIATIONS

Nova University/New York Institute of Technology  In July, 1970, New York Institute of Technology joined in a university federation with Nova University of Fort Lauderdale, Florida. Drawing on the combined faculties, facilities, and educational philosophies of both institutions, the affiliation permits an interrelationship of learning in broad areas of human interest and endeavor. The interchange of academic activity and resources for the reciprocal advancement of both institutions offers students maximum educational opportunities.

Nova University at Coral Springs  Nova University established an educational center at Coral Springs specifically to meet the needs of men and women living in north Broward County and Palm Beach County. The uniqueness of this branch of Nova University is its community-based mission. Classrooms and administrative offices are presently located at 3501 University Drive. Nova has recently purchased a permanent site for its university center in Coral Springs. It is located in the heart of the community services complex across from Mullins Park on N.W. 29th Street. Plans for the first building are in the process of development.

Undergraduate courses leading to the Bachelor of Science degree in a variety of majors are offered at Coral Springs. Classroom learning is supplemented by community research, independent study, and television.

Master of science degrees in counseling psychology and business administration are offered. Other graduate programs are in the planning stages. Continuing education courses and workshops are offered for personal enrichment and career development. Cooperating with community agencies, Nova University at Coral Springs has developed a full cultural program.

In addition to its academic programs, Nova University operates a branch of The University School in Coral Springs. The Nova University Community Mental Health Center—a nonprofit, publicly supported mental health clinic serving northwest Broward County—is located at the Coral Springs center.

Center for Science and Engineering  (Bulletin under separate cover) Science and engineering programs are offered by the Nova University Center for Science and Engineering. These programs have been developed by the center with the cooperation of the Center for Technology at the New York Institute of Technology and the Science and Technology Center of the New York Institute of Technology in Port Everglades, Fort Lauderdale, Florida.

Administrative offices for the Nova University Center for Science and Engineering are located at Orange Plaza Center, 6191 S.W. 45th Street, Suite 1671, Davie, Florida. Telephone: (305) 475-7649.

ACCRREDITATION

Nova University is accredited by the Southern Association of Colleges and Schools. Nova University is also a member of the College Entrance Examination Board. Courses in education are approved for certification purposes by the Florida Department of Education.
BEHAVIORAL AND SOCIAL SCIENCES

The bachelor of science degree is offered through the Behavioral and Social Sciences Division with the following major concentrations:

Community Psychology
General Psychology
Organizational Psychology

Psychology is the study of individual behavior. The psychology majors emphasize scientific research and applications to significant areas of human activity.

The Community Psychology major provides career preparation and enhancement in counseling and treatment services for families, the mentally retarded, mentally ill, elderly, and substance abusers. This, or the General Psychology major, is appropriate for those planning to go on for a M.S. in Counseling Psychology. It can also be selected in preparation for the Psy.D. in Clinical Psychology.

The General Psychology major provides academic training and preparation for graduate study. It meets usual prerequisites for Psy.D. and Ph.D. programs in Psychology. It may be combined with the law school preparatory courses or with courses leading to certification in Secondary Education.

The Organizational Psychology major combines a firm foundation in psychology and applications relevant to organizations. It provides a solid behavioral science basis for personnel and human resource management.
BUSINESS AND ADMINISTRATIVE STUDIES

The bachelor of science degree is offered through the Business and Administrative Studies Division with the following major concentrations:

Accounting
Administrative Studies
Business Administration

The Accounting major is offered for those students who wish to pursue a career in accounting. The major will also serve as the foundation for those preparing for the CPA examinations. The State Board of Accountancy in Florida requires an additional 30 credits beyond the bachelor's degree to qualify for the examination. Nova University offers a master's degree designed to satisfy the CPA requirements.

The Administrative Studies major is offered for those students who are already practitioners or are potential practitioners and need a general degree or certificate to prepare for a wide range of career opportunities.

The Business Administration major and related specialties are offered for those students who are already practitioners in the field and need a specialized bachelor's degree and/or certificate for advancement or possible career shift in business administration. Students who intend to enter the business field or plan to attend graduate school and wish a strong academic base for study in business, computer science, law, and other related fields are also candidates for this degree.

CLUSTER STUDIES

The bachelor of science degree is offered through the Cluster Studies Division with the following major concentrations:

Health Care Services
Professional Management

The Health Care Services degree (HCS) is designed for registered nurses and other health care professionals who have a two-year degree. The program will enable those students to draw from their specialized backgrounds and to develop professionally and personally.

The entrance requirement is at least 45 semester credits of previous college-level work. These credits may be transferred from a regionally accredited institution or attained through documented, approved prior experiential learning. All nurses who have passed the licensing examination for registered nurse (R.N.) will receive a minimum of 45 credit hours. Therapist and technician training will be assessed on an individual basis. Associate degree holders from accredited colleges will receive 60 semester hours of transfer credit.

When possible, the classes will be offered at hospitals. Each curriculum module will take 16 weeks to complete, meeting one evening per week and every fourth Saturday. A module is worth 9 semester hours of credit. Students may take one module per trimester, three per year. Each student is required to have a total of 60 lower-level hours plus 7 nonduplicative modules (a total of 123 semester credits) to graduate with a bachelor of science degree.

The Professional Management degree is designed for people working in a technical or professional field who are advancing into supervisory and management positions. Holders of the community college associate degree or equivalent college credit who have had to meet additional general requirements when seeking a higher degree are now able to transfer 60 semester hours credit toward the Bachelor of Science degree in Professional Management (BPM). Sixty-six semester hours of credit in management, behavioral science, and humanities will be required. Courses are scheduled to meet the needs of the working student.

The accelerated, career-based, 66-credit-hour curriculum is offered in the cluster format with five or six courses (fifteen to eighteen hours) of credit completed approximately every six months. The course work for the Bachelor of Science in Professional Management can be completed in approximately twenty-seven months.

*Individuals with a minimum of 45 semester hours are also eligible for this degree program, but additional credit is required for graduation.
COMPUTER SCIENCE AND ENGINEERING

The bachelor of science degree is offered in cooperation with the Center for Science and Engineering with the following major concentrations:

- Computer Engineering
- Computer Information Systems
- Computer Science
- Computer Systems

Computer Engineering deals primarily with the development of computer hardware technology. Computer engineers are educated in the design and fabrication of hardware components of computer systems and in the development of circuit logic to carry out the basic logic of the components. This program is designed to prepare students in both computer science and in electrical engineering through an interdisciplinary program. This program required 120 credits in contrast to the electrical engineering program which requires 138 semester credits for graduation.

The goal of the Computer Information Systems course of study is to prepare the business applications programmer/analyst who is well-schooled in the technical aspects of computer systems, is knowledgeable of the applications area to which they are applied, and has sufficient background to be able to grow professionally in a rapidly changing field. CIS programs are career-oriented, with the expectation that these programmer/analysts will have a sufficiently rigorous background that they can, with additional experience, advance along several career paths leading to positions in systems analysis, systems design, programming and systems project leadership, and systems management. This program follows the guidelines stated in the Data Processing Management Association Model Curriculum for Undergraduate Computer Information Systems Education.

The Computer Science major is designed for those who wish to prepare for a career in the technical aspect of computers. Courses in hardware function, design, and application are coupled with programming and language courses to give the student a sound basis in computer science. This program will provide a substantial base for the graduate to work in a number of computer career fields and to pursue graduate work in computer science.

The Computer Systems major is designed for those students who wish to combine their knowledge of business with an applications approach to computer science. In addition to learning computer function, language, and programming, students will pursue classes which focus on the use of computers in the business environment. Students selecting the business option may focus their study in the areas of Management or Accounting or they may select a General Business program which gives a broad range of business experiences and includes courses in such areas as organization theory, marketing, finance, management, business policy, legal environment, and interpersonal relations.

EDUCATION

The bachelor of science degree is offered through the Education Division with the following major concentrations:

- Elementary Education
- Exceptional Education
- Secondary Education

The education degree programs prepare students for teacher certification in the areas of Elementary, Exceptional, and Secondary Education. A student who has already completed a bachelor's degree in an area other than education may apply for admission to one of the education certificate programs which will prepare the student for State Teacher Certification. Individualized programs may be designed for those students who wish to apply for state certification in early childhood, reading, gifted, and certain other areas. The role of Nova College is to provide the student with appropriate courses that have been approved by the state for specific certification purposes. Actual teacher certification is awarded by the State Department of Education, NOT by Nova University.

SCIENCE

The bachelor of science degree is offered through the Science Division with the following major concentration:

- Life Science

The Life Science major offers broad training in basic biological disciplines with specialties in pre-professional medical preparation and general biology.

Students interested in the Pre-professional Specialty must coordinate their program with the pre-medical advisor. Only students who show evidence of excellent academic promise and who can meet the exacting demands of the medical profession are encouraged to enroll in this specialty.

It is imperative that both the common and specialty course requirements be completed in the first 90 hours of enrollment. Acceptance to medical school is determined by academic performance, standardized test scores (MCAT) and evidence of good character and emotional temperament.

The General Biology Specialty is designed to provide students with the broadly-based scientific preparation necessary for their employment as technicians by ecological consulting firms and environmental regulatory and managerial agencies; as university or industrial researchers; or in the field of secondary education.
SPECIAL PROGRAMS

Bachelor Of Arts In Leadership Studies The bachelor of arts in leadership studies is designed to enable selected participants to become better self-directed learners and to increase their decision-making effectiveness. Individuals at the operational directorship level with approximately ten years of demonstrated executive or community leadership performance are eligible.

Students will review studies and theories in each area prior to satisfying performance demands which will demonstrate knowledge, skills, attitudes, and behaviors appropriate for that area and will demonstrate growth as individuals in moving to more advanced stages of cognitive development.

Participants will use prior learning (through experience) and new learning (through seminars, group discussion, independent study and action projects) to construct demonstrable performance in each area. Performance demands will be demonstrated through tests, reports, and action projects. Readings, lectures, and discussions on the humanities and other liberal arts will be emphasized throughout the program.

Bachelor Of Science In General Studies The general studies major allows students in the day program either to follow a general program of liberal arts study or to combine coursework from several majors for an individualized program of study to meet specific student needs. Students who wish to consider a general studies major should first, in consultation with their advisor or another full-time faculty member, outline their intended program of study and draft a statement explaining and supporting it. These documents should then be presented to the appropriate academic director of the college who, if he or she approves it, will then present the program of study to the academic directors of the college who shall constitute the General Studies Supervisory Committee. If the committee of academic directors approves the course of study, the sponsoring academic director shall then have the responsibility of monitoring the student’s progress until the major has been appropriately completed. Students should note that they are expected to propose their course of study for the general studies major prior to completing 75 hours of coursework, that the majority of work in the proposed general studies major should be at the upper division level, and that all work in the proposed general studies major must be completed at Nova.

Computer Education Specialty Students pursuing careers in education or training may select the computer education specialty to help them become effective users of the microcomputer in learning. Following an introduction to the use of the microcomputer they will learn to apply various learning theories to the microcomputer to improve motivation and learning effectiveness. Although programming languages are not part of this specialty, participants will learn to use authoring systems to create original software including instruction, tests, and management of instruction. Experience in the evaluation of software and hardware will make the participant a more intelligent user and purchaser of microcomputer systems. Use of word processing programs will facilitate paperwork.

Participants in the computer education specialty do not have to pursue the entire bachelor’s degree. They may pursue a 21-credit certificate program and still learn to use the microcomputer effectively. These credits may later be applied toward the B.S. degree if they choose.

The courses contained in the specialty area and in the certificate program are:

- CS 111 COMPUTER LITERACY
- CED 132 LEARNING THEORIES AND THE MICROCOMPUTER
- CED 222 AUTHORING LANGUAGES
- CED 232 INTRODUCTION TO PROGRAMMING AND DOCUMENTATION
- CED 322 MICROCOMPUTER SOFTWARE AND HARDWARE EVALUATION
- CED 422 ASSESSMENT USING THE MICROCOMPUTER
- CED 432 AN INSTRUCTIONAL PROGRAM FOR THE MICROCOMPUTER

These programs are offered cooperatively by Nova College and the Office of Computer Studies. The fully-equipped Microlab on the third floor of the Parker Building is utilized for these classes and for individual student lab time.
Latin American And Caribbean Studies Specialty

This program will provide a broad cultural base for students who plan careers involving Latin American and Caribbean peoples in business, government, psychological services, or education. The certificate program will not be a major but will be completed in conjunction with one of the Nova College majors. The requirements for this certificate program are expected to be as follows:

The student will complete 24 credits of courses with a Latin American and Caribbean emphasis. Appropriate courses taken within the major may satisfy part of this requirement. Spanish language courses at the 200 level or above also may satisfy part of this requirement.

The student will take at least 9 of the 24 required credits outside his or her major.

The student will have to demonstrate a reading and speaking knowledge of Spanish. This requirement may be satisfied either through coursework or by examination.

Law School Preparation

Nova College provides the opportunity for students to become eligible for law school and a law career. There is no undergraduate program of studies, however, which will guarantee law school admission. To be considered for admission to most law schools, including the Nova University Center for the Study of Law, a student must have a high undergraduate grade point average, qualifying LSAT score, and well-developed skills in written and verbal communication. In Florida and other states, a baccalaureate degree is required prior to admission. Any Nova College undergraduate degree will meet this requirement.

There are opportunities at Nova University for students to experience law studies by taking several courses taught by law school faculty and to engage in selected activities at the Nova Law Center. These experiences, as well as courses designed to develop analytic skills and an understanding of economics and the social context within which legal issues arise, will provide a good background for students considering further study in law.

The Pre-Law Handbook, prepared by the Law School Admissions Council and the Association of American Law Schools, contains material on the law and lawyers, prelaw preparation, applying to law schools, the study of law, and information on most American law schools. It may be obtained at college bookstores or ordered from Law School Admission Services, Box 2000, Newton, Pennsylvania 18940.

Medical School Preparation

Nova College has developed a preprofessional specialty within its life science major for students interested in medicine and dentistry. It consists of

required core courses

Life Science major courses

completing a minimum of 15 additional hours in courses strongly recommended or required by medical schools

The preprofessional specialty should provide appropriate course requirements for schools of osteopathy, dentistry, optometry, and podiatry as well as medical school. Students can consult the latest edition of Medical School Admission Requirements for details.

It is necessary to apply for admission to medical and dental schools about a year in advance of the entry date. Students should have completed the admission requirements before they apply and should have taken Medical College Admission Test.

Nova College has a pre-medical advisor who will coordinate a student's progress and, in conjunction with the proper faculty, will monitor that progress and prepare letters of recommendation.
Mission Adult undergraduate learners are people who often have limited access to higher education, be they employed managers, technicians with "terminal" education, service workers who need specific training and career credentials, housewives who have full time commitments, teacher aides who want to become teachers, or individuals seeking career changes who are trapped by their present responsibilities. These people are faced with changing careers, transitional roles, new technology, increasing information demands, and intellectual, leisure, cultural, and social needs. Usually they are returning to education to increase their competency in a variety of adult roles and to expand their career opportunities.

Nova recognizes that most adults seek higher education to enhance their career status as workers, students, spouses, parents, leisurites, even as children concerned, for example, with aging parents. A successful educational program for these individuals must intend to make each of these roles rewarding.

Two elements of the adult educational design, therefore, are related to this reward. One, the program must increase the skills and performance of the student in career related areas. Two, the program must be built around the student's present condition of family and employment. Research continues to show that the reasons adults chose not to go to school are time, travel, and family responsibilities—in other words, inconvenience. In order for higher education to be palatable for adults—particularly for adults in greatest need—it must not come at the sacrifice of their responsibilities on the job or in the home. Nova has successfully developed specific educational programs with these purposes and conditions in mind.

Uniqueness The following characteristics help to make the Nova College Career Development Programs effective:

- FLEXIBLE COURSE SCHEDULING
  Because most of our students are busy working or raising a family during the day, our courses meet principally in the evening and on weekends. Flexible scheduling provides students with the opportunity to enroll frequently throughout the year.
  Courses in the 8- and 9-week terms meet once each week in four or four and a half hour sessions. Courses in 16-week terms meet for two hours each week.
  Occasionally it becomes necessary to close classes due to capacity enrollments or to cancel classes because of insufficient enrollment. In these cases, the College makes every effort to notify the affected students prior to the first class meeting, thereby allowing these students to register for other courses if they so desire.
Applying for Admission to Career Development Programs

1. Call 475-7340 (in Fort Lauderdale) or 753-3300 (in Coral Springs) for an application or a personal counseling appointment. From Dade call 944-1219, extension 7340; and from Palm Beach call 732-6600, extension 7340. For students interested in science and engineering, call 475-7650. For students in other locations, call 800-432-5021.

2. Once the student decides on a Nova program, an admission application must be completed and returned with the nonrefundable application fee ($20.00).

3. The application and fee must be personally delivered or mailed to:
Nova University
Office of the Registrar
3301 College Avenue
Fort Lauderdale, Florida 33314

4. The student may begin taking courses during any regular registration period after submitting the application and fee for admission.
Acceptance to Career Development Programs

1. As soon as we have the completed application form and fee on file, the student is eligible to take courses.

2. Acceptance into a degree program can be effected only after
   a. proof of high school graduation (or its equivalent) has been submitted and official transcripts of all previous college work (if any) have been received. At this time credentials will be evaluated and you will be notified of your status.

   For those students who have not graduated from high school, the following criteria will be considered in lieu of a high school diploma:
   (1) G.E.D. certificate or its equivalent
   (2) Documented indication of the ability to benefit from the College's program. Such documentation may include any one of the following:
       * Written demonstration of the language and math skills necessary for college work
       * Two or more written recommendations from professional educators or counselors who are not affiliated with Nova University
       * Other evaluative information of the student's ability as deemed appropriate by the College.

   b. six semester hours have been completed at Nova with at least a 2.0 Q.P.A.
   c. placement test requirements have been completed.
   d. a major has been declared and a program evaluation has been completed.

   When the student has received the completed evaluation, a counselor will be able to help interpret it and update it each time for registration.

Special Student A student may take just one or several courses or a specialty program without enrolling in a degree program. In this case, "special student" is to be checked on the application form, and courses may be taken after the application and application fee have been submitted.

Cooperative Enrollment It is permissible to take courses at another college while enrolled at Nova. Credit will be transferred only if there is prior written approval from Nova and a grade of "C" or better. Students taking courses at more than one center within Nova University must also receive written counselor approval.

International Students International students applying to Nova College must:
   - Demonstrate proof of graduation from an accredited secondary school in their home country.
   - Demonstrate proof that they are able to meet all costs of their education without financial aid from Nova University.
   - Demonstrate proficiency in the English language through testing in the Nova University Intensive English Program. Failure to achieve satisfactory scores on the test of English will require additional study in the Intensive English Program prior to registering for classes.

   International students who need intensive English study prior to enrollment in regular classes should apply for admission to the Intensive English Program at Nova University.

Credit for Prior Learning Students may obtain academic credit for pertinent skills and college-level educational experiences gained in years previous to enrollment at Nova College.

   A student must take a minimum of 30 semester hours at Nova College in order to graduate with a Nova College bachelor of science degree, but as many as 90 semester hours may be applied to the degree in some major areas. For further information about prior credit, make an appointment with a counselor by calling 475-7340.
Transfer Credits

If a student has earned college credits at another accredited college or university, he or she may be able to TRANSFER all or most of those credits toward a Nova College degree.

Students who plan to transfer to Nova College should contact an admissions counselor at 475-7340 as soon as possible to discuss how prior college credit can be used in their Nova degree. Further, students at a community college might want to contact a Nova counselor a term or two before they earn their associate’s degree to ensure that the community college degree will have maximum transferability.

Portfolio Credits

The central principle that underlies the prior learning assessment process at Nova College is that what a student knows is more important than how it was learned. If knowledge and skills comparable to those of a college trained student can be demonstrated, then equal credit can be awarded.

Three basic prerequisites must be met in order for a student to earn credit via experiences outside the traditional college classroom:

1. The knowledge and skills must be of college level.
2. The credit must be applicable to the program of study in some manner, either as required or elective coursework.
3. The knowledge and skills which have been derived must be stated, documented, evaluated, and measured.

Guidelines and counseling for experiential credit application are available from the Coordinator of Prior Learning. Call 475-7340.

Testing Credits

The College Level Examination Program (CLEP), Proficiency Examination Program (PEP), and Advanced Placement Examinations (AP) are examinations through which a student may achieve advanced standing in college. CLEP is administered at Nova University through the College Board.

Before applying to take any of the CLEP tests, a student should consult an academic counselor to be sure that the credits granted through the exams are applicable to specific Nova College degree requirements.

To receive credit through CLEP exams at Nova College, a student must score in at least the 50th percentile. Requests for AP and PEP credit should be discussed with an admissions counselor.

Attendance

Nova programming for adult learning makes class attendance essential. If an emergency necessitates an absence, a makeup assignment should be planned in consultation with the instructor.
# General Psychology

**GENERAL DISTRIBUTION**  
(See Student Affairs Office for specific requirements)

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language 111, 112, 201</td>
<td>9</td>
</tr>
<tr>
<td>Mathematics 150</td>
<td>3</td>
</tr>
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<td>Computer Science</td>
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<td>Humanities</td>
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<tr>
<td>Psychology 111</td>
<td>3</td>
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<tr>
<td>Natural Science</td>
<td>6</td>
</tr>
<tr>
<td>Sociology</td>
<td>6</td>
</tr>
<tr>
<td>Liberal Arts Electives (COM/ECO/GEO/HIS/HUM/LAN/LSC/MAT/PHY/POL/SOC)</td>
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</tbody>
</table>

Subtotal 45 sem. hrs.

**GENERAL PSYCHOLOGY: Major Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 238 Child and Adolescent Development</td>
<td>3</td>
</tr>
<tr>
<td>PSY 301 Statistics for Behavioral Sciences</td>
<td>3</td>
</tr>
<tr>
<td>PSY 302 Psychological Research Methods</td>
<td>4</td>
</tr>
<tr>
<td>PSY 321 Personality</td>
<td>3</td>
</tr>
<tr>
<td>PSY 326 Abnormal Psychology or</td>
<td>3</td>
</tr>
<tr>
<td>PSY 316 Issues in Social Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 371 History and Theories of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 406 Psychological Tests and Measurements</td>
<td>4</td>
</tr>
<tr>
<td>PSY 451 Learning and Memory</td>
<td>4</td>
</tr>
<tr>
<td>PSY 460 Biological Bases of Behavior</td>
<td>3</td>
</tr>
<tr>
<td>PSY 499 Independent Study</td>
<td>3</td>
</tr>
</tbody>
</table>

Subtotal 33 sem. hrs.

**SUMMARY OF REQUIREMENTS for the Bachelor of Science Degree with a General Psychology major:**

- General Distribution Requirements: 45
- General Psychology Requirements: 33
- Free Electives: 42

Total Degree Requirements: 120 sem. hrs.

# Organizational Psychology

**GENERAL DISTRIBUTION**  
(See Student Affairs Office for specific requirements)

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language 111, 112, 201</td>
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<tr>
<td>Mathematics 102</td>
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<td>Psychology 111</td>
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<td>Natural Science</td>
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<tr>
<td>Liberal Arts Electives (COM/ECO/GEO/HIS/HUM/LAN/LSC/MAT/PHY/POL/SOC)</td>
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</table>

Subtotal 45 sem. hrs.

**ORGANIZATIONAL PSYCHOLOGY: Major Requirements**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>MGT 205 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 315 Personnel Administration</td>
<td>3</td>
</tr>
<tr>
<td>MGT 317 Organization Behavior or</td>
<td>3</td>
</tr>
<tr>
<td>MGT 251 Supervisory Skills</td>
<td></td>
</tr>
<tr>
<td>PSY 202 Interviewing</td>
<td>3</td>
</tr>
<tr>
<td>PSY 301 Statistics for Behavioral Sciences</td>
<td>3</td>
</tr>
<tr>
<td>PSY 302 Psychological Research Methods</td>
<td>4</td>
</tr>
<tr>
<td>PSY 316 Issues in Social Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 321 Personality</td>
<td>3</td>
</tr>
<tr>
<td>PSY 330 Behavior Modification or</td>
<td>3</td>
</tr>
<tr>
<td>PSY 311 Interpersonal Communication</td>
<td></td>
</tr>
<tr>
<td>PSY 406 Psychological Tests and Measurements</td>
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</tr>
<tr>
<td>PSY 451 Learning and Memory</td>
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</tbody>
</table>

Subtotal 36 sem. hrs.

**SUMMARY OF REQUIREMENTS for the Bachelor of Science Degree with a General Psychology major:**

- General Distribution Requirements: 45
- Organizational Psychology Major Requirements: 36
- Free Electives: 39

Total Degree Requirements: 120 sem. hrs.
BUSINESS AND ADMINISTRATIVE STUDIES

Accounting

GENERAL DISTRIBUTION
(See Student Affairs Office for specific requirements)

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
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<td>Language 111, 112, 201</td>
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<tr>
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<td>Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>6</td>
</tr>
<tr>
<td>Economics 201, 202</td>
<td>6</td>
</tr>
<tr>
<td>Liberal Arts Electives (COM/ECO/GEO/HIS/HUM/LAN/LSC/MAT/PHY/POL/PSY/SOC)</td>
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</tbody>
</table>

Subtotal 45 sem. hrs.

ACCOUNTING: Major Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ACT 205 Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACT 207 Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACT 211 Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACT 305 Intermediate Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACT 306 Intermediate Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACT 311 Federal Taxation I</td>
<td>3</td>
</tr>
<tr>
<td>ACT 312 Federal Taxation II</td>
<td>3</td>
</tr>
<tr>
<td>ACT 401 Advanced Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACT 421 Auditing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 101 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 209 Finite Math</td>
<td>3</td>
</tr>
<tr>
<td>BUS 215 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 216 Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 309 Statistics for Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 409 Quantitative Methods</td>
<td>3</td>
</tr>
<tr>
<td>BUS 488 Business Strategy and Policy</td>
<td>3</td>
</tr>
<tr>
<td>CS 112 Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>FIN 301 Corporation Finance</td>
<td>3</td>
</tr>
<tr>
<td>MGT 205 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 315 Personnel Administration</td>
<td>3</td>
</tr>
<tr>
<td>MGT 317 Organization Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MKT 101 Introduction to Marketing</td>
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</tbody>
</table>

Subtotal 60 sem. hrs

SUMMARY OF REQUIREMENTS for the Bachelor of Science Degree with an Accounting major:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credits</th>
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<tbody>
<tr>
<td>General Distribution Requirements</td>
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<tr>
<td>Accounting Major Requirements</td>
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<tr>
<td>Free Electives</td>
<td>15</td>
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<tr>
<td>TOTAL DEGREE REQUIREMENTS</td>
<td>120 sem. hrs.</td>
</tr>
</tbody>
</table>

Administrative Studies

GENERAL DISTRIBUTION
(See Student Affairs Office for specific requirements)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language 111, 112, 201</td>
<td>9</td>
</tr>
<tr>
<td>Mathematics 102 or higher</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>6</td>
</tr>
<tr>
<td>Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>6</td>
</tr>
<tr>
<td>Economics 201, 202</td>
<td>6</td>
</tr>
<tr>
<td>Liberal Arts Electives (COM/ECO/GEO/HIS/HUM/LAN/LSC/MAT/PHY/POL/PSY/SOC)</td>
<td>9</td>
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</tbody>
</table>

Subtotal 45 sem. hrs.

ADMINISTRATIVE STUDIES: Major Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ACT 205 Principles of Accounting I</td>
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</tr>
<tr>
<td>BUS 101 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 215 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 309 Statistics for Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 488 Business Strategy and Policy</td>
<td>3</td>
</tr>
<tr>
<td>FIN 301 Corporation Finance</td>
<td>3</td>
</tr>
<tr>
<td>MGT 205 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 315 Personnel Administration</td>
<td>3</td>
</tr>
<tr>
<td>MGT 317 Organization Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MKT 101 Introduction to Marketing</td>
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</tbody>
</table>

Subtotal 30 sem. hrs.

SUMMARY OF REQUIREMENTS for the Bachelor of Science Degree with an Administrative Studies major:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>General Distribution Requirements</td>
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</tr>
<tr>
<td>Administrative Studies Major Requirements</td>
<td>30</td>
</tr>
<tr>
<td>Free Electives</td>
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<tr>
<td>TOTAL DEGREE REQUIREMENTS</td>
<td>120 sem. hrs.</td>
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</table>
Business Administration

GENERAL DISTRIBUTION
(See Student Affairs Office for specific requirements)

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language 111, 112, 201</td>
<td>9</td>
</tr>
<tr>
<td>Mathematics 102 or higher</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>6</td>
</tr>
<tr>
<td>Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>6</td>
</tr>
<tr>
<td>Economics 201, 202</td>
<td>6</td>
</tr>
<tr>
<td>Liberal Arts Electives (COM/ECO/GEO/HIS/HUM/LAN/LS/MAT/PHY/POL/PSY/SOC)</td>
<td>9</td>
</tr>
</tbody>
</table>

Subtotal 45 sem. hrs.

BUSINESS ADMINISTRATION: Major Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT 205 Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACT 207 Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 101 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 209 Finite Math</td>
<td>3</td>
</tr>
<tr>
<td>BUS 215 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 216 Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 309 Statistics for Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 409 Quantitative Methods</td>
<td>3</td>
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<tr>
<td>BUS 461 Research Methods</td>
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<tr>
<td>BUS 488 Business Strategy and Policy</td>
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<tr>
<td>FIN 301 Corporation Finance</td>
<td>3</td>
</tr>
<tr>
<td>MGT 205 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 315 Personnel Administration</td>
<td>3</td>
</tr>
<tr>
<td>MGT 317 Organization Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MKT 101 Introduction to Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

Subtotal 45 sem. hrs.

BUSINESS ADMINISTRATION: Specialty Requirements

All Business Administration majors must complete one of the Business and Administrative Studies specialties listed on pages 31-32.

Subtotal 15 sem. hrs.

SUMMARY OF REQUIREMENTS for the Bachelor of Science Degree with a Business Administration major:

- General Distribution Requirements: 45 sem. hrs.
- Business Administration Major Requirements: 45 sem. hrs.
- Specialty Requirements: 15 sem. hrs.
- Free Electives: 15 sem. hrs.
- TOTAL DEGREE REQUIREMENTS: 120 sem. hrs.

Business and Administrative Studies Specialties

BANKING AND FINANCE SPECIALTY
(Prerequisite FIN 301)

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ECO 321 Money and Banking</td>
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<tr>
<td>ECO 421 Business Cycles and Forecasting</td>
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</tr>
<tr>
<td>FIN 311 Financial Management</td>
<td>3</td>
</tr>
<tr>
<td>FIN 315 Banking and Financial Institutions</td>
<td>3</td>
</tr>
<tr>
<td>FIN 411 Principles of Investment</td>
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COMPUTER SCIENCE SPECIALTY
(With consent of academic office)

<table>
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<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>CS 170 Computer Programming I</td>
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</tr>
<tr>
<td>CS 200 Computer Programming II</td>
<td>3</td>
</tr>
<tr>
<td>CS 220 Business Oriented Language (COBOL)</td>
<td>3</td>
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<tr>
<td>CS 315 Advanced COBOL</td>
<td>3</td>
</tr>
<tr>
<td>CS 365 Methods of Systems Analysis</td>
<td>3</td>
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</tbody>
</table>

(These courses are offered through the Center for Science and Engineering at different tuition rates. Additional degree programs are also available. See Bulletin for the Center for Science and Engineering.)

HUMAN RESOURCE MANAGEMENT SPECIALTY
(Prerequisites MGT 205, MGT 317)

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BUS 305 Organization Theory</td>
<td>3</td>
</tr>
<tr>
<td>MGT 425 Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 445 Labor Relations</td>
<td>3</td>
</tr>
<tr>
<td>MGT 491-498 Advanced Special Topics</td>
<td>3</td>
</tr>
<tr>
<td>PSY 311 Interpersonal Communication</td>
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</table>

INTERNATIONAL BUSINESS SPECIALTY

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BUS 255 Introduction to International Business</td>
<td>3</td>
</tr>
<tr>
<td>ECO 355 International Economics</td>
<td>3</td>
</tr>
<tr>
<td>FIN 455 International Finance</td>
<td>3</td>
</tr>
<tr>
<td>MGT 355 International Management</td>
<td>3</td>
</tr>
<tr>
<td>MKT 255 International Marketing</td>
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</table>
MARKETING SPECIALTY
(Prerequisite: MKT 101)

MKT 301 Channels of Distribution
MKT 321 Advertising and Sales Promotion
MKT 431 Consumer Behavior
MKT 471 Marketing Strategy
MGT 491-498 Advanced Special Topics

SPECIALTY OPTION

In lieu of a specialty, students may take any 15 credits at the 300 and 400 levels of the following categories: ACT, BUS, FIN, MGT, MKT. One accounting course may be taken at the 200 level.

CLUSTER STUDIES

Health Care Services

GENERAL DISTRIBUTION

Liberal Arts Electives .................................. 15
General Distribution Electives .......................... 45
Subtotal 60 sem. hrs.

HEALTH CARE SERVICES: Major Requirements

Communication Skills ........................................ 9
  Writing
  Public Speaking
  Problem Solving
Analytic Skills .............................................. 9
  General Mathematics
  Introductory Algebra
  Computer Applications for Health Care Services

Human Resource Management ................................ 9
  Principles of Management
  Organization Behavior
  Human Resource Management and Supervisory Skills
Socio/Cultural Issues in Health Care .......................... 9
  Sociological Issues in Health Care
  Ethical Issues in Health Care
Community Services Systems
Health Care Administration .................................. 9
  Delivery Systems and Administration
  Governance and Fiscal Structures
  Analysis of Data and Health Care Trends (Forecasting)

Humanities .................................................... 9
  History of Political Thought
  Man as an Individual
  Art and Society

Subtotal 54 sem. hrs.

ELECTIVES: (choose one nine-credit module)

Information Management ...................................... 9
  Management Information Systems
  Budgeting in Community Services
  Principles of Purchasing, Materials Management
  and Inventory Control
Training in Health Care ........................................ 9
  Curriculum Design and Instructional Materials
  Educational Psychology
  Teaching Principles and Practices
Other elective modules are available.

Subtotal 9 sem. hrs.

TOTAL DEGREE REQUIREMENTS ............................. 123 sem. hrs.
(Content of the above modules is subject to change.)
Professional Management

GENERAL DISTRIBUTION

Liberal Arts Electives ........................................ 15
General Distribution Electives .............................. 45
Subtotal 60 sem. hrs.

PROFESSIONAL MANAGEMENT: Major Requirements

Introductory Skills
LAN 311 Writing for the Professions ..................... 3
LAN 312 Public Communications for the Professions ...... 3
MAT 102 Introductory Algebra ............................... 3

Management of Organizations
BUS 488 Business Strategy and Policy .................. 3
MGT 205 Principles of Management ....................... 3
MGT 317 Organization Behavior ........................... 3
MGT 415 Legal Environment of Management ............ 3
MGT 425 Human Resource Management ................... 3

Behavioral and Social Science
BUS 325 Business, Government and Society ........... 3
ECO 215 Economic Thought and Processes ............... 3
PSY 311 Interpersonal Communication .................. 3
PSY 316 Issues in Social Psychology ...................... 3

Functional Management
ACT 205 Principles of Accounting I .................... 3
MGT 221 Budgeting, Controlling, and Planning ......... 3
MGT 301 Statistics for Professional Management ....... 3
MGT 366 Management Information Systems............. 3
MKT 391 Marketing Management .......................... 3

Humanities
HUM 202 Man as an Individual .......................... 3
HUM 210 Freedom and Totalitarianism .................. 3
HUM 381 Art and Society .................................. 3

Applied Project
BUS 461 Research Methods ................................ 3
BUS 462 Management Applied Project ................... 3
Subtotal 66 sem. hrs.

TOTAL DEGREE REQUIREMENTS ......................... 126 sem. hrs.

Computer Science and Engineering

COMPUTER ENGINEERING
COMPUTER INFORMATION
COMPUTER SCIENCE
COMPUTER SYSTEMS
ELECTRICAL ENGINEERING
MATHEMATICS

Information about these programs can be obtained by contacting the Nova University Center for Science and Engineering. Telephone: 475-7650.
Elementary Education

-elementary Education: Specialty Requirements

Methods of Teaching

- ELE 311 Teaching Social Studies in the Elementary School ... 3
- ELE 312 Teaching Science in the Elementary School ... 3
- ELE 313 Teaching Music in the Elementary School ... 3
- ELE 314 Teaching Art in the Elementary School ... 3
- ELE 315 Teaching Health and Physical Education in the Elementary School ... 3
- ELE 316 Teaching Mathematics in the Elementary School ... 3
- EDU 317 Instructional Materials ... 3

Subtotal 21 sem. hrs.

- Choose two of the asterisked courses; one must have ELE prefix

Exceptional Education

- General Distribution

(See Student Affairs Office for specific requirements)

- Language 111, 112, 201 ........................................... 9
- Mathematics 102 or higher ........................................ 6
- Computer Science ............................................. 6
- Humanities ................................................ 6
- Psychology ................................................ 6
- Natural Science ............................................... 6
- Liberal Arts Electives (COM/ECO/GEO/HIS/HUM/LAN/LSC/MAT/PHY/POL/PSY/SOC) ................................................ 9

Subtotal 45 sem. hrs.

- Elementary Education Major Requirements

- EDU 222 Sociological Foundations of Education .................. 3
- ELE 318 Teaching Language Arts ..................................... 3
- ELE 331 Reading Skills in Elementary School ....................... 3
- ELE 332 Reading Evaluation ........................................ 3
- EDU 336 Educational Psychology ........................................ 3
- EDU 434 Learning Assessment: Principles & Practices ............. 3
- *ELE 342 Designing the Elementary School Curriculum ........ 3
- *ELE 345 Child in the Classroom ...................................... 3
- *EDU 447 Teaching: Principles & Practices ......................... 3
- *EDU 448 Classroom Management .................................... 3
- EDU 452 Internship .................................................. 9

Subtotal 33 sem. hrs.

- Elementary Education: Specialty Requirements

Methods of Teaching

- ELE 311 Teaching Social Studies in the Elementary School ... 3
- ELE 312 Teaching Science in the Elementary School ... 3
- ELE 313 Teaching Music in the Elementary School ... 3
- ELE 314 Teaching Art in the Elementary School ... 3
- ELE 315 Teaching Health and Physical Education in the Elementary School ... 3
- ELE 316 Teaching Mathematics in the Elementary School ... 3
- EDU 317 Instructional Materials ... 3

Subtotal 21 sem. hrs.

- Choose one asterisked course
EXCEPTIONAL EDUCATION: Specialty Requirements

Each student in Exceptional Education must complete 9 additional credits in the specific exceptionality in which certification is desired. Those offered at Nova College are in Learning Disabilities, Mental Retardation, Varying Exceptionalities, and Emotionally Disturbed.

Subtotal 9 sem. hrs.

SUMMARY OF REQUIREMENTS for the Bachelor of Science Degree with an Exceptional Education major:

- General Distribution Requirements: 45
- Exceptional Education Major Requirements: 45
- Specialty Requirements: 9
- *Elective Requirements: 21
- TOTAL DEGREE REQUIREMENTS: 120 sem. hrs.

SECONDARY EDUCATION

GENERAL DISTRIBUTION
(See Student Affairs Office for specific requirements)

- Language 111, 112, 201: 9
- Mathematics 102 or higher: 6
- Computer Science: 3
- Humanities: 6
- Psychology: 6
- Natural Science: 6
- Liberal Arts Electives (COM/ECO/GEO/HIS/HUM/LAN/LSC/MAT/PHY/POL/PSY/SOC): 9

Subtotal 45 sem. hrs.

SECONDARY EDUCATION: Major Requirements

- EDU 222 Sociological Foundations of Education: 3
- EDU 336 Educational Psychology: 3
- *ELE 342 Designing the Elementary School Curriculum: 3
- *ELE 345 Child in the Classroom: 3
- *EDU 447 Teaching: Principles & Practices: 3
- *EDU 448 Classroom Management: 3
- EDU 434 Learning Assessment: Principles & Practices: 3
- EDU 452 Internship: 9

Subtotal 24 sem. hrs.

*Choose two of the asterisked courses; one must have EDU prefix

SECONDARY EDUCATION: Specialty Requirements

Each student in secondary education must complete a major program in an academic area in a field of specialization which includes a minimum of 27 credits. The student must meet state certification requirements for the specialization. One 3-credit Methods of Teaching course in the academic area at the secondary level is also required.

Subtotal 30 sem. hrs.

SUMMARY OF REQUIREMENTS for the Bachelor of Science Degree with a Secondary Education major:

- General Distribution Requirements: 45
- Secondary Education Major Requirements: 24
- Specialty Requirements: 30
- *Electives Requirements: 21
- TOTAL DEGREE REQUIREMENTS: 120 sem. hrs.

*The electives may be used as free electives, or combined to meet the requirements of one or more specialized certificates.
Day Programs
a liberal arts-based education

Mission Nova College is concerned with providing quality education to younger students. Recent high school graduates can enter a liberal arts program leading to the bachelors of science degree. Students enroll in a required core of interdisciplinary courses that range from those with heavy emphasis on effective writing and communication to those which require study and experience in fundamental and related issues of several areas in the liberal arts. This core program is intended to produce students who think clearly, communicate effectively, understand new technology and ideas, and solve problems efficiently. Equally important, students study and work in major fields which prepare them for careers or continue with graduate studies. Students have the opportunity for instruction and guidance from faculty in graduate centers of Nova University in the areas of business, education, behavioral sciences, law, science, and engineering. Also, students are encouraged to study independently with experts in their chosen fields in either academic settings or through intern experiences in the "real world." This unique programming is made possible through continual guidance and individualized attention by a professional staff committed to optimal achievement by each student enrolled.
Uniqueness

The following characteristics help to make Nova College Day Programs effective:

- **CORE CURRICULUM**
  
  A selective grouping of interdisciplinary studies is common to all Day Program students. Knowledge and skills are acquired in the areas of behavioral and social sciences; communications and humanities; management; and science, mathematics, and technology. In addition, the core emphasizes valid reasoning through inquiry, careful synthesis, and effective communication of ideas.

- **PERSONALIZED ENVIRONMENT**

  We are dedicated to working in a humanistic and caring manner. The faculty and administration are sensitive and responsive to the needs of the individual. Students receive thoughtful academic and personal guidance by professional advisors. Classes are small and interactive and faculty are available to students throughout the day.

- **EXPERIENTIAL LEARNING**

  A strong component of the educational program is the integration of classwork with guest speakers, films, field trips, laboratory research, and experiments. Most students will experience one or more internships or apprenticeships in a business or agency related to their field of study.

- **TIME—INTENSE INSTRUCTION**

  Only two or three courses are taken by a student at one time. Research has shown this kind of intensive study leads to more effective learning. Classwork and assignments allow greater and deeper understanding by concentrating on fewer areas of study.

- **FLEXIBLE SCHEDULING**

  Three trimesters per year, each divided into two terms, provide a variety of patterns of enrollment. Students can choose a course load that is appropriate to the difficulty of the subject matter or the demands of external commitments. Opportunities exist for day and evening enrollment and also for acceleration allowing students to complete a degree program in fewer than four years.

- **DEDICATED TEACHING**

  Faculty are chosen because of their commitment to teaching and learning. They value people and interact with students in class, in advising, and in planned or spontaneous informal gatherings. Faculty are well educated in their respective academic fields. They challenge students to excel in their studies and to maintain an openness to new information.

- **SPECIAL PROGRAMS**

  In addition to regular day program majors, students have several other opportunities.

  Pre-med students are able to fulfill most medical school prerequisites by majoring in science.

  Pre-law students are able to meet most law school prerequisites through any major and the regular core curriculum (See page 17 for more information about law school).

  Options are offered for students to major in computer science, computer engineering, and mathematics.

  A Latin America/Caribbean specialty allows students to learn about the culture, history, and language of our neighbors to the south.

  A General Studies major gives academically advanced students an opportunity to design an individualized major by combining the humanities with other curricular areas.

Applying For Admission To Day Programs

- **Regular Admissions**

  In keeping with the humanistic philosophy of individual worth and differences, the Nova College Day Program Admissions Committee considers applicants in terms of their potential for success. Students are accepted without regard to race, creed, color, handicap, sex, or national or ethnic origin. The Day Program offers degree programs for average to superior college-bound high school graduates or pre-high school graduates and transfer students. The Admissions Office will need the following:

  1. a completed Admissions Application and a Student Census Form
  2. official high school or college transcript(s)
  3. three letters of recommendation
  4. a test score from at least one of the following: SAT, PSAT, ACT, or an equivalent
  5. a personal or telephone interview

Acceptance to Day Programs

Applicants for admission to Nova College Day Program are accepted throughout the entire year. New students may begin classes at the start of any of the six terms. Notification of acceptance normally occurs within one month after the completion of all admission requirements. Upon receiving notification of acceptance, students should promptly inform the Day Program admissions office in writing of their intention to attend, and forward a $200.00 nonrefundable deposit to be credited toward tuition. If there are any further questions, applicants should call the Admissions Office at 475-7360.
Intensive Studies Admissions The Intensive Studies Program is designed for the high school graduate who has not attended college and whose high school grade point average or standardized test scores indicate a need for a more structured program during the student's first year in college. These applicants follow the admission procedures for regular admissions. This program attempts to increase the likelihood of success in academic work through special tutoring, counseling, study skills classes, and supervised study time. Students remain in the program for one to five terms, enrolling full time in six to seven-and-one-half semester hours of college classes. A student's progress is reviewed after each eight-week term and recommendations are made to continue or discontinue enrollment in the program. Success will allow students to leave the Intensive Studies Program and continue their studies toward a bachelor's degree.

Standard Early Admissions Students who have completed the major portion of their high school courses and show academic promise and emotional maturity are encouraged to apply for admission during their junior year of high school. Most high schools have a policy that allows early admission students who have successfully completed their first year of college work to receive their high school diplomas from their home base schools. Pre-high school graduates have the opportunity to complete their degree earlier than the traditional college students and thereby have a head start in either a career or graduate school.

Special Early Admissions The truly exceptional student who has completed less than three years of high school may also qualify for admission.

Transfer Admissions Nova College Day Program welcomes transfer students. In addition to the admissions information required, a transfer student must also submit an official transcript of all academic work completed at their previous college(s). All credits will be evaluated as to their acceptability. Grades of C or higher are required for transfer credit. Up to 60 semester hours may be transferred.

Testing Credits Students who have scored at the 50th percentile or better on the CLEP exam may transfer these previously earned credits. A maximum of nine CLEP hours can be counted toward graduation credit. Students who score at least a three on the CLEP Advanced Placement Examination (AP) will be given equivalent transfer credit.

Special Student Admissions Special admission students may enroll without going through the normal Day Program admission procedures. Special Admission students are:

1. DUAL—students taking courses simultaneously in Nova College Day Program and high school.
2. COOPERATIVE—students enrolled in another Nova University program while taking a course(s) in the Day Program.
3. PART TIME—students taking a course(s) without having applied for admission to regular enrollment in Nova College Day Program.

International Students International students applying to Nova College must:

Demonstrate proof of graduation from an accredited secondary school in their home country.

Demonstrate proof that they are able to meet all costs of their education without financial aid from Nova University.

Demonstrate proficiency in the English language through testing in the Nova University Intensive English Program. Failure to achieve satisfactory scores on the test of English will require additional study in the Intensive English Program prior to registering for classes.

International students who need intensive English study prior to enrollment in regular classes should apply for admission to the Intensive English Program at Nova University.
# REQUIREMENTS FOR THE BACHELOR OF SCIENCE DEGREE

## BEHAVIORAL AND SOCIAL SCIENCES

### Community Psychology

**CORE REQUIREMENTS**

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<th>Credits</th>
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<td>COM/HIS/HUM/LAN</td>
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**SCIENCE AND TECHNOLOGY**

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<td>COR 112</td>
<td>Human Origins and Diversity</td>
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<td>COR 113</td>
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**BUSINESS AND ADMINISTRATIVE STUDIES**

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**COMMUNITY PSYCHOLOGY: Major requirements**

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<td>PSY 316</td>
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<td>SOC 240</td>
<td>Afro-American Studies</td>
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**SUMMARY OF REQUIREMENTS for the Bachelor of Science Degree with a Community Psychology major.**

- **Core Requirements**: 63 sem. hrs.
- **Community Psychology Major Requirements**: 36 sem. hrs.
- **Free Electives**: 21 sem. hrs.

**TOTAL DEGREE REQUIREMENTS**: 120 sem. hrs.
General Psychology

**CORE REQUIREMENTS**

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<td>Subtotal 63 sem. hrs.</td>
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**GENERAL PSYCHOLOGY: Major requirements**

| PSY 238 Child and Adolescent Development | 3     |
| PSY 302 Psychological Research Methods  | 4     |
| PSY 321 Personality                     | 3     |
| PSY 316 Issues in Social Psychology or  | 3     |
| PSY 326 Abnormal Psychology             | 3     |
| PSY 371 History and Theories of Psychology | 3     |
| PSY 406 Psychological Tests and Measurements | 4     |
| PSY 451 Learning and Memory             | 4     |
| PSY 460 Biological Bases of Behavior    | 3     |
| PSY 499 Independent Study               | 3     |
| Subtotal 30 sem. hrs.                   |       |

**SUMMARY OF REQUIREMENTS** for the Bachelor of Science Degree with a General Psychology major.

- Core Requirements .................................................. 63
- General Psychology Major Requirements ......................... 30
- Free Electives ....................................................... 27
- TOTAL DEGREE REQUIREMENTS ...................................... 120 sem. hrs.

Organizational Psychology

**CORE REQUIREMENTS**

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<table>
<thead>
<tr>
<th>BEHAVIORAL AND SOCIAL SCIENCES</th>
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<tbody>
<tr>
<td>COR 111 Principles of Behavior</td>
<td>3</td>
</tr>
<tr>
<td>COR 112 Human Origins and Diversity</td>
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<tr>
<td>COR 113 Latin American and Caribbean Studies</td>
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<th>BUSINESS AND ADMINISTRATIVE STUDIES</th>
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<td>Subtotal 63 sem. hrs.</td>
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ORGANIZATIONAL PSYCHOLOGY: Major requirements

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<tr>
<td>MGT 315</td>
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<tr>
<td>PSY 202</td>
<td>Interviewing</td>
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<td>PSY 302</td>
<td>Psychological Research Methods</td>
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<tr>
<td>PSY 316</td>
<td>Issues in Social Psychology</td>
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<td>PSY 321</td>
<td>Personality</td>
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<td>PSY 330</td>
<td>Behavior Modification</td>
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<td>PSY 406</td>
<td>Psychological Tests and Measurements</td>
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<td>PSY 451</td>
<td>Learning and Memory</td>
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<td>PSY 482</td>
<td>Practicum in Organizational Psychology</td>
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</table>

Subtotal 30 sem. hrs.

SUMMARY OF REQUIREMENTS for the Bachelor of Science Degree with an Organizational Psychology major.

- Core Requirements: 63 sem. hrs.
- Organizational Psychology Major Requirements: 30 sem. hrs.
- Free Electives: 27 sem. hrs.
- TOTAL DEGREE REQUIREMENTS: 120 sem. hrs.

BUSINESS AND ADMINISTRATIVE STUDIES

Accounting

CORE REQUIREMENTS

COMMUNICATIONS AND HUMANITIES
- COR 101 Critical Reading and Writing I: 3 sem. hrs.
- COR 102 Critical Reading and Writing II: 3 sem. hrs.
- COR 103 Roots of Western Society: 3 sem. hrs.
- COR 104 The American Experience: 3 sem. hrs.
- COR 105 Humanities I: 3 sem. hrs.
- COR 201 Mass Media: 3 sem. hrs.
- COR 202 Humanities II: 3 sem. hrs.
- COM/HIS/HUM/LAN: 3 sem. hrs.

SCIENCE AND TECHNOLOGY
- COR 131 Concepts in Physical Science: 3 sem. hrs.
- COR 132 Concepts in Life Science: 3 sem. hrs.
- COR 133 Mathematical Way of Thinking: 3 sem. hrs.
- COR 134 Computer Literacy: 3 sem. hrs.
- BUS 209 Finite Math: 3 sem. hrs.
- MAT 202 Statistics and Probability: 3 sem. hrs.

BEHAVIORAL AND SOCIAL SCIENCES
- COR 111 Principles of Behavior: 3 sem. hrs.
- COR 112 Human Origins and Diversity: 3 sem. hrs.
- COR 113 Latin American and Caribbean Studies: 3 sem. hrs.
- GEO/LAW/POL/PSY/SOC: 3 sem. hrs.
- GEO/LAW/POL/PSY/SOC: 3 sem. hrs.

BUSINESS AND ADMINISTRATIVE STUDIES
- COR 121 Principles of Macroeconomics: 3 sem. hrs.

Subtotal 63 sem. hrs.
### Administrative Studies

#### Core Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<td>COR 101</td>
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<td>COR 103</td>
<td>Roots of Western Society</td>
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<td>COR 104</td>
<td>The American Experience</td>
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<tr>
<td>COR 105</td>
<td>Humanities I</td>
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<tr>
<td>COR 201</td>
<td>Mass Media</td>
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**SCIENCE AND TECHNOLOGY**

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<td>COR 131</td>
<td>Concepts in Physical Science</td>
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<td>COR 132</td>
<td>Concepts in Life Science</td>
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<tr>
<td>COR 133</td>
<td>Mathematical Way of Thinking</td>
<td>3</td>
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<td>COR 134</td>
<td>Computer Literacy</td>
<td>3</td>
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<tr>
<td>MAT 202</td>
<td>Statistics and Probability</td>
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<td>CS/LSC/MAT/PHY</td>
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**BEHAVIORAL AND SOCIAL SCIENCES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>COR 111</td>
<td>Principles of Behavior</td>
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</tr>
<tr>
<td>COR 112</td>
<td>Human Origins and Diversity</td>
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<tr>
<td>COR 113</td>
<td>Latin American and Caribbean Studies</td>
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</tr>
<tr>
<td>GEO/LAW/POL/PSY/SOC</td>
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**Business and Administrative Studies**

<table>
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<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>COR 121</td>
<td>Principles of Macroeconomics</td>
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**Subtotal 63 sem. hrs.**

### Administrative Studies: Major requirements

<table>
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<tr>
<th>Course Code</th>
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<tr>
<td>ACT 205</td>
<td>Principles of Accounting I</td>
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<td>BUS 101</td>
<td>Introduction to Business</td>
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<tr>
<td>BUS 215</td>
<td>Business Law I</td>
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<tr>
<td>BUS 488</td>
<td>Business Strategy and Policy</td>
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<tr>
<td>ECO 202</td>
<td>Principles of Microeconomics</td>
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<td>FIN 301</td>
<td>Corporation Finance</td>
<td>3</td>
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<tr>
<td>MGT 205</td>
<td>Principles of Management</td>
<td>3</td>
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<tr>
<td>MGT 315</td>
<td>Personnel Administration</td>
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<td>MGT 317</td>
<td>Organization Behavior</td>
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</tr>
<tr>
<td>MKT 101</td>
<td>Introduction to Marketing</td>
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**Subtotal 30 sem. hrs.**

### SUMMARY OF REQUIREMENTS for the Bachelor of Science Degree with an Accounting major.

<table>
<thead>
<tr>
<th>Requirement Type</th>
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<td>Core Requirements</td>
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<tr>
<td>Accounting Major Requirements</td>
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<td>TOTAL DEGREE REQUIREMENTS</td>
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**Subtotal 57 sem. hrs.**
SUMMARY OF REQUIREMENTS for the Bachelor of Science Degree with an Administrative Studies major.

Core Requirements ................................................. 63
Administrative Studies Major Requirements .................... 30
Free Electives ...................................................... 27
TOTAL DEGREE REQUIREMENTS .............................. 120 sem. hrs.

Business Administration

CORE REQUIREMENTS

COMMUNICATIONS AND HUMANITIES
COR 101 Critical Reading and Writing I ......................... 3
COR 102 Critical Reading and Writing II ....................... 3
COR 103 Roots of Western Society .............................. 3
COR 104 The American Experience ............................. 3
COR 105 Humanities I ........................................... 3
COR 201 Mass Media ............................................. 3
COR 202 Humanities II ........................................... 3
COM/HIS/HUM/LAN ................................................ 3
COM/HIS/HUM/LAN ................................................ 3

SCIENCE AND TECHNOLOGY
COR 131 Concepts in Physical Science ......................... 3
COR 132 Concepts in Life Science ............................... 3
COR 133 Mathematical Way of Thinking ....................... 3
COR 134 Computer Literacy ..................................... 3
BUS 209 Finite Mathematics .................................. 3
MAT 202 Statistics and Probability ............................ 3

BEHAVIORAL AND SOCIAL SCIENCES
COR 111 Principles of Behavior ................................ 3
COR 112 Human Origins and Diversity ....................... 3
COR 113 Latin American and Caribbean Studies ............ 3
GEO/LAW/Pol/PSY/SOC ........................................... 3
GEO/LAW/Pol/PSY/SOC ........................................... 3

BUSINESS AND ADMINISTRATIVE STUDIES
COR 121 Principles of Macroeconomics ....................... 3
Subtotal 63 sem. hrs.

BUSINESS ADMINISTRATION: Major requirements

ACT 205 Principles of Accounting I ............................ 3
ACT 207 Principles of Accounting II .......................... 3
BUS 101 Introduction to Business ............................. 3
BUS 215 Business Law I .......................................... 3
BUS 216 Business Law II ......................................... 3
BUS 409 Quantitative Methods ................................. 3
BUS 461 Research Methods ..................................... 3
BUS 488 Business Strategy and Policy ....................... 3
ECO 202 Principles of Microeconomics ....................... 3
FIN 301 Corporation Finance .................................... 3
MG 305 Principles of Management ............................. 3
MG 315 Personnel Administration ............................. 3
MG 317 Organization Behavior ................................ 3
MKT 101 Introduction to Marketing ........................... 3

Subtotal 42 sem. hrs.

SUMMARY OF REQUIREMENTS for the Bachelor of Science Degree with a Business Administration major.

Core Requirements ................................................. 63
Business Administration Major Requirements ............... 42
Free Electives ...................................................... 15
TOTAL DEGREE REQUIREMENTS .............................. 120 sem. hrs.
COMPUTER SCIENCE AND ENGINEERING

Computer Engineering

CORE REQUIREMENTS

COMMUNICATIONS AND HUMANITIES
COR 101 Critical Reading and Writing I ............................................. 3
COR 102 Critical Reading and Writing II ............................................. 3
COR 103 Roots of Western Society ..................................................... 3
COR 104 The American Experience .................................................... 3
COR 105 Humanities I ................................................................. 3
COR 201 Mass Media ................................................................. 3
COR 202 Humanities II ............................................................... 3

SCIENCE AND TECHNOLOGY
CS 170 Computer Programming I ....................................................... 3
CS 200 Computer Programming II .................................................... 3
MAT 210 Calculus I ................................................................. 3
MAT 220 Calculus II ............................................................... 3

BEHAVIORAL SCIENCES
COR 111 Principles of Behavior ....................................................... 3
COR 112 Human Origins and Diversity ............................................. 3
COR 113 Latin American and Caribbean Studies ................................ 3

BUSINESS AND ADMINISTRATIVE STUDIES
COR 121 Principles of Macroeconomics ........................................... 3

Subtotal 45 sem. hrs.

COMPUTER ENGINEERING: Major requirements

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</tr>
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<td>CS 210</td>
<td>Fortran</td>
<td>3</td>
</tr>
<tr>
<td>CS 240</td>
<td>Digital Design</td>
<td>3</td>
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<tr>
<td>CS 330</td>
<td>Structured Programming (Pascal)</td>
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<tr>
<td>CS 335</td>
<td>Assemblers and Assembly Language</td>
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<tr>
<td>CS 340</td>
<td>Data Structures</td>
<td>3</td>
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<tr>
<td>CS 350</td>
<td>Computer Circuit Design</td>
<td>3</td>
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<tr>
<td>CS 405</td>
<td>Computer Architecture</td>
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<td>CS 410</td>
<td>Systems Design and Analysis</td>
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<td>EE 255</td>
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<td>EE 470</td>
<td>Electrical Engineering Design</td>
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<td>MAT 305</td>
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<td>MAT 310</td>
<td>Differential Equations</td>
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<td>MAT 360*</td>
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<td>MAT 420*</td>
<td>Linear Algebra</td>
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<td>MAT 440</td>
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<td>MAT 450*</td>
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<td>Physics II</td>
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<tr>
<td>PHY 160</td>
<td>Physics III</td>
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<td>PHY 212</td>
<td>Science of Matter</td>
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*choose one of the three * courses

Subtotal 75 sem. hrs.

SUMMARY OF REQUIREMENTS for the Bachelor of Science Degree with a Computer Engineering major.

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Subtotal 75 sem. hrs.
Computer Information Systems

CORE REQUIREMENTS

COMMUNICATIONS AND HUMANITIES
COR 101 Critical Reading and Writing I ........................................... 3
COR 102 Critical Reading and Writing II ............................................ 3
COR 103 Roots of Western Society ..................................................... 3
COR 104 The American Experience ..................................................... 3
COR 105 Humanities I ........................................................................ 3
COR 201 Mass Media ......................................................................... 3
COR 202 Humanities II ...................................................................... 3
COM/HIS/HUM/LAN ......................................................................... 3

SCIENCE AND TECHNOLOGY
COR 131 Concepts in Physical Science ................................................ 3
COR 132 Concepts in Life Science ....................................................... 3
CS/LSC/MAT/PHY ........................................................................... 3

BEHAVIORAL AND SOCIAL SCIENCES
COR 111 Principles of Behavior .......................................................... 3
COR 112 Human Origins and Diversity ............................................... 3
COR 113 Latin American and Caribbean Studies .................................. 3
GEO/LAW/PSY/SOC ....................................................................... 3

BUSINESS AND ADMINISTRATIVE STUDIES
COR 121 Principles of Macroeconomics .............................................. 3
BUS 101 Introduction to Business ....................................................... 3
ECO 202 Principles of Microeconomics ............................................. 3
ACT/BUS/ECO/FIN/MGT/MKT ..............................................................

Subtotal 57 sem. hrs.

COMPUTER INFORMATION SYSTEMS: Major requirements

CS 112 Introduction to Data Processing ............................................... 3
CS 150 Introduction to Computer Organization .................................. 3
CS 170 Computer Programming I ....................................................... 3
CS 200 Computer Programming II ...................................................... 3
CS 220 Business Oriented Language (COBOL) .................................. 3
CS 315 Advanced COBOL ................................................................. 3
CS 330 Structured Programming (Pascal) ......................................... 3
CS 340 Data Structures ..................................................................... 3
CS 345 Distributed Data Processing ................................................ 3
CS 365 Methods of Systems Analysis ............................................... 3
CS 401 Organization of the Computer Environment ........................ 3
CS 450 Data Base Management Systems Design ............................. 3
CS 470 Information Systems Analysis and Design ............................ 3
CS 475 EDP Audit and Control .......................................................... 3
CS 490 Directed Project in Computer Science .................................... 3
CS/EE .............................................................................................. 3
CS/EE .............................................................................................. 3
MAT 315 Introduction to Statistics ..................................................... 3

Subtotal 54 sem. hrs.

SUMMARY OF REQUIREMENTS for the Bachelor of Science Degree
with a Computer Information Systems major:

Core Requirements ........................................................................ 57
Computer Information Systems Major Requirements ..................... 54
Free Electives .................................................................................. 9
TOTAL DEGREE REQUIREMENTS .................................................. 120 sem. hrs.
### Computer Science

**CORE REQUIREMENTS**

**COMMUNICATIONS AND HUMANITIES**
- **COR 101** Critical Reading and Writing I ........................................... 3
- **COR 102** Critical Reading and Writing II ........................................... 3
- **COR 103** Roots of Western Society ................................................... 3
- **COR 104** The American Experience ..................................................... 3
- **COR 105** Humanities I ................................................................. 3
- **COR 201** Mass Media ................................................................. 3
- **COR 202** Humanities II ............................................................. 3

**SCIENCE AND TECHNOLOGY**
- **CS 170** Computer Programming I ..................................................... 3
- **CS 200** Computer Programming II .................................................... 3
- **MAT 210** Calculus I ........................................................................ 3
- **MAT 220** Calculus II ....................................................................... 3

**BEHAVIORAL SCIENCES**
- **COR 111** Principles of Behavior ..................................................... 3
- **COR 112** Human Origins and Diversity ............................................. 3
- **COR 113** Latin American and Caribbean Studies .................................. 3
- **GEO/LAW/POL/PSY/SOC** ............................................................... 3

**BUSINESS AND ADMINISTRATIVE STUDIES**
- **COR 121** Principles of Macroeconomics ........................................... 3

**COMPUTER SCIENCE: Major requirements**
- **CS 160** Fundamentals of Logic Design .............................................. 3
- **CS 210** Fortran ............................................................................... 3
- **CS 220** Business Oriented Language (COBOL) .................................. 3
- **CS 240** Digital Design ................................................................. 3
- **CS 320** Organization of Programming Languages ............................. 3
- **CS 330** Structured Programming (Pascal) ........................................ 3
- **CS 335** Assemblers and Assembly Language Programming ...................... 3
- **CS 340** Data Structures .................................................................. 3
- **CS 350** Computer Circuit Design ................................................... 3
- **CS 370** Software Design ............................................................... 3
- **CS 405** Computer Architecture ..................................................... 3
- **CS 410** Systems Design and Analysis ............................................. 3
- **CS 460** Systems Programming ........................................................ 3
  - **CS 420** Operating System Concept ................................................ 3
  - **CS 450** Data Base Management System Design .................................. 3
  - **CS 480** Introduction to Compilers and Interpreters ............................ 3

- **EE 210** Networks I ........................................................................... 3
- **EE 330** Electronics I ....................................................................... 3
- **MAT 220** Calculus II ........................................................................ 3
- **MAT 440** Numerical Analysis .......................................................... 3
  - **MAT 360** Matrices and Statistics .................................................. 3
  - **MAT 420** Linear Algebra ................................................................ 3
  - **MAT 450** Probability and Statistics ............................................... 3

- **PHY 140** Physics I ........................................................................... 3
- **PHY 150** Physics II ........................................................................ 3
- **PHY 160** Physics III ................................................................. 3
- **PHY 212** Science of Matter ............................................................ 3

*choose one of the three  *courses  
**choose two of three  **courses

Subtotal 72 sem. hrs.

**SUMMARY OF REQUIREMENTS**

- **Core Requirements** ................................................................. 48
- **Computer Science Major Requirements** ..................................... 72
- **TOTAL DEGREE REQUIREMENTS** ............................................. 120 sem. hrs.
Computer Systems

CORE REQUIREMENTS

COMMUNICATIONS AND HUMANITIES
COR 101 Critical Reading and Writing I ........................................ 3
COR 102 Critical Reading and Writing II .......................................... 3
COR 103 Roots of Western Society .................................................. 3
COR 104 The American Experience ................................................ 3
COR 105 Humanities I .................................................................. 3
COR 201 Mass Media ................................................................... 3
COR 202 Humanities II ................................................................ 3
COM/HIS/HUM/LAN .................................................................. 3

SCIENCE AND TECHNOLOGY
COR 131 Concepts in Physical Science .......................................... 3
COR 132 Concepts in Life Science .................................................. 3
CS 170 Computer Programming I .................................................. 3
CS 200 Computer Programming II ................................................ 3
CS/LSC/MAT/PHY .................................................................... 3

BEHAVIORAL AND SOCIAL SCIENCES
COR 111 Principles of Behavior ...................................................... 3
COR 112 Human Origins and Diversity ......................................... 3
COR 113 Latin American and Caribbean Studies .......................... 3
GEO/LAW/POL/PSY/SOC ............................................................ 3

BUSINESS AND ADMINISTRATIVE STUDIES
COR 121 Principles of Macroeconomics ........................................ 3

Subtotal 54 sem. hrs.

COMPUTER SYSTEMS: Major requirements

ACT 205 Principles of Accounting I .............................................. 3
ACT 207 Principles of Accounting II .............................................. 3
BUS 101 Introduction to Business ................................................ 3
BUS 309 Statistics for Business .................................................... 3
CS 150 Introduction to Computer Organization ............................ 3
CS 210 Fortran ........................................................................ 3
CS 220 Business Oriented Language (COBOL) ............................. 3
CS 320 Organization of Programming Languages ......................... 3
CS 330 Structured Programming (Pascal) ....................................... 3
CS 335 Assembler and Assembly Language Programming ............. 3
CS 340 Data Structures ............................................................. 3
CS 370 Software Design ............................................................. 3
CS 450 Data Base Management Systems Design ........................... 3
CS 460 Systems Programming ..................................................... 3
*CS 420 Operating Systems Concepts ........................................ 3*
*CS 470 Information Systems Analysis and Design ....................... 3*
*CS 480 Introduction to Compilers and Interpreters ....................... 3*
CS 401 Organization of the Computer Environment ....................... 3
ECO 202 Principles of Microeconomics ..................................... 3
MAT 150 Precalculus .................................................................. 3
MAT 210 Calculus I .................................................................... 3
MGT 205 Principles of Management ............................................ 3
MGT 317 Organization Behavior .................................................. 3
MKT 101 Introduction to Marketing .............................................. 3

*Choose one of three *courses

Subtotal 66 sem. hrs.

SUMMARY OF REQUIREMENTS for the Bachelor of Science Degree with a Computer Systems major.

Core Requirements ........................................................................ 54
Computer Systems Major Requirements ....................................... 66
TOTAL DEGREE REQUIREMENTS .................................................. 120 sem. hrs.
EDUCATION

Elementary Education

CORE REQUIREMENTS

COMMUNICATIONS AND HUMANITIES
COR 101 Critical Reading and Writing I ........................................... 3
COR 102 Critical Reading and Writing II ........................................... 3
COR 103 Roots of Western Society .................................................... 3
COR 104 The American Experience .................................................. 3
COR 105 Humanities I ................................................................. 3
COR 201 Mass Media ................................................................. 3
COR 202 Humanities II ............................................................... 3

SCIENCE AND TECHNOLOGY
COR 131 Concepts in Physical Science ............................................. 3
COR 132 Concepts in Life Science .................................................... 3
COR 133 Mathematical Way of Thinking ......................................... 3
COR 134 Computer Literacy .......................................................... 3

BEHAVIORAL AND SOCIAL SCIENCES
COR 111 Principles of Behavior ....................................................... 3
COR 112 Human Origins and Diversity ............................................ 3
COR 113 Latin American and Caribbean Studies .............................. 3

BUSINESS AND ADMINISTRATIVE STUDIES
COR 121 Principles of Macroeconomics ......................................... 3

Subtotal 45 sem. hrs.

ELEMENTARY EDUCATION: Major requirements

EDU 222 Sociological Foundations of Education ................................ 3
EDU 336 Educational Psychology .................................................... 3
EDU 434 Learning Assessment: Principles and Practices .................. 3
*EDU 447 Teaching: Principles & Practices ..................................... 3*
*EDU 448 Classroom Management ................................................. 3*
EDU 452 Internship ................................................................. 9
ELE 318 Teaching Language Arts ................................................... 3
ELE 331 Reading Skills in Elementary School ................................. 3
ELE 332 Reading Evaluation ....................................................... 3
*ELE 342 Designing the Elementary School Curriculum ................ 3*
*ELE 345 Child in the Classroom ............................................... 3*

Subtotal 33 sem. hrs.

*Choose two of *courses; one must have ELE prefix

ELEMENTARY EDUCATION: Specialty requirements

EDU 317 Instructional Materials ..................................................... 3
ELE 311 Teaching Social Studies in the Elementary School .............. 3
ELE 312 Teaching Science in the Elementary School ....................... 3
ELE 313 Teaching Music in the Elementary School .......................... 3
ELE 314 Teaching Art in the Elementary School .............................. 3
ELE 315 Teaching Health and Physical Education in Elementary School ....
ELE 316 Teaching Mathematics in Elementary School .................... 3

Subtotal 21 sem. hrs.

SUMMARY OF REQUIREMENTS for the Bachelor of Science Degree with an Elementary Education major.

Core Requirements ................................................................. 45
Elementary Education Major Requirements .................................. 33
Elementary Education Specialty Requirements ............................. 21
**Elective Requirements .......................................................... 21

TOTAL DEGREE REQUIREMENTS ............................................ 120 sem. hrs.

**The electives may be used as free electives or combined to meet the requirements of one or more specialized certificates.

Any student interested in pursuing a degree in Education must contact the Education academic office before declaring an Education major.
LIFE SCIENCE

Life Science

CORE REQUIREMENTS

COMMUNICATIONS AND HUMANITIES
- COR 101 Critical Reading and Writing I ....................................... 3
- COR 102 Critical Reading and Writing II ....................................... 3
- COR 103 Roots of Western Society .................................................. 3
- COR 104 The American Experience ................................................. 3
- COR 105 Humanities I .................................................................... 3
- COR 201 Mass Media .................................................................... 3
- COR 202 Humanities II ................................................................... 3
- COM/HIS/HUM/LAN ..................................................................... 3

BEHAVIORAL AND SOCIAL SCIENCES
- COR 111 Principles of Behavior ...................................................... 3
- COR 112 Human Origins and Diversity .......................................... 3
- COR 113 Latin American and Caribbean Studies ............................ 3
- GEO/LAW/POL/PSY/SOC .............................................................. 3
- GEO/LAW/POL/PSY/SOC .............................................................. 3

BUSINESS AND ADMINISTRATIVE STUDIES
- COR 121 Principles of Macroeconomics ......................................... 3
- ACT/BUS/ECO/FIN/MGT/MKT ..................................................... 3
- ACT/BUS/ECO/FIN/MGT/MKT ..................................................... 3

Subtotal 51 sem. hrs.

LIFE SCIENCE: Major requirements

- CS 170 Computer Programming I ................................................... 3
- LSC 230 Animal Structure and Function I ....................................... 4
- LSC 231 Animal Structure and Function II ..................................... 4
- LSC 330 Cellular Biology and Physiology I .................................. 4
- LSC 331 Cellular Biology and Physiology II .................................. 4
- LSC 332 Cellular Biology and Physiology III ................................ 4
- MAT 202 Statistics and Probability .............................................. 3
- MAT 210 Calculus I ..................................................................... 3
- PHY 140 Physics I ..................................................................... 3
- PHY 150 Physics II ................................................................... 3
- PHY 160 Physics III ................................................................... 3
- PHY 230 General Chemistry I ....................................................... 4
- PHY 231 General Chemistry II ...................................................... 4
- PHY 330 Organic Chemistry I ....................................................... 4
- PHY 331 Organic Chemistry II ...................................................... 4

Subtotal 54 sem. hrs.

LIFE SCIENCE: Specialty requirements (choose one)

GENERAL BIOLOGY (A minimum of 15 credits from the following)
- LSC 220 General Botany ............................................................. 4
- LSC 222 Marine Biology ............................................................. 3
- LSC 310 Plant Physiology ........................................................... 3
- LSC 320 General Ecology ........................................................... 3
- LSC 322 Biological Aspects of Pollution .................................... 3
- LSC / PSY 460 Biological Bases of Behavior .............................. 3
- LSC .......................................................... 3

PRE-PROFESSIONAL (A minimum of 15 credits from the following)
- LSC 340 Vertebrate Comparative Anatomy .................................. 4
- LSC 360 Genetics and Evolution ................................................. 3
- LSC 430 Histology .................................................................... 4
- LSC 440 Embryology ................................................................. 3
- LSC 450 Physical Biochemistry .................................................. 3
- LSC 451 Advanced Biochemistry ................................................ 3
- PHY 350 Quantitative Analysis .................................................. 4

Subtotal 15 sem. hrs.

SUMMARY OF REQUIREMENTS for the Bachelor of Science Degree with a Life Science major.

Core Requirements ...................................................................... 51
Life Science Major Requirements ............................................... 54
Life Science Specialty Requirement ............................................ 15
TOTAL DEGREE REQUIREMENTS ............................................... 120 sem. hrs.
Regular Registration  Each term at Nova College has a designated registration period although early registrations will be accepted. Any student who completes registration after the close of the official registration period will be assessed a late fee. The registration form and tuition fee should be mailed to the Registrar’s Office, Nova University, 3301 College Avenue, Fort Lauderdale, Florida 33314, or delivered in person to the Registrar’s Office, Room 104, Parker Building. The office is open from 8:30 to 6:30 p.m. Monday through Thursday and 8:30 a.m. to 5:00 p.m. on Friday. Coral Springs students may register by mail or in person at Nova University at Coral Springs, 3501 University Drive, Coral Springs, Florida 33314. The office hours are the same as given above.

Second Bachelor’s Degree  A student with a bachelor’s degree from a regionally accredited institution may earn a second bachelor’s degree from Nova by completing a minimum of 30 additional credits at Nova College. At least 50 per cent of all credits required in the selected major must be taken at Nova.

Change of Registration  A student may drop a course during the first three weeks of the course by submitting a Change of Registration form, available in the Registrar’s Office, or by mailing a written statement to the Registrar’s Office. Such a drop may be eligible for a refund by following the process described on page 78.

After a class has met once, written permission must be received from the instructor or program advisor to add a course.

Incomplete  An Incomplete (I) can be awarded only in cases of actual hardship experienced by the student as judged by the instructor. Where instructor and student do agree to an I grade, both must sign the Contract for Removal of an Incomplete grade after the form is filled out completely. The student will have up to 16 weeks to complete the course. When the additional 16 weeks has passed, the I will be changed to a grade of A through F based on the course work completed by that time.

A student who is absent at the final examination without prior approval will not receive an Incomplete grade.
Withdrawal  A student will be administratively withdrawn if he or she misses both the first and second class meetings. A student may withdraw from a course before the 7th class of an 8-week course and before the 15th class of a 16-week course. A Withdrawal Form must be received and date-stamped by the Registrar's Office before that class. Such a withdrawal will appear on the transcript but not be included in the QPA. A student considering withdrawal is encouraged to discuss this with the instructor and/or program advisor, but their signatures are not required. No withdrawal will be permitted after the specified withdrawal period. A student who stops attending class will receive a grade of A through F based on required coursework, unless he or she has filed a completed Withdrawal Form or has been administratively withdrawn.

Certificates  Students who wish to apply for a certificate upon completion of a specialty (see page 31) must notify the appropriate academic director. They will receive their certificates when curriculum requirements have been satisfied and all financial and other obligations to the University have been met.

Independent Studies and Tutorials  Independent Study (courses numbered 499) provides the qualified student an opportunity to research a question of interest under faculty supervision. A Tutorial enables a qualified student to take a regular course from an instructor on an individual basis rather than in a classroom format. Tutorials are allowed only in exceptional circumstances. Students interested in either Independent Study or a Tutorial should see their Program Advisor to draw up a contract outlining student responsibilities. It must be signed by the student, the instructor, and the academic division director. Regular tuition rates apply to both Independent Study and Tutorial Study.

Cooperative Education and Field Internship Experience  In some majors, the student is able to meet some curriculum requirements by actually working a minimum number of hours in a career position for credit. With proper approval, a student may also intern in a community agency for credit. In each case, the student is supervised by a faculty member. Regular tuition rates apply. For information, students should consult with their Program Advisor.

Length of Program  One of the hallmarks of Nova College is its flexible scheduling. Students, with approval, may take more than a full academic load (12 credits) during a trimester. On the other hand, students may take one course during a trimester or even none if outside responsibilities make that option advisable. It is, therefore, difficult to predict how long any student will take to fulfill his or her academic goals. Many students who are employed full time receive as much credit in a year as they would going to a traditional daytime institution. On the other hand, graduation is possible in less than four years of academic work.

Interruption of Studies  A student who enrolls at Nova University has the option of graduating by meeting the program requirements of the University bulletin that was in effect when the student entered or when he/she graduates. When there is a major break in attendance (one calendar year from end of last term enrolled) the student will then meet the requirements of the bulletin in effect when he/she returns or graduates, or as agreed upon by the academic program director and the student.

Housing  A five-story building of ninety furnished apartments is available for undergraduate and other students. Apartments are leased to full-time students on an annual basis, monthly rental includes utilities and central air conditioning. Rates will be furnished when accommodations are offered. Housing is limited by program and availability. Interested students are invited to obtain rates and other information from the Housing Office. Nova University at 3301 College Avenue, Fort Lauderdale, Florida 33314.
ACADEMIC CALENDAR

Career Development Programs

FALL 1983

Regular Registration  
Late Registration  
16-week and 1st 8-week Classes Begin  
Drop/Add Period (prior to 2nd class meeting)  
Labor Day—University Closed  
Rosh Hashanah—No Classes  
Rosh Hashanah—University Closed  
Yom Kippur—No Classes  
Yom Kippur—University Closed  
End of Withdrawal Period (prior to 7th class meeting)  
Regular Registration  
Late Registration  
Late Registration for Friday Classes  
Second 8-week Classes Begin  
Friday Classes Begin  
Drop/Add Period (prior to 2nd class meeting)  
Drop/Add Period for Friday Classes  
Thanksgiving Holiday—University Closed  
NOTE: There will be classes Saturday, November 26  
End of Withdrawal Period (prior to 7th or 15th class meeting)  
Trimester Ends

WINTER 1984

Regular Registration  
Late Registration  
16-week and 1st 8-week Classes Begin  
Drop/Add Period (prior to 2nd class meeting)  
End of Withdrawal Period (prior to 7th class meeting)  
Regular Registration  
Late Registration  
Second 8-week Classes Begin  
Drop/Add Period (prior to 2nd class meeting)  
End of Withdrawal Period (prior to 7th or 15th class meeting)  
Good Friday—University Closed  
Trimester Ends

SPRING/SUMMER 1984

Regular Registration  
Late Registration  
16-week and 1st 8-week Classes Begin  
Drop/Add Period (prior to 2nd class meeting)  
Memorial Day—University Closed  
End of Withdrawal Period (prior to 7th class meeting)  
End of Withdrawal Period for Monday Classes  
Regular Registration  
Late Registration  
Second 8-week Classes Begin  
Drop/Add Period (prior to 2nd class meeting)  
Independence Day—University Closed  
End of Withdrawal Period (prior to 7th or 15th class meeting)  
Trimester Ends

FALL 1984

Regular Registration  
Late Registration  
16-week and 1st 8-week Classes Begin  
Drop/Add Period (prior to 2nd class meeting)  
Labor Day—University Closed  
Rosh Hashanah—No Classes  
Rosh Hashanah—University Closed  
End of Withdrawal Period (prior to 7th class meeting)  
Yom Kippur—No Classes  
Yom Kippur—University Closed  
Regular Registration  
Late Registration  
Second 8-week Classes Begin  
Drop/Add Period (prior to 2nd class meeting)  
Thanksgiving Holiday—University Closed  
NOTE: There will be classes Saturday, November 24  
End of Withdrawal Period (prior to 7th or 15th class meeting)  
Trimester Ends
ACADEMIC CALENDAR

Day Programs

FALL 1983—1st 8 weeks
Registration
Orientation for New Students
Last Day to Register Without Late Fee
Classes Begin
Labor Day—University Closed
Rosh Hashanah—University Closed
Classes End

FALL 1983—2nd 8 weeks
Registration
Orientation for New Students
Last Day to Register Without Late Fee
Classes Begin
Thanksgiving Holiday—University Closed
Classes End

WINTER 1984—1st 8 weeks
Registration
Orientation for New Students
Last Day to Register Without Late Fee
Classes Begin
Classes End

WINTER 1984—2nd 8 weeks
Registration
Orientation for New Students
Last Day to Register Without Late Fee
Classes Begin
Spring Break
Classes Resume
Classes End

SPRING/SUMMER 1984—1st 8 weeks
Registration
Orientation for New Students
Last Day to Register Without Late Fee
Classes Begin
Memorial Day—University Closed
Classes End

SPRING/SUMMER 1984—2nd 8 weeks
Registration
Orientation for New Students
Last Day to Register Without Late Fee
Independence Day—University Closed
Classes Begin
Classes End

FALL 1984—1st 8 weeks
Registration
Orientation for New Students
Last Day to Register Without Late Fee
Classes Begin
Labor Day—University Closed
Rosh Hashanah—University Closed
Classes End

SPRING 1984—1st 8 weeks
Registration
Orientation for New Students
Last Day to Register Without Late Fee
Classes Begin
Memorial Day—University Closed
Classes End

SPRING 1984—2nd 8 weeks
Registration
Orientation for New Students
Last Day to Register Without Late Fee
Independence Day—University Closed
Classes Begin
Classes End

SUMMER 1984
Registration
Orientation for New Students
Last Day to Register Without Late Fee
Classes Begin
Classes End
Payment of Tuition and Fees  Nova University requires that tuition for all courses be paid in full at the time of registration. Check should be made out to Nova University.

Students may choose to pay tuition and fees by cash or check, Master Card, Visa, (Main Campus and Coral Springs) or Hollywood Buy-O-Matic (Main Campus only).

To pay by charge card when mailing a registration, clearly print the card type (Master Card or Visa), the account number, and the expiration date in the upper right hand corner of the registration form. For Master Card, also include the four-digit bank number.

TUITION AND FEE SCHEDULE FOR 1983-84 (subject to change)

(Effective August 1, 1983)

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application fee (nonrefundable)</td>
<td>$20.00</td>
</tr>
<tr>
<td>Registration fee (nonrefundable) per trimester</td>
<td>$20.00</td>
</tr>
<tr>
<td>Late registration fee (nonrefundable)</td>
<td>$5.00</td>
</tr>
<tr>
<td>Tuition—Career Development Program (per semester credit hour)</td>
<td>$102.00</td>
</tr>
<tr>
<td>Tuition—Day Program (per semester credit hour)</td>
<td>$120.00</td>
</tr>
<tr>
<td>Tuition—Day Program (per semester credit hour in excess of 15 credits per trimester)</td>
<td>$100.00</td>
</tr>
<tr>
<td>CLEP (payable to College Level Examination Program) per test</td>
<td>$28.00</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$15.00</td>
</tr>
<tr>
<td>Laboratory Fee (for computer courses)</td>
<td>$35.00</td>
</tr>
<tr>
<td>Materials Fee</td>
<td>variable where applicable</td>
</tr>
<tr>
<td>Activity Fee (Day Program)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Lab Fee (Day Program—Writing and Math labs)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Placement Examination</td>
<td>no fee</td>
</tr>
<tr>
<td>Portfolio Evaluation* (per credit requested)</td>
<td>$25.00</td>
</tr>
<tr>
<td>Standard Grant* (per credit requested)</td>
<td>$5.00</td>
</tr>
<tr>
<td>Transcript Fee (first copy, no fee)</td>
<td>$3.00</td>
</tr>
</tbody>
</table>

*Students seeking credit through portfolio or standard grant should talk with the Coordinator of Prior Learning. Credit requested is not necessarily granted.
Deferred Payments  In certain circumstances students may satisfy the registration FULL PAYMENT policy by signing an official note which will obligate them to complete full payment within a period of time prescribed by the University. The circumstances when deferred payment is possible are as follows:

- Students who have approved bank or government loans or other forms of financial aid may obtain a promissory note allowing them to defer full payment until the loan or aid is actually disbursed.
- Students who are eligible for tuition reimbursement from their employer may execute a promissory note allowing them to defer full payment until they are actually reimbursed. Students must document that they are eligible under an approved company reimbursement policy.
- Students who wish to pay sixteen-week tuition in THREE INSTALLMENTS may do so by signing an installment note.

These special arrangements can be processed only by a designated accounting clerk at Nova University. In each case certain payments must be made immediately and specific procedures followed. Sufficient time must be allowed for deferred payment application. The campus accounting office*, is open between 9 A.M. and 4 P.M., Monday through Friday. Information about these plans is available in the Registrar's Office.

*located in the Rosenthal Building.

Refunds  Fees other than tuition are not refundable. Students who wish to receive a refund of tuition upon withdrawal from a course must complete an official change of registration form. Withdrawal (see Withdrawal Policy, pag. 70) in itself is not a reason for an automatic refund. In the event of a refund, the following schedule applies:

For a 75% refund: notice of drop in writing before the second class meeting, regardless of class attendance.

For a 50% refund: notice of drop in writing before the third class meeting, regardless of class attendance.

No refunds after the third class meeting, regardless of class attendance.

Refunds will be based on the postmark date of written notification, not on the last date of attendance.

FINANCIAL AID

The financial aid program at Nova University is designed to assist students who would find it difficult or impossible to attend college without financial assistance.

Nova University participates in various governmental and private financial aid programs for the benefit of its students. The determining of need is based on a careful assessment of each student’s financial situation which takes into account the family’s income, assets, debts, number of children, and the estimated cost of attending the University. Application for all financial aid must be made annually. Financial aid is a time-consuming task, both for students and the University. In order to be considered for funds, applications and all documentation must be in the financial aid office by the designated deadlines.

Nova’s policy has always been and will continue to be a personalized approach to serving aid applicants.
Pell Grant (formerly Basic Educational Opportunity Grant)
The Pell Grant is a federal student financial aid program designed to assist students in the continuation of their education after high school. Awards are made to students based on a uniform determination of need. The application is submitted to the Pell Grant Program. A notice of eligibility estimated award is then returned directly to the student. Upon receipt of this Student Aid Report (SAR), it should be submitted immediately to the financial aid office, before registration, so that the necessary preparation and counseling may be completed. To be eligible to receive Pell Grant a student must be registered for a minimum of 6 semester hours. If a student should drop below half time status, all monies disbursed during that registration period will be returned to the Pell Grant Program. Awards for the 1984-85 year will range between $200 and $1800. Application deadline is March 15, 1984.

Florida State Student Assistance Grant The Florida Student Assistance Grant is funded by the State of Florida. This grant is available to eligible students who have 24 months of consecutive residency in the state of Florida preceding the beginning of the academic year and have demonstrated need. To be eligible for Florida Grant, a student must be registered as a full-time student (12 semester hours). If a student should drop below full-time status, all monies disbursed during that registration period will be returned to the State. Awards range up to $1200 a year. Application deadline for 1984-85 is April 1, 1984.

Florida Tuition Voucher Fund A grant program funded by the State of Florida that provides tuition assistance to resident students attending Nova University. To be eligible a student must:
1. be enrolled as a full-time undergraduate student. “Full-time” is defined as carrying a minimum of twelve (12) semester hours per trimester or semester.
2. provide a copy of a Florida high school diploma or transcript (Florida GED’s meet this requirement).
3. have proof of 24 months of continuous residency in the State of Florida preceding the award of the voucher.
4. be pursuing a first baccalaureate degree.
The voucher will provide $375 per term of eligibility, to a maximum of $750 per academic year.

Florida Academic Scholar’s Fund The Florida Academic Scholar’s Fund is a grant fund by the State of Florida. To be eligible a student must
1. be enrolled as a full-time student
2. have two-year residency prior to graduation from high school
3. have a grade point average of 3.5 on a scale of 4
4. have a score of 1200 or better on the SAT’s
5. have first time in college status
Applications are available in the Financial Aid Office. Deadline date for the 1984-85 award year is August 1, 1984.
In order for a student to remain eligible for the Florida Academic Scholar’s Fund, he or she must maintain a GPA of 3.2.

Florida College Career Work Experience Program
The Florida College Career Work Experience program is funded by the State of Florida. To be eligible a student must
1. be enrolled as a full-time student
2. have graduated from a Florida high school (Florida GED meets this requirement.)
3. have two-year continuous residency in Florida
4. demonstrate financial need as determined by the Financial Aid Office

Seminole/Miccosukee Indian Scholarship Florida Seminole and Miccosukee Indians are eligible to receive up to $2000 per academic year. Applications are available at your local Bureau of Indian Affairs.
Guaranteed Student Loan Program (GSL)
Guaranteed student loans are loans made through local financial institutions that are insured by the State or Federal Government. Eligible students may borrow up to $2500 per year to a total of $12,500. Income information (IRS form 1040) must be provided to determine if students meet the income requirements. In some cases, parents' income information may also be required. Contact the Financial Aid Office for further details. If your family's adjusted gross income is $30,000 or over, your loan eligibility must be determined by the Financial Aid Office. This determination is derived from a federally approved method of need analysis. If your adjusted gross income is $30,000 or below, no further determination of need is required than providing the 1040 form.

During the repayment period, the student will be charged 9% interest on the unpaid balance of the loan principal. Repayment begins six months after a student is not enrolled at least 1/2 time. Applications are accepted on a continuous basis.

The Broward County Scholars Program (Day Program students) Residents of Broward County, Florida, who have attended or are attending a Broward County public or private high school and have completed application for admission to Nova College Day Programs are eligible to apply to the Scholarship Committee for a Broward County Scholars Program scholarship. Scholarship awards are given for a maximum of three academic years (or eighteen terms) and carry stipends ranging from $500 to $1,000 per year for full-time attendance. Scholarship awards are made strictly on merit. For further information, call the Admissions office at 475-7360.

Bogard Scholarship (Day Program students) This is an endowed scholarship fund providing scholarships from approximately one-quarter to full tuition per term and renewable for up to a total of eighteen terms. To be eligible a student must have excellent academic credentials and a demonstrated need for financial assistance. Further information is available from the Admissions Office.

The Richard P. Norman Scholarship (Day Program students) This is an endowed scholarship, renewable for up to eighteen terms. To be eligible a student must have above average academic credentials, a demonstrated need for financial assistance, and American citizenship. The amount of the award will vary up to $1,000 per six-term academic year. For further information, contact the Admissions Office.

Athletic Scholarships (Day Program students) A limited number of half- and full-tuition athletic scholarships is available. Recipients must meet all Nova College Day Programs admission requirements and have the recommendation of the coach.

The Joseph W. Fordyce Scholarship (Career Development Program students) This is a full tuition scholarship awarded annually to a full-time adult learner from Broward Community College's Honors Program. This scholarship is funded by Nova College Career Development Programs. To be eligible a student must be an adult learner excelling academically and have earned an Honors certificate upon graduation from BCC. For further information, call the Nova College Admissions Office at 475-7360.

V.A. Benefits Nova University academic programs are approved by the Coordinator for Veterans Approval, State of Florida, Department of Education, for veterans educational benefits. The Financial Aid Office will assist veterans in applying for benefits.

Campus-Based Aid Programs, 1983-84 In order to be considered for the following aid programs, students need to have a Nova University Financial Aid Application and Financial Aid Form (FAF) on file by the designated deadline dates. For returning students, the FAF must be mailed to College Scholarship Service (CSS) no later than March 15th*.

Nova University Student Aid Application must be returned to the Financial Aid Office on or before April 15. For new financial aid students, the FAF must be mailed by May 1* to College Scholarship Service (CSS). The Nova University Student Aid Application must be returned to the Financial Aid Office on or before June 1.

*These suggested deadlines allow four weeks processing time by CSS.

Supplemental Educational Opportunity Grant (SEOG) The Supplemental Educational Opportunity Grant (SEOG) Programs are for students who demonstrate need and would be unable to continue their education without additional assistance. Need is determined by use of the Financial Aid Form (FAF) which all financial aid students must complete. SEOG funds are very limited; only those students who have met the necessary deadline dates and have complete files can be considered. Awards will range between $200 and $800 for the 1983-84 year. Application deadline for 1984-85 is April 1, 1984, for returning students and June 1, 1984 for new students.
National Direct Student Loan Program (NDSL)
This program is much like the Guaranteed Student Loan Program except that the determination and distribution of the loan award is made by the Financial Aid Office of the School and the interest rate is 5%. Application for a Nova NDSL award is made through the CSS on a Financial Aid Form (FAF) and on a separate 1983-84 Nova University Financial Aid Application. Awards are based on a determination of relative need.

College Work-Study Program (CW-S)
This program makes available on- or off-campus jobs for students with financial need who are able to work on a part-time basis to earn a portion of their educational expenses. Determination and distribution of the CW-S award is made by the Financial Aid Office of the school. Application for a NOVA CW-S award is made through the College Scholarship Service (CSS) on an FAF. Awards are based on a determination of relative need.

Application for all Financial Aid must be made annually. For further information about these programs, contact the Nova Undergraduate Financial Aid Office.

Part-Time Jobs
Listings of part-time jobs may be checked in the Financial Aid Office on the second floor of the Parker Building.

Important Things To Remember
1. Financial Aid applications take time! Please allow a minimum of two months for the processing.
2. Aid applications must be made annually.
3. The Pell Grant alone will not cover all tuition and fees. Please check with the Financial Aid Office before registering to determine your exact award.
4. A "Statement of Educational Purpose" must be submitted with your BEOG papers.
5. Aid awards cannot be made until all admission requirements have been fulfilled.
6. Students transferring from another institution and requesting aid must submit a Financial Aid Transcript(s) from the former institution(s), if they have previously had financial aid.

For further information and application forms, please contact the Undergraduate Financial Aid Office, Nova University, 3301 College Avenue, Parker Building—Room 226, Fort Lauderdale, Florida 33314.

Phone 305-475-7410
From Miami 940-7940 ext. 7410
From Palm Beach County 732-6600 ext. 7410
From Florida 1-800-432-5021 ext. 7410
Skill and Competency Requirements  Students are expected to demonstrate skills appropriate for college work in English (reading, writing, and speech) and in mathematics in all courses at Nova College. Before or during the first term of enrollment, students will complete placement tests and will be advised as to appropriate course selection based on test results. The placement test must be taken before completion of more than six (6) semester hours. Students needing further development of skills required for Nova College work will be counseled as to opportunities available for assistance. While a student is acquiring these skills, his or her enrollment is limited to courses APPROVED BY AN ADVISOR, generally at the 100 and 200 levels. The passing of placement tests is prerequisite to enrollment in many courses including all initial mathematics and language courses.

All students are also required to pass competency tests in college composition and mathematics. Students with high scores on placement tests may take competency tests immediately; others will take them after completing appropriate course work to acquire the competencies.

For specific placement test and competency test procedures, refer to the brochure on skill and competency requirements available at the Admissions Office.

Skill Development Courses  Special courses designed to help students attain the skills necessary for successful college work (090-099) do not count toward graduation. Upon completion of one of these courses a student not yet achieving all required skills will receive a PR (Progress) grade and may re-enroll to continue to work toward the required competencies.

Course Preparation  To insure that students can obtain maximum benefit from the Nova course format, most career development courses have assignments to be completed before the first meeting. These assignments are posted and available through divisional offices during registration. The course outline is distributed at the first class meeting.

Students should anticipate spending a substantial amount of time in preparation for each session to complete the course objectives and requirements set forth in the course outline. Courses with 300 and 400 numbers are considered to be upper division college level and require in-depth preparation and performance. Students experiencing difficulty keeping up with course requirements should consider reducing their course load.
Grades (Career Development Programs)

<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>
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Certain courses are designated Pass, Progress, and Fail only.

Grades are issued by the Registrar’s office two weeks following the end of each term (two weeks after the last final exam of the term).

Grades (Day Programs)

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<tr>
<th>Grade</th>
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<td>A</td>
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<td>A-</td>
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<td>B+</td>
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<td>B</td>
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Grades are mailed to the students following the completion of each term.

Director’s Honors List (Day Programs) Each full-time student who earns a Quality Point Average of 3.50 in any one term is placed on the Director’s Honors List for that term. Grades of I (Incomplete) must be made up before eligibility is determined.

Quality Point Averages A student’s academic standing for a specific term is the Quality Point Average (QPA). The QPA is calculated by finding the total quality points earned by the total credits attempted at Nova College in a term.

The student’s overall academic standing is the Cumulative Quality Point Average (CQPA). The CQPA is calculated by finding the total quality points earned by the total credits attempted at Nova College.

Repeated Courses Students may repeat a course to improve the grade in that course, but credit toward graduation will be granted only once. Both enrollments will appear on the transcript. One enrollment will have a notation that the course has been repeated. The higher grade will be counted in the student’s Quality Point Average.
Satisfactory Academic Progress To remain in good academic standing, undergraduate students must maintain an average of C or higher on all credits attempted (quality point average of 2.0 on a 4.0 scale), and complete at least 50% of attempted credits each trimester. In addition to the minimum quality point average (2.0) for a baccalaureate degree at Nova College, students must conform to the degree requirements of their declared major.

Academic Probation Students failing to earn a 2.0 average or higher after their first 12 credits of work attempted at Nova College or to maintain at least a 2.0 thereafter with at least a 2.25 average in the major will be placed on probation by the Academic Progress Committee. Academic probation is removed when the student earns a cumulative quality point average of 2.0 or higher, with at least a 2.25 in the major, at Nova College.

After being placed on probation, any student receiving financial aid must remove the probation during the next trimester enrolled in order to be eligible for further financial aid.

Progress Probation Students failing to complete at least 50% of their attempted credits each trimester will be placed on probation by the Academic Progress Committee. Progress probation is removed when the student completes at least 50% of attempted credits in a subsequent trimester.

After being placed on probation, any student receiving financial aid must remove the probation during the next trimester enrolled to be eligible for further financial aid.

Suspension To avoid suspension, a student on probation must maintain a quality point average of 2.0 or higher for each trimester of subsequent enrollment and must complete at least 50% of all courses attempted for each trimester of subsequent enrollment until probation is lifted. Otherwise the student will be placed on suspension for one trimester by the Academic Progress Committee.

Following this suspension, the student must receive permission from the academic director to be readmitted. Failure of students to maintain a 2.0 quality point average or complete 50% of their attempted credits in each of the two terms subsequent to being readmitted will result in final suspension.

Counseling Students are encouraged to seek counseling when their QPA places them in danger of probation so that a cooperative plan may be devised to assist them to improve.

Appeal Any student placed on suspension may file a petition for review by the Academic Progress Committee.

A student placed on final suspension may, after a two-term absence, request a hearing before the Academic Progress Committee to show cause for readmission.

Graduation Although satisfactory academic progress is achieved by maintaining a 2.0 CQPA, a 2.25 CQPA in the major is required for graduation.

Requirements For A Degree All degree-seeking students must complete the minimum credits as designated for the chosen major plus the following requirements.

1. Admission as a degree-seeking candidate in one of the majors
2. Passing Nova College competency requirements in English and mathematics
3. Completion of general distribution, core, specialty, and elective requirements as specified by the major program
4. Completion of major requirements as specified
5. Attainment of a 2.00 Cumulative Quality Point Average
6. Attainment of a 2.25 Quality Point Average in the major area
7. Completion of at least 30 credits at Nova College (not including CLEP, Proficiency Examination, or Experiential Learning credits)
8. Completion of at least 50% of the credits in the major area and specialty at Nova College (not including CLEP, Proficiency Examination, or Experiential Learning)
9. Submission of a graduation form and payment of the graduation fee prior to completing registration for the last term
10. Fulfillment of all obligations to the library, Nova College, and the Comptroller's Office

Requirements For Graduation Degree candidates must complete all of the requirements as specified above.

A graduating student with a Cumulative Quality Point Average of 3.80 or higher may be eligible to receive the degree "with distinction." To qualify, a student must have completed fifty percent of the course work at Nova College.

Graduation fee .................................................. $15.00

Commencement A ceremony is held once a year (usually in July) for all Nova University students who have completed graduation requirements in that academic year. In order to participate, students must file a graduation application.
Nova University Statement of Academic Rights and Responsibilities

Nova University, as a community of women and men, is committed to furthering scholarship, academic pursuits, and service to our society. As an institution, our purpose is to assure every student an equal opportunity to fulfill her or his potential as a student at the highest standard of excellence.

Certain rights and obligations flow from membership in the academic community:

1. the rights of personal and intellectual freedom which are fundamental to the idea of a university
2. a scrupulous respect for the equal rights of others
3. dedication to the scholarly and educational purposes of the university and participation in promoting and assuring the academic quality and credibility of the institution.

The University expects its students to manifest a commitment to academic integrity, and to that end a definition of original work is presented for each student’s information, instruction, and acceptance.

Original Work at Nova University

Assignments such as course preparations, exams, tests, projects, term papers, practicums, MARPS, etc., must be the original work of the student. Original work may include the thoughts and words of another, but if this is the case, those ideas or words must be indicated by quotation marks or other accepted reference devices.

Work is not original which has been submitted previously by the author or by anyone else for academic credit. Work is not original which has been copied or partially copied from any other source including another student unless such copying is acknowledged by the person submitting the work for the credit at the time the work is being submitted or unless copying, sharing, or joint authorship is an expressed part of the assignment. Exams and tests are original work when no unauthorized aid is given, received, or used prior to or during the course of the examination.

Referencing the Works of Another

All academic work submitted to Nova University for credit or as partial fulfillment of course requirements must adhere to the accepted rules of documentation. Standards of scholarship require that proper acknowledgement be given by the writer when the thoughts and words of another are used. It is recommended that students acquire a style manual appropriate to their program of study and become familiar with accepted scholarly and editorial practice.

Grievance

When questions about procedures, decisions, or judgements occur, counseling is available for discussion and resolution of differences. Students may also have recourse to more formal avenues of appeal and redress. Students are urged to review the printed document, “Procedures on Student Rights and Grievances,” which is available at all College offices.
Learning Resources

Books Books should be picked up before the first class. Career Development Students usually have an assignment to be completed for the first class meeting.

Broward County: Corner Book Exchange
4134 S.W. 64th Avenue
Davie, Florida 33314
Phone: 792-7778

For Coral Springs classes, books will be sold by the Corner Book Exchange during regular office hours at Nova University at Coral Springs. At other off-campus locations, books are made available through the Nova site coordinator.

Libraries Nova University provides appropriate learning resources at each of its academic centers. In addition, many resources within the broader community are utilized to enrich the learning environment of the students.

The Albert and Birdie Einstein Library in the Mailman-Hollywood Building contains a collection of books and periodicals in the disciplines of the behavioral sciences, education, public administration, computer sciences, business administration, public communications, and the humanities. This facility also includes individual study carrels and a media room in addition to microform readers.

Nova University has three additional college libraries containing specialized materials in life sciences, ocean sciences and law. The combined holdings of the University library system contain extensive collections in the basic sciences, applied mathematics, and computing sciences. Through computer terminals, the Nova Libraries are connected with the DIALOG Information Retrieval System and other national databases.

Through special cooperative arrangements, Nova University students have access to other libraries in the South Florida Educational Complex, such as the Broward Community College Library. A unique community-university arrangement exists at Coral Springs, where the local branch of the Broward County Public Library and Nova University have a joint “Communiversity” library facility. Believing in maximum interchange of community educational resources, Nova University also maintains cooperative arrangements with other academic libraries in the area, including the Professional Library of the Broward County Public Schools.
Learning Technology Laboratory Consisting of a TV studio equipped to video record in color, a well equipped audio studio, and a graphics room, the laboratory provides good media production services for students and faculty. The video recording facilities of the studio are used regularly as a means of enriching student learning.

LEARNING TECHNOLOGY houses a growing library of instructional materials such as 16mm films, videotapes, filmstrips, slide/tape presentations, audio tapes and kits for student and faculty use. Full A/V equipment services are also available through the department.

Computing Facilities The University Computing Facility provides data processing facilities and services for meeting the instructional, research and administrative needs of the University. The central site is located on the main campus in the Mailman-Hollywood Building. Access to the facility is through terminals and other computer systems located both on the main campus and at the Port Everglades site. Time-sharing services are available through the local telephone system. This facility is available to qualified students and faculty for research and for computer-oriented course work.

The computer located in the Computer Center is a DEC 20. In addition, a micro-computer laboratory has been developed which offers "hands-on" experience with computers to both majors and non-majors.

Laboratory Facilities Laboratory experiences are available in the areas of electricity, electronics, computer science, and electrical engineering, as well as in general physics and life science. The main laboratory facilities are located on the second and third floors of the Parker Building.
Course Descriptions

Course numbers in parentheses indicate that the course was previously offered with a different prefix or course number. See ACT 205 and ACT 207 for examples.

ACCOUNTING (ACT)

ACT 205 Principles of Accounting I/3 sem. hrs. (Formerly called Introduction to Financial Accounting; ACT 101, 203)
The conceptual framework of accounting including the entity concept, materiality, unit of measure, continuity, and periodicity. Basic double entry bookkeeping including journalizing of transactions, posting, preparing a trial balance, adjusting, closing, and basic financial statement presentation.

ACT 207 Principles of Accounting II/3 sem. hrs. (Formerly called Introduction to Managerial Accounting; ACT 102, 208)
A continuation of ACT 205. Topics include corporate structure, stockholders, equity, long-term liabilities, department and branch accounting, costing methods, cost-volume-profit analysis, and financial statement analysis. Prerequisite: ACT 205.

ACT 211 Cost Accounting/3 sem. hrs. (ACT 111) The role of cost accounting as a tool for managerial decision-making. Cost volume-profit analysis, job order costing, and absorption costing. Application of these skills to the overall operation of a business. Prerequisite: ACT 207.


ACT 306 Intermediate Accounting II/3 sem. hrs. (ACT 202) A continuation and expansion of Intermediate Accounting I. The conceptual foundations of sources and applications of funds from both a cash and working capital basis, reporting earnings per share, and accounting for other selected transactions. Prerequisite: ACT 305.

ACT 311 Federal Taxation I/3 sem. hrs. The fundamentals of individual income taxation. A background of accounting courses is not essential for this course. The course may be of special interest to non-business majors. Topics include: exemptions, exclusions, and deductions available to the individual. These concepts will aid the student in the preparation of an individual tax return.

ACT 312 Federal Taxation II/3 sem. hrs. An overview of the Internal Revenue Code as it applies to partnerships, corporations, estates, and trusts.

ACT 401 Advanced Accounting/3 sem. hrs. (ACT 301) A continuation and expansion of Intermediate Accounting II. Accounting principles for consolidations and combinations, branches accounting, accounting for liquidations, Accounting for non-profit organizations and other selected topics. Prerequisite: ACT 305.

ACT 421 Auditing/3 sem. hrs. (ACT 321) An overview of basic auditing concepts, auditing standards and audit programs. Special emphasis on preparing the student for the auditing section of the CPA examination. Prerequisite: ACT 305.

BUSINESS (BUS)

BUS 101 Introduction to Business/3 sem. hrs. (BUS 105, 1018) A basic course in the study of the private enterprise system. A brief history and background of the system, its components, functions, disciplines, laws. The future of enterprise as a network is discussed.

BUS 209 Finite Mathematics/3 sem. hrs. (BUS 201) Study of mathematical concepts and models and their practical application to problem solving techniques in the areas of business, social science, and economics. The main topics covered in this course will be review of algebra, graphs of functions, permutations, linear equations and an introduction to statistics. Prerequisite: MAT 102 or higher.
BUS 215 Business Law I/3 sem. hrs. (BUS 201) The fundamentals of business law, contract law, property law and negotiable instruments as these areas apply to business organizations.

BUS 216 Business Law II/3 sem. hrs. (BUS 202) A continuation of expansion of Business Law I, Agency law, bailments and the Uniform Commercial Code as these areas apply to business organizations. Prerequisite: BUS 215

BUS 225 Principles of Purchasing & Materials Management/3 sem. hrs. This course is an introduction to the function and role of purchasing and materials management in the organization and emphasizes the principles, tools, methods, and techniques used in this field.

BUS 255 Introduction to International Business/3 sem. hrs. (MGT 491) Survey of the field which would include legal and cultural environment of international business; international financial system; management of international operations; personnel and labor relations; international marketing; international economics; trade, and finance; multinational enterprise; and international accounting. Prerequisite: BUS 225.

BUS 305 Organization Theory/3 sem. hrs. (BUS 311) Emphasizes modern organizations, their structure and systems. The special problems of large research and development organizations, matrix management, and other program management matrix management; venture management; and contingency management. Prerequisite: BUS 325.

BUS 309 Statistics For Business/3 sem. hrs. (BUS 121) Graph theory, data sets, frequency distributions, probability, sampling, estimation, hypothesis testing, chi-square and ANOVA, regression, correlation, and non-parametric measures. Prerequisite: BUS 209 or MAT 122 or higher math course. Students may not receive credit for this course and MAT 201, MGT 301, PSY 301.

BUS 310 Small Business Management/3 sem. hrs. (BUS 351, 210) A study of management problems that relate to the small-scale entrepreneur. The evaluation of options available and decisions to be made in initiating a business, such as, implementing financial and administrative controls, operating systems, pricing and marketing strategy and understanding the legal environment in which the business must function.

BUS 325 Business, Government and Society/3 sem. hrs. (BTM 315, POL 315) Consideration of relationships between business enterprises and the social and political milieu in which these enterprises operate. New concepts in business ethics and corporate responsibility. Governmental regulation of business.

BUS 332 Procurement and Contracting/3 sem. hrs. This course builds on the concepts of BUS 225 and provides an overview of competitive and non-competitive procurement principles and techniques. Course content includes the concepts of standardization, "make versus buy" decisions, value analysis, contract administration, and contract incentives. Prerequisite: BUS 225.

BUS 363 Contract and Procurement Law/3 sem. hrs. This course examines the legal aspects of contracts and procurement methodology, including the evaluation of contract clauses and case law. Course content includes contract administration responsibilities, quality assurance, minority contracting requirements, and the Uniform Commercial Code as applied to the field. Prerequisite: BUS 332.

BUS 371 Manufacturing Processes/3 sem. hrs. Application to management procedures and techniques to analyze, plan, control, and evaluate production methods and processes in industrial enterprises. Focus on the management of interface between inventory and technology and the manner in which they relate to labor and capital. Reference will be made to quality assurance functions, sampling plans, and control charts. Prerequisite: Approval of Academic Division.

BUS 409 Quantitative Methods/3 sem. hrs. (BUS 321) Emphasis on specific decision-making tools and their applications in various business situations. How to solve problems of cost-volume-profit analysis, linear programming; Markovchain gambling; the assignment problem; the transportation problem;PERT and other network models; decision theory; inventory problems; computer simulation; and waiting line models. Prerequisite: BUS 309 or MAT 202.

BUS 437 Negotiations and Price Analysis/3 sem. hrs. This course analyzes and reviews the factors involved in the evaluation of vendor price proposals and the negotiation process. Course content includes negotiation theory and dynamics, price/cost analysis techniques, use of incentives, etc. Prerequisites: BUS 225, 332.

BUS 461 Research Methods/3 sem. hrs. (BUS 499) This course introduces a set of conceptual tools and techniques which will be applied to the analysis and proposed solution of real problems in an organization setting. Students will submit a research proposal as part of the course requirements. For BPM students, the proposal will be the first step in the fulfillment of their management applied project requirement. Prerequisites: LAN 112 or 311, BUS 309 or MGT 361.

BUS 462 Management Applied Project/3 sem. hrs. This course is a research registration for students in the BPM program who must complete an applied project, or Practicum, as part of their degree requirements. Students will meet in peer-study review groups on an occasional basis rather than a regularly scheduled class. Prerequisite: BUS 461 and approved project proposal.

BUS 481 Cooperative Education in Business/1-12 sem. hrs. (BUS 181, 281, 381) A practicum to broaden the student's educational experiences in appropriate field experiences under the supervision of the academic division. Prerequisite: Written consent of Program Coordinator and Division Director.

BUS 488 Business Strategy and Policy/3 sem. hrs. (BUS 498) 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 will be employed in this course. Prerequisite: Senior standing.

BUS 489 Purchasing Policy/3 sem. hrs. This capstone course examines the field of purchasing/procurement relating and integrating it with other functional areas as a vital part of total corporation strategy. Review preparing students for the National Purchasing Management certification in Purchasing Management exam will be presented as part of this course. Prerequisites: BUS 225, 332, 363, 437.
COM 471 Professional Issues in Public Communications/3 sem. hrs. Current concerns in the field of Public Communications. Typical topics include public perceptions, relevant legislation, and ethical issues; professional identity, education, and personal development; future directions.

COM 491-498 Advanced Special Topics/3 sem. hrs. Advanced topics in Communications that are not included in regular course offerings. Specific content and prerequisites are announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.

COMPUTER EDUCATION (CED)

CED 132 Learning Theories and the Microcomputer/3 sem. hrs. Following an examination of relevant learning theories, the principles of curriculum design will be applied to the use of the microcomputer in education and in nonschool training settings. Techniques for the management of learning situations and motivation for learning through the use of technology will be examined. Prerequisite: CS 111.

CED 222 Authoring Languages/3 sem. hrs. Using a systematic process for curriculum design and training theories, students will utilize an appropriate microcomputer authoring language to develop a brief instructional sequence. Prerequisite: CS 111.

CED 232 Introduction to Programming and Documentation/3 sem. hrs. Students will be given an overview of easy-to-use programming languages, such as PILOT and BASIC. They will then develop the skills to write a simple instructional program including clear and extensive documentation. Prerequisite: CS 111.

CED 322 Microcomputer Software and Hardware Evaluation/3 sem. hrs. Principles of software design will be reviewed to help develop an evaluative checklist of the desirable characteristics of software and hardware. Various examples of software and hardware will be explored and evaluated including an instructional program developed by the student. Prerequisite: CED 222 or 232.

CED 422 Assessment Using the Microcomputer/3 sem. hrs. A brief survey of educational statistics, evaluation techniques, use of surveys, and the principles of assessment provide students with a foundation to use the microcomputer to make assessment more efficient. One or more of these techniques will be applied to an instructional program. Prerequisite: CED 111.

CED 432 An Instructional Program for the Microcomputer/3 sem. hrs. An individualized, self-paced course in which students use the principles, techniques, and skills of instructional design with the microcomputer to pull together the instructional program developed in prior CED courses into a single significant product that has been utilized, evaluated, and revised. Prerequisites: CED 132, 322, and 422.

CORE COURSES—Day Program

COR 101 Critical Reading and Writing I/3 sem. hrs. (COM 101B) Emphasis on expository writing and reading for comprehension. Prerequisite: Placement Examination.

COR 102 Critical Reading and Writing II/3 sem. hrs. (COM 102B) Emphasis on argumentative writing and reading. Includes an introduction to the conventions of the research paper. Prerequisite: COR 101.

COR 103 Roots of Western Society/3 sem. hrs. (SSI 1118, 1126, 2118, 2128) An historical examination of western society prior to the rise of modern nations emphasizing such interdisciplinary subjects as politics, social order, economics, and the religious and philosophical ideas that have created the western heritage.

COR 104 The American Experience/3 sem. hrs. An examination of several of the key structures and ideas that have shaped the development of the United States as a particular political, social, and cultural entity.

COR 105 Humanities I/3 sem. hrs. (HUM 1018, 1028) An examination of how verbal, visual, and other art forms are constructed. Students will study the works of accomplished artists and will also work creatively in order to enhance their appreciation and understanding of the nature and use of aesthetic works.

COR 111 Principles of Behavior/3 sem. hrs. (BES 1018) An introduction to theory, research, and application in psychology. Topics include biological bases of behavior, perception, motivation, learning and memory, psychological development, personality, social psychology, and abnormal psychology. Students may not receive credit for this course and PSY III.

COR 112 Human Origins and Diversity/3 sem. hrs. (BES 2028) The discoveries of physical anthropology concerning early hominids and their ecological adaptations, Neolithic cultural patterns and technologies, ethnographies of diverse cultures.

COR 113 Latin American and Caribbean Studies/3 sem. hrs. Latin America and the Caribbean: its peoples, states, and geography. The emergence of national political systems and stratified societies, changing economic and population patterns, and the conflict between authoritarian and revolutionary approaches to modernization.

COR 114 Principles of Macroeconomics/3 sem. hrs. A study of basic economic concepts, emphasizing analysis of the aggregate economy. Fundamental concepts of national income and its determination, economic fluctuations, monetary and fiscal policies, and economic growth. Identical to ECO 201.

COR 131 Concepts in Physical Science/3 sem. hrs. (SCI 1018) Interactions of the geosphere-hydrosphere-atmosphere are used as a means of exploring basic concepts in Physical Science. Emphasis is on scientific processes and skills with an equal mix of field experiences, readings, and class participation.

COR 132 Concepts in Life Science/3 sem. hrs. (SCI 2018) Interactions of plants and lower animals, higher animals, and humans are used as means of exploring basic concepts in life science. Emphasis is on scientific processes and skills with an equal mix of field experiences, readings, and class participation.

COR 133 Mathematical Way of Thinking/3 sem. hrs. Designed for students who do not intend to major in computer science, science, or mathematics. Emphasis is on mathematical models, algorithms, BASIC programming, introductory statistics, algebra, and graph theory.

COR 134 Computer Literacy/3 sem. hrs. (COM 105) Introduction for the non-technical person. Computer literacy, principles of computer operation, uses of computers in small businesses, schools, social service agencies, hospitals. Hands-on experience with microcomputers and specialized software. This course is for non-computer science majors. Identical to CS 111.

COR 201 Mass Media/3 sem. hrs. (COM 1048) An examination of the impact of technology on the way we receive and process information and images, the basic legal and economic structures of the mass media, the new cultural forms that have emerged with the mass media, and the nature and implications of developing media technologies.

COR 202 Humanities II/3 sem. hrs. (HUM 2018, 2028) An examination of imaginative works for what they reveal about how we shape our perception of the world, how concepts such as nature and the good are affected by culture, and how imagination and cultural values interact when we attempt to constitute meaning. Prerequisite: COR 101. Prior completion of COR 102 or simultaneous enrollment in COR 102 is also recommended.

COMPUTER SCIENCE (CS)

CS 111 Computer Literacy/3 sem. hrs. Introduction for the non-technical person. Computer literacy, principles of computer operation, uses of computers in small businesses, schools, social service agencies, hospitals. Hands-on experience with microcomputers and specialized software. This course is for non-computer science majors. Identical to COR 134.

CS 112 Introduction to Data Processing (BUS 3801, CS 101)/3 sem. hrs. Topics include basic computer theory, file management, application packages, input devices, number systems, and programming techniques. This course is for non-computer science majors. Prerequisite: CS 111.

CS 113 Business Applications of Microcomputers/3 sem. hrs. Theory and applications of programs for microcomputers which are useful in the business environment. Accounting, data base management, and information system management programs will be included. Computer laboratory-oriented course. Prerequisite: CS 111 or familiarity with microcomputers.
CS 114 Computer Applications for Health Care Administrators/3 sem. hrs. Theory and applications of programs for computers which are useful in the health care environment. Will include discussion of computer-aided monitoring and testing in addition to hands-on experience with microcomputers.

CS 150 Introduction to Computer Organization/3 sem. hrs. An introduction to principles of computer operation and organization, data representation, the central processing unit, memory, input/output devices, number systems, logic systems. Prerequisite: Demonstrated competency equivalent to MAT 102.

CS 160 Fundamentals of Logic Design/3 sem. hrs. An introduction to elementary digital logic circuits, Boolean algebra, Karnaugh maps, logic gates, digital counters, other basic circuit elements. Number system modules are binary, octal, and hexadecimal numbers. These systems are investigated and related to digital computer structure. Prerequisite: Demonstrated competency equivalent to MAT 135.

CS 170 Computer Programming I/3 sem. hrs. An introduction to programming techniques including flowcharting, code design, debugging techniques and documentation, problem-solving methods and algorithm development to be used in the design of computer programs. The language BASIC will be taught as part of this course. An introduction to the use of microcomputers and computer terminals. Prerequisite: Demonstrated competency equivalent to MAT 182.

CS 200 Computer Programming II/3 sem. hrs. Continuation of Computer Programming I including introduction to random and sequential files, program design, modular design, structured programming, large program design, documentation. Prerequisite: CS 170.

CS 210 Fortran/3 sem. hrs. Introduction to the language FORTRAN with reference to the latest standards, special techniques for programming in FORTRAN. Prerequisite: CS 209.

CS 220 Business Oriented Language (COBOL)/3 sem. hrs. A study of the COBOL programming language with emphasis on business applications. Topics covered will include program structure and breakdown, report generation and file handling. Prerequisite: CS 200.

CS 240 Digital Design/3 sem. hrs. Application of the principles of digital design in digital systems. Arithmetic logic units, parallel and sequential processes, information transfer in a digital system, major hardware components and peripheral devices, digital computers. Prerequisite: CS 160.

CS 291 Special Topics in Computer Science/3 sem. hrs. Topics in computer science that are not included in regular course offerings and may be taken without prerequisites. Specific content is announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.

CS 315 Advanced COBOL/3 sem. hrs. A continuation of CS 220, with emphasis on advanced computer problem solving. Prerequisite: CS 220.

CS 320 Organization of Programming Languages/3 sem. hrs. Development of an understanding of the organization of programming languages, introduction to formal study of programming languages and their characteristics, comparison of two or more high-level modern programming languages. Prerequisites: CS 210, CS 330, CS 340.

CS 330 Structured Programming (PASCAL)/3 sem. hrs. Basic principles of structured programming and language foundation. PASCAL will be taught as an example of a structured programming language. Prerequisite: CS 209, and CS 210 or CS 220.

CS 335 Assemblers and Assembly Language Programming/3 sem. hrs. A detailed analysis of the operation of assemblers. Assembler features, assembly language programming, macrofacilities, Assembly language programs will be written as part of this course. Prerequisite: CS 210 or CS 330.

CS 340 Data Structures/3 sem. hrs. An introduction to the concepts and techniques of structuring data on bulk storage devices, introduction to data structures and file processing including arrays, records, strings, lists, trees, stacks, queues, manipulation and limitations of files. Prerequisite: CS 330.

CS 345 Distributed Data Processing/3 sem. hrs. An examination of the features and impact of distributed systems in the business environment. Prerequisite: CS 112, CS 220.

CS 350 Computer Circuit Design/3 sem. hrs. Design of combinational and sequential digital circuits, programmable logic design, and firmware design. Prerequisite: CS 240.

CS 355 Methods of Systems Analysis/3 sem. hrs. An overview of systems development with emphasis on techniques and tools of system documentation and logical system specification. Prerequisite: CS 220.

CS 370 Software Design/3 sem. hrs. Algorithm analysis, software design, management of large software projects, functional specification, design and testing phase of large scale projects, quality control. Prerequisite: CS 336.

CS 401/501 Organization of the Computer Environment/3 sem. hrs. Management of the computer environment, personnel, customer interface, budgeting, coordination, policy development, staffing, department interface, hardware and software selection planning, maintenance, and management. Prerequisite: Requires senior standing.

CS 405/505 Computer Architecture/3 sem. hrs. The analysis and design of computer systems; the interrelation of software and hardware design in the final computer system. Interpretation of the relationship between the operating system and the architecture of computer systems, concurrent processes and resource allocation. Prerequisite: CS 350, CS 336. Suggested prerequisite: CS 335.

CS 410 System Design and Analysis/3 sem. hrs. Advanced topics in design of digital computer systems and components. Prerequisite: CS 405.

CS 420/520 Operating System Concepts/3 sem. hrs. Methods in the analysis and design of large scale systems, including concepts of semaphores, processed, linear address space, resource allocation, protection and basic topics in operating system development. Prerequisite: CS 405.

CS 430/530 Simulation and Modeling/3 sem. hrs. Construction and use of complex models on digital computers; structures of simulation language, verification and validation of models, statistical analysis of results. Students will design and run a number of simulations. Prerequisite: CS 210, CS 330.

CS 440/540 Microcomputers/3 sem. hrs. Design elements of microcomputers including both hardware and software aspects. Prerequisite: Senior standing.

CS 450/550 Data Base Management Systems Design/3 sem. hrs. Concepts and principles necessary to design and implement a data base management system, including physical file organization and data organization techniques, data models, networks, data integrity, and file security. Prerequisite: CS 229, CS 340.

CS 460/560 Systems Programming/3 sem. hrs. A study of various systems programming techniques, hardware-software interface, software controlled hardware. A comparison of several existing computer systems will be made. Prerequisite: CS 335, CS 346.

CS 470/570 Information Systems Analysis and Design/3 sem. hrs. Information processing systems, project planning, software packages, Prerequisite: CS 450.

CS 475 EDP Audit and Control/3 sem. hrs. Introduction to EDP auditing with emphasis on EDP controls, audit types, and audit techniques including their effects on computer system development. Prerequisite: CS 315 and CS 345.

CS 480/580 Introduction to Compilers and Interpreters/3 sem. hrs. An introduction to compiler/interpreter design. Topics include lexical analysis, parsing, intermediate code, final code generation, optimization, and error recovery. Prerequisite: CS 320 or CS 631.

CS 485/585 Theory of Computation/3 sem. hrs. Theoretical approach to computer science. Topics include correctness, automata, and Turing machines, finite state machines, grammars, Prerequisite: CS 210, MAT 210.

CS 490 Directed Project in Computer Science/3 sem. hrs. A major project in computer science will be completed by the student under the direction of a faculty member. Prerequisite: requires senior standing.

CRIMINAL JUSTICE (CRJ)

CRJ 291-299 Special Topics/3 sem. hrs.
Topics in Criminal Justice that are not included in regular course offerings and may be taken without prerequisites. Specific content is announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.


CRJ 430 Juvenile Crime and Justice/3 sem. hrs. Advanced study of special characteristics and causes of juvenile crime. Principles and practices for its prevention and control. The administration of juvenile justice. Prerequisite: CRJ 101.

CRJ 471 Professional Issues in Criminal Justice/3 sem. hrs. Examines current concerns by those in the field of Criminal Justice. Typical topics include public perceptions, relevant legislation, and ethical issues; professional identity, education, and personal development, future directions. Prerequisite: Senior Standing. Identical to CRJ 471, SRR 471.

CRJ 491-498 Advanced Special Topics/3 sem. hrs. Advanced topics in criminal justice that are not included in regular course offerings. Specific content and possible prerequisites are announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.

ECONOMICS (ECO)

ECO 201 Principles of Macroeconomics/3 sem. hrs. A study of basic economic concepts, emphasizing analysis of the aggregate economy. Fundamental concepts of national income and its determination, economic fluctuations, monetary and fiscal policies, and economic growth. Identical to ECO 201.

ECO 202 Principles of Microeconomics/3 sem. hrs. The processes of price determination output and resources allocation in perfect and imperfect competition. Topics include Labor economics, International trade and finance, and alternative economic systems.

ECO 215 Economic Thought and Processes/3 sem. hrs. (ECO 203) A survey of economic thought beginning with ancient times and concentrating on the classical and contemporary schools. Particular economists whose ideas are studied include Smith, Malthus, Ricardo, Pigou, Marx, Veblen, and Keynes.


ECO 421 Business Cycles and Forecasting/3 sem. hrs. (FIN 421) Emphasizes the aggregate fluctuations in business, tracing the main stages of development from ups and downs through prosperity to downswing. The leading theories on the causes of business cycles. How to describe the methods of measuring business cycles and forecast the cyclical behavior with the aid of indicators. Prerequisite: ECO 201/CRJ 201.

ECO 491-498 Advanced Special Topics/3 sem. hrs. Advanced topics in economics that are not included in regular course offerings. Specific content and possible prerequisites are announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.

EDUCATION (EDU)

EDU 222 Sociological Foundations of Education/3 sem. hrs. A study of major sociological changes of the past 50 years and their impact on education.

EDU 317 Instructional Materials/3 sem. hrs. The use of a variety of materials in an educational program, including literature, media, and independent learning material.

EDU 322 Use of Microcomputer in Classroom/3 sem. hrs. A course to prepare teachers for the use of microcomputers in the elementary and secondary instructional programs, featuring hands-on experiences in a laboratory setting.


EDU 350 Teaching Styles and Student Achievement/3 sem. hrs. A survey of various teaching styles as used in presentations, activities, evaluations and classroom relationships, and their effect on student achievement.

EDU 406 Foundations of Mental Retardation/3 sem. hrs. A study of the biological, psychological and sociological foundations of mental retardation. Prerequisite: EDU 405.

EDU 407 Curriculum for Mental Retardation/3 sem. hrs. A study of the development of curricula appropriate for various levels of mental retardation including the teaching techniques and materials for implementation. Prerequisite: EDU 405.

EDU 408 Classroom Procedures for Mental Retardation/3 sem. hrs. A study of management techniques, teaching strategies and instructional materials appropriate for educational programs for the trainable and educable mentally retarded. Prerequisite: EDU 405.

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

EDU 413 Instructional Use of Audio-Visual Material/3 sem. hrs. A general course for teachers at all grade levels. Methods of using audio-visual materials on the instructional program. The selection, production, and evaluation of instructional materials and techniques for their inclusion in curriculum.

EDU 429 Educational Programming for the Emotionally Disturbed/3 sem. hrs. A study of program designs for curriculum objectives, with delivery formats appropriate for the emotionally disturbed students. Prerequisite: EDU 435.

EDU 430 Classroom Management of the Emotionally Disturbed/3 sem. hrs. A study of major theoretical models of emotional disturbance in children, and specific classroom strategies suggested by each model. Prerequisite: EDU 435.

EDU 432 Precision Teaching and Behavior Modification/3 sem. hrs. The format of a precision program in academics coupled with techniques of behavior modification are evaluated for instructing the emotionally disturbed. Prerequisite: EDU 435.

EDU 433 Identification and Remediation of Learning Disabilities/3 sem. hrs. A discussion of the nature and variety of learning disabilities, as well as techniques for their identification and remediation and for the assessment of learning potential. Prerequisite: EDU 435.

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

EDU 435 Survey in the Education of Exceptional Children/3 sem. hrs. Identification of the range of defects which cause children to be classified as exceptional. A survey of the problems of such children and the need for providing appropriate educational experiences.

EDU 436 Methods of Teaching Reading in Middle School/3 sem. hrs. Identifying reading skills, evaluating skills, and recognizing and diagnosing reading problems in the middle school. A discussion of prescriptive methods and materials to increase the reading performance of students in the middle school.

EDU 438 Educational Assessment of Exceptional Children/3 sem. hrs. Educational assessment, including evaluative and instructional techniques, for exceptional children to provide an objective data base for individualized instruction. Prerequisite: EDU 435.

EDU 439 Individualization of Diagnosis and Instruction for the Learning Disabled Child/3 sem. hrs. Skills for the diagnosis of various learning disabilities and the planning of individual programs for the learning disabled child. Various models of curriculum, instructional and individual classroom designs for learning disabled children will be discussed with an emphasis on the techniques needed for developing individualized programs for learning disabled children. Prerequisite: EDU 435.
EDU 440 Introduction to Language Development and Speech Disabilities/3 sem. hrs. A study of language development and various speech and language disorders in children, with an emphasis on the assessment of individual problems and programming for their remediation within the classroom. Prerequisite: EDU 435.

EDU 441 Techniques of Corrective of Remedial Reading/3 sem. hrs. Techniques and instructions for the identification of problems of reading, and a discussion of the prescriptive techniques for corrective or remedial procedures in reading. Prerequisite: ELE 332 or equivalent.


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

EDU 450 The Gifted Student: Nature and Needs/3 sem. hrs. A study of the characteristics of the gifted, identification procedures, and the utilization of resources to maximize the potential of the gifted student.

EDU 451 Educational Procedures for the Gifted/3 sem. hrs. A study of learning styles of the gifted and how they can be used to maximize individual strengths.

EDU 452 Internship/9 sem. hrs. Comprehensive review and practical application of educational philosophy, method, and strategies through a seminar and a nine-week supervised student-teaching assignment. Prerequisite: written consent of Program Director.

EDU 455 Guiding and Counseling the Gifted Student/3 sem. hrs. A study of basic counseling techniques to help the classroom teacher guide the gifted student toward optimum academic and social growth. Prerequisite: EDU 435.

EDU 458 Classroom Management of the Exceptional Student/3 sem. hrs. (Formerly Classroom Management of the Learning Disabled Child). Identification and implementation of classroom management procedures appropriate for specific exceptionalities. Prerequisite: EDU 435.

EDU 463 Principles of Coaching/3 sem. hrs. Emphasis on theory and practice in coaching sports.

EDU 464 Administration of Athletic Programs/3 sem. hrs. A study of the duties and responsibilities of the athletic director for the purpose of improving the athletic program.

EDU 468 Structural Linguistics/3 sem. hrs. A study of the structure of language, basic principles of linguistics. Survey of different approaches and techniques used in language study.

EDU 491-498 Advanced Topics/3 sem. hrs. Advanced topics in education that are not included in regular course offerings. Specific content and prerequisites are announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.

EDUCATION (ELE)

ELE 110 Introduction to Early Childhood Education I/3 sem. hrs. Meeting the physical and intellectual needs of the preschool child. Characteristics of the learning environment conducive to safety and good health, as spelled out in state and local licensing procedures and rules for home care; a program to foster the growth of physical, affective, and cognitive competencies in the preschool child.

ELE 111 Introduction to Early Childhood Education II/3 sem. hrs. Fostering language growth and the development of a healthy self-concept. Stages in language development and implementation to assure optimum growth for the individual child; identification of the child's strengths and their potential contributions to his positive self-image.

ELE 112 Introduction to Early Childhood Education III/3 sem. hrs. Promoting development through management skills and parent-child involvement. The child as a member of his school, home, and play groups; principles of good management that contribute to an orderly, productive classroom setting; establishing mutual respect in the teacher/parent relationship and an effective reporting procedure of a child's progress; teacher/staff relationships that assure a commitment to the goals of the center.

ELE 311 Teaching Social Studies in Elementary Schools/3 sem. hrs. Study of content, including conservation of natural resources, methodology, program development, appropriate activities and evaluative techniques for elementary social studies.

ELE 312 Teaching Science in Elementary Schools/3 sem. hrs. Concepts and methods for teaching science in the elementary school; hands-on approaches, resources, material and ideas drawn from the student's experiences will be discussed. Prerequisite: PHY 101 or equivalent.

ELE 313 Teaching Music in Elementary School/3 sem. hrs. Study of the fundamentals of music, content of a music program, and special methods of teaching and using music in the elementary school curriculum.

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

ELE 315 Health and Physical Education in Elementary School/3 sem. hrs. Curriculum, content and methods in effective health education in the elementary school. Methods and materials for physical education.


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

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

ELE 332 Reading Evaluation/3 sem. hrs. A study of diagnostic reading skills, describing a variety of methods to increase reading ability. How to use a variety of approaches to the teaching of reading. Prerequisite: ELE 331 and basic personal reading skills to be evaluated by the program.

ELE 334 Designing the Elementary School Curriculum/3 sem. hrs. A study of the selection of appropriate curricula to achieve objectives for each of the content areas in the elementary program.

ELE 335 Use of Aides, Volunteers and Auxiliary Personnel/3 sem. hrs. A study of the roles and uses of aides, volunteers and auxiliary personnel in the elementary and secondary schools.

ELE 335 The Child in the Classroom/3 sem. hrs. This course describes principles and general classroom management with particular emphasis on the relationship of the teacher to the child as an individual learner, and the relationship of the teacher to the class as a learning group.

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

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

EDUCATION (SEG)

SEC 311 Teaching Social Studies in Secondary School/3 sem. hrs. Content and methods for teaching social studies in the secondary grades. Program development, appropriate activities and evaluation techniques will be discussed. Development of teaching skills and analysis of materials, methods and programs for teaching social studies, in the secondary schools. Reading skills necessary for the use of appropriate materials in this content area will be identified.
SEC 312 Teaching Science in Secondary School/3 sem. hrs. Content and methods for teaching science in the secondary school. "Hands-on" approaches, resources, material and ideas drawn from the student's experiences will be discussed. Development of teaching skills and analysis of materials, methods and programs for teaching science in the secondary school. Reading skills necessary for the use of appropriate materials in this content area will be identified.

SEC 313 Teaching Music in Secondary School/3 sem. hrs. Study of the fundamentals of music, contents of a music program and special methods of teaching and using music in the secondary school curriculum. Development of teaching skills and analysis of materials, methods and programs for teaching music in the secondary school. Reading skills necessary for the use of appropriate materials in this content area will be identified.

SEC 314 Teaching Art in Secondary School/3 sem. hrs. Contests and methods for teaching art in the secondary school. Problems in the selection of materials, and the evaluation of activities as well as ideas and art projects will be included. Development of teaching skills and analysis of materials, methods and programs for teaching art in secondary schools. Reading skills necessary for the use of appropriate materials in this content area will be identified.


SEC 316 Teaching Mathematics in Secondary School/3 sem. hrs. Content, materials and methods for teaching mathematics in the secondary school. Development of teaching skills and analysis of materials, methods and programs for teaching mathematics in the secondary school. Reading skills necessary for the use of appropriate materials in this content area will be identified.

SEC 320 Teaching Foreign Language in Secondary School/3 sem. hrs. Content and methods of teaching foreign language in the secondary school. Language development and expression and analysis of materials, methods and programs for teaching foreign language in the secondary school. Reading skills necessary for the use of appropriate materials in this content area will be identified.

SEC 321 Teaching Business in Secondary Schools/3 sem. hrs. Teaching business subjects in the secondary school. Methods and materials, program development, evaluation techniques, resources, teaching principles will all be discussed. Reading skills necessary for the use of appropriate materials in this content area will be identified.

SEC 322 Teaching English in Secondary School/3 sem. hrs. Content and methods of teaching English in the secondary school. Language development and expression. Development of teaching skills and analysis of materials, methods and programs for teaching English in the secondary school. Reading skills necessary for the use of appropriate materials in this content area will be identified.

SEC 323 Teaching Speech in Secondary Schools/3 sem. hrs. Content and methods of teaching speech in the secondary schools including fundamentals, discussion and debate, and drama. Prerequisite: 18 hrs. in speech.

FINANCE (FIN)

FIN 301 Corporation Finance/3 sem. hrs. (FIN 211) Financial management as it applies to organizations. Ratio analysis; leverage; cash budgeting; capital structure; and other concepts of financial management applied to business organizations. Prerequisite: ACT 250.

FIN 311 Financial Management/3 sem. hrs. A continuation and expansion of Corporation Finance. Present value analysis; rate of return; and other techniques used in the evaluation of investment alternatives. Prerequisite: FIN 301.

FIN 315 Banking and Financial Institutions/3 sem. hrs. Nature of the operation in commercial banks, savings and loan associations, and savings banks. Structure and function of the loan and deposit, bond, investment, trust, real estate, and other departments within the institution. Impact of federal and state agencies and their regulations upon institutions.
FIN 411 Principles of Investments/3 sem. hrs. (FIN 331) Investment management is emphasized including financial statements and portfolio management. How to analyze financial statements, use rating services such as Moody's and Standard and Poor's, compare growth and income investments. Prerequisite: ECO 201/202.

FIN 455 International Finance/3 sem. hrs. International monetary systems, foreign exchange markets, exchange rates, international financial institutions, capital markets. Prerequisites: BUS 255, FIN 301.

FIN 491-498 Advanced Special Topics/3 sem. hrs. Advanced topics in finance that are not included in regular course offerings. Specific contents and prerequisites are announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.

HISTORY (HIS)

HIS 101 History of Western Civilization to 1648/3 sem. hrs. (SSI 101) The growth and development of Western Civilization from the ancient period through the religious wars of the Reformation. Special emphasis is given to the contributions of the Greco-Roman world and the Judeo-Christian heritage.

HIS 102 History of Western Civilization Since 1648/3 sem. hrs. (SSI 102) The growth and development of Western Civilization from the Scientific Revolution to the present. Special emphasis is given to understanding the meaning of the massive changes occurring in all phases of Western Society.

HUM 310 History of Political Thought/3 sem. hrs. (POL 401) A study of political philosophy from the Ancients to the present. To include the major philosophical schools and their major spokesmen. Presented within the context of major historical trends. Identical to POL 310.

HUM 321 The Great Individual in History/3 sem. hrs. (HUM 380) The role of the great individual in historical events. Includes an examination of the power of genius which underlies the great individual and the extent to which the great individual influences the course of history.

HUM 410 Emerging Nations/3 sem. hrs. Begins with the study of indigenous cultures of Latin America and Africa, through their colonial eras, with emphasis on their emergence as independent nations.

HUM 322 Florida History/3 sem. hrs. (SSI 427) An indepth survey of Florida history from 1500 to the present. Prerequisite: HIS 201, 202 or consent of instructor.

HUM 411 History of Western Civilization to 1648/3 sem. hrs. (SSI 101) The growth and development of Western Civilization from the ancient period through the religious wars of the Reformation. Special emphasis is given to the contributions of the Greco-Roman world and the Judeo-Christian heritage.

HUM 412 History of Western Civilization Since 1648/3 sem. hrs. (SSI 102) The growth and development of Western Civilization from the Scientific Revolution to the present. Special emphasis is given to understanding the meaning of the massive changes occurring in all phases of Western Society.

HUM 201 American History to 1665/3 sem. hrs. (SSI 201) American history from its Colonial origins through the Civil War. Special emphasis is given to analyzing and evaluating the major forces and ideas which have shaped American political, social and economic life.

HUM 202 American History Since 1665/3 sem. hrs. (SSI 202) American history from Reconstruction to the present. Special emphasis is given to analyzing and evaluating the major forces and ideas which have shaped American political, social and economic life.

HUM 291-299 Special Topics/3 sem. hrs. Topics in history that are not included in regular course offerings and may be taken without prerequisites. Specific content is announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.

HUMANITIES (HUM)

HUM 171 Nova Community Singers/1 sem. hrs. Participation in the Community Singers requires attendance at rehearsals and group performances. Prerequisite: Audition.

HUM 172 Nova Community Singers II/1 sem. hr. Continued participation in Community Singers. Rehearsals and performances. Prerequisite: Audition.

HUM 173 Nova Community Singers III/1 sem. hr. Continued participation in Community Singers. Rehearsals and performances. Prerequisite: Audition.
HUM 312 Women's Studies/3 sem. hrs. An examination of women's roles in society, the history of those roles through feminist perspectives in the humanities and arts, and the nature and significance of women's contribution to society. Prerequisite: COR 101.

HUM 315 Philosophical Issues/3 sem. hrs. A study of the various philosophical schools centering on such questions as: what is the nature of man, what is reality; how do we know: what is true; what is beautiful; what is right; etc.

HUM 320 Principles of Efficient Thinking/3 sem. hrs. Everyone's Logic: The principles of analytical and critical thinking including deduction, induction, principles and clear statement, valid and reliable reasoning, fallacies of argument and debate, and the methods of which theories and laws are established.

HUM 321 Ethical and Moral Judgments/3 sem. hrs. Study and comparison of major writers on ethics. Includes discussion of the problems of making ethical and moral judgments; the conflicts between right and wrong, good and evil; and ways of resolving moral and ethical dilemmas.

HUM 322 Science and Modern Thought/3 sem. hrs. An examination of the role of science in the modern world including the nature of the scientific object, the nature of the scientific method and scientific revolutions, the relation of scientific revolutions, the relation of science to other modes of knowing, and the relations of science to technology. Prerequisite: COR 101.

HUM 351 American Literature/3 sem. hrs. (HUM 251) Survey of American literature with emphasis on the growth of American thought as expressed in the writings of select American authors.

HUM 352 English Literature/3 sem. hrs. (HUM 261) A survey of selected English classics from Beowulf to contemporary authors. Literature as an expression of various periods will be discussed.

HUM 353 Films as Literature/3 sem. hrs. An examination of the film's position as a medium in literature. Includes viewing of outstanding films.

HUM 354 Introduction to Film Criticism/3 sem. hrs. An examination of film as an art form. Topics include the "grammar" of film, film genres, the documentary, the avant-garde film, and critical approaches to film. Prerequisite: COR 101.

HUM 375 Music Through History/3 sem. hrs. An interdisciplinary approach which introduces the student to the basic structure of musical forms, as well as the evolution of these forms, the relationship between musical evolution and basic philosophical and historical trends. The music of each period will be listened to and the students will be introduced to the major composers and works of each period.

HUM 381 Art and Society/3 sem. hrs. A study of the development primarily of painting and music in the period from Baroque to the Modern times. Focuses on the relationship between artistic style and expression and the historical climate.

HUM 451 Eastern Thought/3 sem. hrs. (Formerly called Asian Thought) Study of the major philosophical and religious systems of thought from East and South Asia, such as Hinduism, Buddhism, Confucianism, and Taoism. Includes discussion of the relevant history and cultural background.

LAN 491-498 Advanced Special Topics/3 sem. hrs. Advanced topics in humanities that are not included in regular course offerings. Specific content and prerequisites are announced in the course schedule for a given term.

LANGUAGE AND COMPOSITION (LAN)

LAN 490 Reading and Study Skills/3 sem. hrs. A basic course emphasizing textbook reading, vocabulary development, note-taking and studying skills. Students not achieving all of the required competencies will receive a grade of PR and may re-enroll. Credit does not count toward graduation.

LAN 492 Writing Skills/3 sem. hrs. A review of basic writing skills emphasizing usage and organization. Students not achieving all of the required competencies will receive a grade of PR and may re-enroll. Credit does not count toward graduation.

LAN 495 College Composition I/3 sem. hrs. Instruction in the principles and skills of effective expository writing. Prerequisite: Placement examination.

LAN 496 College Composition II/3 sem. hrs. A continuation of LAN 495 that includes instruction in the use of the library and requires the student to produce a documented paper. Prerequisite: LAN 495.

LAN 499 Intensive English-level I/3 sem. hrs. The beginning level of instruction in English as a foreign language. The course consists of classes in each of the three skill areas of the language—listening, reading, and writing. It is designed for students who possess very limited or no knowledge of English. Offered only at Panama Center.

LAN 511 Elementary Spanish I/3 sem. hrs. Essentials of Spanish language with emphasis on grammar, vocabulary, writing, and oral skills. Introduction to Spanish culture.

LAN 512 Elementary Spanish II/3 sem. hrs. Continued introduction to Spanish language and culture. Prerequisite: LAN 511.

LAN 521 Intermediate Expository Writing/3 sem. hrs. A workshop course for students seeking to extend their command of expository writing, argumentation and persuasion and their mastery of prose style. Prerequisite: COR 101.

LAN 522 Intermediate Spanish I/3 sem. hrs. Continued development of Spanish skills. Prerequisite: LAN 521.

LAN 523 Intermediate Spanish II/3 sem. hrs. The intermediate level of instruction in English as a foreign language. The course consists of classes in each of the three skill areas of the language and is designed for students who already possess certain minimal skills in English. Offered only at Panama Center.

LAN 524 Intensive English-Level II/3 sem. hrs. The intermediate level of instruction in English as a foreign language. The course consists of classes in each of the three skill areas of the language and is designed for students who already possess certain minimal skills in English. Offered only at Panama Center.

LAN 525 Intensive English-Level III/3 sem. hrs. The advanced level of instruction in English as a foreign language. The course consists of classes in each of the three skill areas of the language and is designed for students who already possess average skills in English. Offered only at Panama Center.

LAN 541 Intensive English-Level IV/3 sem. hrs. The advanced level of instruction in English as a foreign language. The course consists of classes in each of the three skill areas of the language and is designed for students who already possess average skills in English. Offered only at Panama Center.

LAN 491-498 Advanced Special Topics/3 sem. hrs. Advanced topics in language that are not included in regular course offerings. Specific content and prerequisites are announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.
LAW (LAW)

LAW 201 Law in Action: Introduction to Legal Reasoning/3 sem. hrs. (BUS 1028) Introduction to the legal structure and basic decisional processes in the creation of the American legal system. Includes: what is law, how to read and understand court decisions, how the American system of courts works, how to read and understand statutes and analyzing constitutional law.

LIFE SCIENCES (LSC)

LSC 202 Introduction to Life Sciences/3 sem. hrs. 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 and the improvement of the resources, environment, culture, and well-being of man.

LSC 104 Environmental Studies/3 sem. hrs. Overview of environmental science that integrates social, economic, technical, and political issues. Problems of ecological disruptions, growth of human populations, land use, energy, nuclear power, food supplies, pesticides, and pollution are covered. Identical to PHY 104.

LSC 105 Concepts in Biology/3 sem. hrs. This course is designed to explore the major concepts in biology from the cell to the behavior of the whole integrated plant and animal. This course is intended for non-science students.


LSC 211 Human Sexuality/3 sem. hrs. Anatomy and physiology of the human sexual system, human sexual response, the range of sexual behaviors, and sources of attitudes and beliefs about sexuality. Identical to PSY 211.

LSC 220 General Botany/4 sem. hrs. Introduction to basic structure, life processes and taxonomy of algae, fungi, and plants; emphasis on structure and function of tissues and organs; ecology; and reproduction of flowering plants. Includes laboratory sessions.

LSC 222 Marine Biology/3 sem. hrs. Description of major groups of attached, free-floating, and swimming marine organisms including their form, function, distribution, community interaction, and environmental relationships.

LSC 230 Animal Structure and Function I/4 sem. hrs. Basic invertebrate zoology including introductory anatomy, physiology, phylogeny, and ecology of major animal phyla from protozoa through echinoderms. First half of Animal Structure and Function Continuum. Includes laboratory sessions. Must be taken concurrently with LSC 231.


LSC 291-299 Special Topics/3 sem. hrs. Topics in life science that are not included in regular course offerings and may be taken without prerequisites. Specific content is announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.

LSC 310 Plant Physiology/3 sem. hrs. Functional treatment of life processes of plants including photosynthesis, respiration, growth, genetics, reproduction, water economy and translocation, nutrient uptake and assimilation, and gas exchange. Includes laboratory sessions. Prerequisite: LSC 220.

LSC 320 General Ecology/3 sem. hrs. Basic principles governing the interaction of organisms and their environment including food webs, energy flow, biochemical cycles, factors controlling distribution and abundance, ecological and species interactions, species diversity, ecosystem stability, ecological succession, and impact of man.

LSC 322 Biological Aspects of Pollution/3 sem. hrs. Impact of air, water, and terrestrial pollution on natural ecosystems and man. Pollution, indicators, sources, and alternatives are discussed.

LSC 330 Cellular Biology and Physiology I/4 sem. hrs. Part one of a three course continuum considering the subcellular architecture and function, growth, and reproduction of prokaryotic and eukaryotic cells. Includes laboratory sessions. Prerequisite: LSC 220, 231.

LSC 331 Cellular Biology and Physiology II/4 sem. hrs. Part two of a three course continuum. Functions of important biochemicals and macromolecules and their metabolism. Includes laboratory sessions. Prerequisite: LSC 330.

LSC 332 Cellular Biology and Physiology III/4 sem. hrs. Third part of a three part continuum. Culture, control, ecology, pathogenicity, and use of bacteria and viruses. Includes laboratory sessions. Prerequisite: LSC 331.

LSC 340 Histology/4 sem. hrs. Microanatomy of cells, tissues, organs, and systems of the human body. Includes laboratory sessions. Prerequisites: LSC 230, 231.


LSC 450 Physical Biochemistry/3 sem. hrs. Review of acid-base behavior of macromolecules; metabolites and polyprotic acids; colloagitive properties; optical properties and methods; behavior of molecules in centrifugal and electrical fields; and thermodynamics of metabolism. Prerequisites: LSC 332, PHY 331.

LSC 451 Advanced Biochemistry/3 sem. hrs. Consideration of enzyme mechanisms and kinetics, protein and nucleic acid structure and advanced aspects of intermediary metabolism, specialized biosynthetic and degradative pathways, and biochemical detoxification mechanisms. Prerequisites: PHY 359, LSC 332.

LSC 460 Biological Bases of Behavior/3 sem. hrs. Genetic, neural, and endocrine bases of behavior. Neuroanatomy, chemical and electrical events in the nervous system. Sensory processes, motivation, emotion, and arousal. Prerequisite: COR/PSY 111; COR 132 or LSC 105. Identical to PSY 460.

LSC 491-498 Advanced Topics/3 sem. hrs. Advanced Topics in life sciences that are not included in the regular course offerings. Specific content and prerequisites are announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.

MANAGEMENT (MGT)

MGT 205 Principles of Management/3 sem. hrs. (BUS III, 205) An overview of the historical development of management theory, the distinct schools of management thought, the functions and processes of management, and the environment within which the modern manager operates.


MGT 251 Supervisory Skills/3 sem. hrs. (BUS 251) A study of the fundamentals of supervision. Leadership styles, responsibility, and authority, and how they relate to efficient supervision. Prerequisite: MGT 205.

MGT 260 Public Policy and Its Administration/3 sem. hrs. (POL 360) 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, and political making are also included.
MGT 291-299 Special Topics/3 sem. hrs. Topics in management that are not included in regular course offerings and may be taken without prerequisites. Specific content is announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.

MGT 301 Statistics for Professional Management/3 sem. hrs. Descriptive and inferential statistics relevant to applied research. Content includes measures of central tendency and variability, correlation, chi-square, and t-test. Prerequisite: MAT 102 or higher math course. Students may not receive credit for this course and BUS 309, MAT 201, or PSY 301.

MGT 315 Personnel Administration/3 sem. hrs. (BUS 231, 315) Modern personnel policies, techniques, and methods. The development of sound wage and salary structures; the development of valid standards of personnel selection and placement; the use of psychological testing; interviewing techniques. Prerequisite: MGT 205.

MGT 317 Organization Behavior/3 sem. hrs. (BUS 241, 317) An overview of the informal, people-centered aspects of organization. Topics include motivation, leadership style, and various human relations-oriented theories. Interaction of the individual and the organization as a dynamic interplay that affects total organizational effectiveness. The role of effective communication in the organization. Prerequisite: MGT 205.

MGT 355 International Management/3 sem. hrs. The context of international management, organization of multinational firms, cultural and environmental issues, organizational problems in international operations, planning and control, international financial management, international personnel management, relations with host governments, comparative management. Prerequisites: BUS 255, MGT 205.

MGT 366 Management Information Systems/3 sem. hrs. (BUS 300) This course offers a broad coverage of computer use, data base management, and information system fundamentals for managers living in an increasingly complex information society.

MGT 377 Production and Inventory Control/3 sem. hrs. Analysis of production systems, materials flow networks, methods of control and forecasting of market and resource activities. Examination of criteria for determining output, pricing, economic order quantities, and capital cost, investment (capital budgeting), concept of profit centers, and cost functions. Prerequisite: BUS 271.

MGT 388 Operations Management/3 sem. hrs. Management of operations within the manufacturing sector, control of production operations, maintenance of quality of output and techniques for planning and scheduling manufacturing operations. Prerequisite: MGT 277.

MGT 415 Legal Environment of Management/3 sem. hrs. Interaction of business and legal system. Includes rights and responsibilities of corporate shareholdes and directors, power of the state, dealing with actions by courts, and administrative agencies, regulatory commissions, health and safety codes, labor-management relations, consumer protection, eminent domain, anti-trust, tax and securities regulations.

MGT 425 Human Resource Management/3 sem. hrs. (BUS 415, 425, 441) A capstone course in the behavioral management area which is in a seminar format. Topics to be covered are the HRM function in organizations, with specific emphasis on training, development and career pathing of employees; stress management; labor relations and negotiations. Prerequisites: MGT 315, 317.

MGT 441 Physical Distribution and Transportation/3 sem. hrs. Nature, organization, and administration of physical distribution and transportation systems. Fundamentals and development of network and economic changes due to demographic exchanges, technology advancements, or political pressures. Focus on distribution activities and transport modes as they relate to problems and solutions of logistics for material in process of transit and for the finished product. Prerequisites: ECO 201, 202, and approval of Academic Division.

MGT 445 Labor Relations/3 sem. hrs. An examination of labor relations in depth covering collective bargaining, contract negotiation, contract administration, mediation, and arbitration. Includes an in-depth examination of labor legislation. Prerequisite: MGT 315.

MKT 477 Inventory Systems/3 sem. hrs. Inventory processes analyzed through stochastic (forecasting) models. Concepts of optimal policy in a constrained inventory system. Analysis of distribution systems for multi-item and single-item production and marketing. Application of dynamic programming utilizing deterministic and probabilistic inventory models, economic order quantities, and other financial ratios. Prerequisites: BUS 405 and MGT 388.

MKT 491-498 Advanced Special Topics/3 sem. hrs. Advanced topics in management that are not included in regular course offerings. Specific content and possible prerequisites are announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.

MARKETING (MKT)

MKT 101 Introduction to Marketing/3 sem. hrs. An overview of the field with special attention to formulating an effective marketing mix. Topics include estimation of demand, consumer behavior, adaptation of products to markets, selection of channels of distribution, and development of effective promotional and pricing strategies.

MKT 211 Sales Management/3 sem. hrs. Emphasizes sales force management. Topics include selection, training, compensation, motivation, and evaluation of sales personnel. Various sales strategies appropriate to different markets are covered. Prerequisite: MKT 101.

MKT 221 Retail Management/3 sem. hrs. Establishing an effective marketing mix specific to the retail establishment. Basic concepts behind organizational structure, store location, personnel selection, merchandising, promotion, and service. Use of certain analytical tools to aid in establishing the appropriate mix. Prerequisite: MKT 101.

MKT 255 International Marketing/3 sem. hrs. (MKT 492) The scope of international marketing, the structure of multinational markets, foreign market research, international advertising and promotion, international distribution channels, international product policy, international pricing policy, export/import management. Prerequisites: BUS 255, MKT 101.

MKT 471 Marketing Strategy/3 sem. hrs. (MKT 451, 452, 453, 481, 483) The planning, organization, implementation, and control of marketing activities from the viewpoint of the marketing executive. Topics include strategic planning and policy formulation, the use of marketing research, test marketing of products and intercompany coordination of pricing, promotion, and physical distribution strategies. Prerequisites: MKT 101, 301, 321.

MKT 491-498 Advanced Special Topics/3 sem. hrs. (MKT 331) Advanced topics in marketing that are not included in regular course offerings. Specific content and prerequisites are announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.
MATHEMATICS (MAT)

MAT 092 Foundations of Mathematics/3 sem. hrs. A basic course which will prepare the student for college level mathematics courses. Students not achieving all of the required competencies will receive a grade of I or may re-enroll. Credit does not count toward graduation.


MAT 102 Introductory Algebra/3 sem. hrs. A basic review of algebra including algebraic terminology, polynomials and applications. Appropriate for non-math and non-science majors. Prerequisite: Placement examination requirement satisfied or MAT 102.

MAT 105 College Algebra/3 sem. hrs. Includes topics such as fundamental operations, functions and graphs, linear and quadratic equations, and conic sections. Prerequisite: Placement examination requirement satisfied or MAT 102.

MAT 135 Technical Mathematics/3 sem. hrs. Prepares the technical major for Precalculus. Includes a basic review of algebraic terminology, polynomials, fundamental operations, functions and graphs, linear and quadratic equations, and conic sections. Prerequisite: Placement examination requirement satisfied or MAT 102. Credit not given for those students who have taken MAT 115.

MAT 150 Precalculus/3 sem. hrs. Review of algebra, trigonometric functions, graphs of functions, logarithms, and sequences and series. Introduction to calculus concepts of limits, integrals. Prerequisite: Placement examination requirement satisfied or MAT 135 or MAT 105.

MAT 202 Statistics and Probability/3 sem. hrs. An introduction to basic principles of statistics and probability. Topics to be covered include: frequency distribution, statistical descriptions, possibilities and probabilities, some rules of probability, expectations and decisions, probability distributions, the normal distribution, sampling distributions, inference about means, and inference about standard deviations. Students may not receive credit for this course and BUS 309, MGT 301, or PSY 301.

MAT 210 Calculus I/3 sem. hrs. Functions, limits, derivatives of algebraic functions. Introduction to derivatives of trigonometric functions, logarithmic functions, application of derivatives to physics problems, related rates and maximum/minimum problems, definite and indefinite integrals with applications. Prerequisite: MAT 150.

MAT 220 Calculus II/3 sem. hrs. Riemann sums, the definite integral, methods of integration, continued exponential, logarithmic functions, inverse trigonometric functions, L'Hopital's rule and improper integrals. Prerequisite: MAT 219.

MAT 305 Calculus III/3 sem. hrs. Sequences and series. Taylor series, vector analysis, functions of several variables, partial derivatives, total differential chain rule, multiple integral and applications functions of a complex variable. Prerequisite: MAT 220.


MAT 315 Introduction to Statistics/3 sem. hrs. An introduction to the analysis of variance, including chi-square and contingency tables. Non-parametric statistical methods and applications. Use of statistical packages for computers will be included. Prerequisite: MAT 150 or MAT 135.

MAT 320 Advanced Calculus/3 sem. hrs. Infinite series and sequences, uniform convergence, vector functions of several variables, the Jacobian matrix, inverse function theorem, the Laplacian in cylindrical and spherical coordinates. Lagrange multipliers. Vector differential and integral calculus including Green's, Stokes and Gauss' theorems. The change of variable in multiple integrals. Prerequisite: MAT 305.


MAT 420 Linear Algebra/3 sem. hrs. Matrices and systems of linear equations, vector spaces, Linear transformations, determinants, eigenvalues and eigenvectors, canonical forms, inner product spaces. Prerequisite: MAT 220.

MAT 430 Functions of a Complex Variable/3 sem. hrs. The general theory of functions of a complex variable including analytical functions, the Cauchy-Riemann equations, the Cauchy integral theorem and formulas. Taylor series, Laurent series, singularities and residues, conformal mappings with application to problems in applied science and engineering. Prerequisite: MAT 305.

MAT 440 Numerical Analysis/3 sem. hrs. Solution of algebraic and transcendental equations by a number of iterative methods, discussion of convergence considerations, probability and statistical theory, numerical integration of a number of types of problems will be discussed both in theory and in practice through the use of computer problem-solving. Prerequisites: MAT 220 and PHY 148. PHY 150 and PHY 160, CS 210 or CS 330.


PHYSICAL SCIENCES (PHY)

PHY 101 Introduction to Physical Sciences/3 sem. hrs. A survey course in physical sciences for non-science majors. Topics include the concepts of motion, electricity and light, matter, atoms and nuclei and the solar system. PHY 102 Introduction to Geology/3 sem. hrs. An introductory course that will provide an understanding of the earth's composition and structure; an explanation of the processes that affect the earth and the resulting features; a description of the physical evolution of the major mountains and oceans; a description of biological evolution in relation to ancient geologic environments; and an analysis of earth's resources and implications for the future.

PHY 104 Environmental Studies/3 sem. hrs. Overview of environmental science that integrates social, economic, technical and political issues. Problems of ecological disruptions, growth of human populations, land use, energy, nuclear power, food supplies, pesticides and pollution are covered. Identical to LSC 104.

PHY 105 Introduction to Chemistry/3 sem. hrs. Non-laboratory course which presents an introduction to the elementary principles of chemistry. A study of the structure of matter and the transformation it undergoes.

PHY 140 Physics I/3 sem. hrs. Basic principles of mechanics including vectors, force, equilibrium, displacement, velocity, acceleration, mass. Newton's Laws, work energy, gravitation, momentum, rotational motion, mechanics of systems of particles and rigid bodies. Prerequisite: MAT 210.

PHY 150 Physics II/3 sem. hrs. Electrodynamics, electric currents, electric fields and electric potential, AC and DC circuits, magnetic fields, capacitance, inductance and electromagnetic waves. Prerequisite: MAT 210.


PHY 212 Science of Matter/3 sem. hrs. Introductory course in the science of materials, review of atomic theory, bonding and periodic table, chemical equations, states of matter, structure of crystals, nature of crystal imperfections and atom movements, metallic and ceramic materials and their properties, multiphase materials, equilibrium relationships. Prerequisites: PHY 142, PHY 150, PHY 160.

PHY 220 Introduction to Astronomy/3 sem. hrs. An introduction to astronomy which examines in brief both solar system and the universe. Topics include: fundamentals and history of astronomy, study of the sun, moon, planets, and optical instruments used in astronomy. In addition, the sun, stars, galaxies, and cosmology are also examined.
PHY 226 Conversation of Natural Resources/3 sem. hrs. Study of the natural resources within the framework of the environment system. Included are problems relating to pollution, populations, technology and growth. This course will be taken concurrently with GEO 226.

PHY 230 General Chemistry I/4 sem. hrs. Basic chemical calculations, periodicity, bonding, inorganic reactions, kinetics. First half of General Chemistry Continuum. Includes laboratory sessions. Must be taken concurrently with PHY 231.

PHY 231 General Chemistry II/4 sem. hrs. Continuation of General Chemistry Continuum including thermodynamics, acid-base reactions, electrochemistry, and nuclear chemistry. Includes laboratory sessions. Must be taken concurrently with PHY 230.

PHY 291-299 Special Topics/3-4 sem. hrs. Topics in physics that are not included in regular course offerings and may be taken without prerequisites. Specific content is announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.

POL 101 American Government and Politics/3 sem. hrs. (HUM 2700) An introduction to the processes of the American national and local forms of government. Included are the nature and structure of government, its characteristics and functions, and the intimate relation of government to other interests.

POL 201 Comparative Government/3 sem. hrs. Major foreign political systems including political forces, parties, ideologies and institutions. Attention will also be given to the characteristics and development of statehood and power; conditions of stability, constitutions and the comparative political process.

POL 291-299 Special Topics/3-4 sem. hrs. Topics in politics and public affairs that are not included in regular course offerings and may be taken without prerequisites. Specific content is announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.

POL 310 History of Political Thought/3 sem. hrs. (POL 401) A study of political philosophy from the Ancient to the present. To include the major philosophical schools and their major spokesmen. Presented within the context of major historical trends. Identical to HIS 310.


PSY 211 Human Sexuality/3 sem. hrs. (PSY 413, BES 350) Anatomy and physiology of the human sexual system, human sexual response, the range of sexual behaviors, and sources of attitudes and beliefs about sexuality. Identical to LSC 211.

PSY 213 Family Relationships Skills/3 sem. hrs. (BES 305) Approaches to effective living together in family units. Coverage of both adult and parent-child relationships. Emphasis on communication, supportiveness, and contingency management. Experiential learning included.

PSY 238 Child and Adolescent Development/3 sem. hrs. (EDU 338, PSY 201, 338) Aspects of growth and development during childhood and adolescence: physiological, cognitive, personality, and social. Prerequisite: COR/Psy 111.

PSY 239 Adulthood and Aging/3 sem. hrs. (PSY 202, 339) Development experiences of maturity. Physiological and psychological aspects of aging. Prerequisite: COR/Psy 111.

PSY 301 Statistics for Behavioral Sciences/3 sem. hrs. (HSC 301) Descriptive and inferential statistics as applied in behavioral research. Coverage of tests of central tendency and variability, correlation, chi-square, t-test, and analysis of variance. Prerequisite: MAT 102. Students must receive credit for this course and BUS 309, MAT 202, or MGT 301.

PSY 302 Psychological Research Methods/4 sem. hrs. (HSC 302) Research designs commonly used in psychology; observational, experimental, and quasi-experimental. Steps in doing research including APA format for writing reports. Includes laboratory/discussion sessions. Prerequisites: CS 111, LAN 112, PSY 111 or COR 111, PSY 301, and passed Writing Competency Exam.

PSY 311 Interpersonal Communication/3 sem. hrs. (Formerly called Interpersonal Processes) Study of human communications, interpersonal relationships, and small group dynamics. Topics include verbal and nonverbal behavior, development of relationships and groups, assertiveness and leadership. Experiential learning included. Prerequisite: PSY 101 or MGT 205.

PSY 316 Issues in Social Psychology/3 sem. hrs. Social determinants of individual behavior. Psychological issues of current social relevance such as attraction, propaganda and TV advertising, aggression and TV violence, prejudice, and conformity. Prerequisite: PSY 111 or COR 111.

PSY 326 Abnormal Psychology/3 sem. hrs. (PSY 440) Diagnosis, causes, and prognosis for the various categories of psychological disorders. Case studies supplement and illustrate theory and research. Prerequisites: COR/PSY 111.

PSY 330 Behavior Modification/3 sem. hrs. (PSY 441) Application of conditioning and social learning principles to mild and severe behavioral problems of individuals and families. Prerequisites: COR/PSY 111.

PSY 350 Community Psychology/3 sem. hrs. Prevention, recognition, and mobilization of individual and community resources for helping solve psychological problems. Psychologically trained change agents in human service roles. Prerequisites: COR/PSY 111.

PSY 371 History and Theories of Psychology/3 sem. hrs. (PSY 471) The major historical and contemporary theories of psychology. Enduring issues in psychology. Psychology as a science. Prerequisites: COR/PSY 111.

PSY 406 Psychological Tests and Measurements/4 sem. hrs. (PSY 340) Theory and use of psychological tests of ability and personality. Emphasis on administration, scoring, and interpretation. Includes laboratory sessions. Prerequisites: COR/PSY 111; PSY 301 or MAT 201.

PSY 411 Learning and Memory/4 sem. hrs. (PSY 320, 351) Theories and research of conditioning, reinforcement, verbal learning, memory, and cognitive processes. Includes laboratory sessions. Prerequisites: PSY 302.

PSY 460 Biological Bases of Behavior/3 sem. hrs. (PSY/LSC 461) Genetic, neural, and endocrine bases of behavior. Neuroanatomy, chemical and electrical events in the nervous system. Sensory processes, motivation, emotion, and arousal. Prerequisites: COR/PSY 111; COR 112 or LSC 115. Identical to LSC 460.

PSY 482 Practicum in Organizational Psychology/1-12 sem. hrs. A field experience to broaden the student's education through placement in an organization under supervision of the Academic Division. Prerequisites: MGT 315, PSY 486, and written consent of the Supervisor and Division Director.

PSY 491-498 Advanced Special Topics/3 sem. hrs. Advanced topics in psychology that are not included in regular course offerings. Specific content and prerequisites are announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.

PSY 499 Independent Study in Psychology/1-12 sem. hrs. The student selects and carries out independently an empirical research. Faculty supervision is provided on an individual basis. Prerequisites: HSC 302 and written consent of instructor and Division Director.

SOCIOLOGY (SOC)

SOC 202 Introduction to Sociology/3 sem. hrs. (SOC 101/201, BES 2016) The nature and needs of man and society, groups and institutions, social processes, and social change. Special emphasis will be placed on American culture and the impact of technology on modern man.

SOC 211 Cultural Anthropology/3 sem. hrs. (SOC 205) The comparative studies of cultures and societies, primitive and advanced. Appreciation of ethnic differences and human diversity.

SOC 231 Contemporary Life Styles/3 sem. hrs. (SOC 331) The emergence of alternative lifestyles in American culture. Contemporary patterns of marriage, the family, and single life. Family disorganization and divorce.


SOC 250 Native Cultures of the Americas/3 sem. hrs. The Incas, Maya, and Aztec civilizations. Indian cultures of North Central, and South Americas.
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Bachelor of Science in General Studies
Computer Education Specialty
Latin American and Caribbean Studies Specialty
Law School Preparation
Medical School Preparation
The provisions set forth in this bulletin are not to be regarded as an irrevocable contract between the student and Nova University. The regulations and requirements herein, including tuition and fees, are necessarily subject to change without notice at any time at the discretion of the administration. The University further reserves the right to require a student to withdraw at any time, as well as the right to impose probation on any student whose conduct is unsatisfactory. Any admission on the basis of false statements or documents is void upon the discovery of the fraud, and the student is not entitled to any credit for work which he may have done at the University. Upon dismissal or suspension from the University for cause, there will be no refund of tuition and fees. The balance due Nova University will be considered receivable and will be collected.

A transcript of a student’s academic record cannot be released until all his/her accounts, academic and non-academic, are paid.

Nova University maintains a system of records which includes application forms, letters of recommendation, admission test scores and transcripts of students’ previous academic records and Nova University transcripts. These records may be made available upon written request through the Office of Registrar. The law limits access and disclosure to a third party. Such access is given only upon consent of the student or if required by law. A person does not have the right of access to educational records until he or she has been admitted and has actually begun attending Nova University. There is no prohibition from disclosing such information to the parents of students who are listed on their parents’ federal income tax forms.

Parents or eligible students will be provided a hearing by Nova University if they wish to challenge the content of the record. If still not satisfied, the parents or eligible student may add explanatory or rebuttal matter to the record. If the student or parents are denied access to a hearing or if records are alleged to have been illegally disclosed to a third party, the student or parents may file a complaint with the Family Educational Rights and Privacy Act (FERPA) Office, U.S. Department of Health, Education and Welfare, Washington, D.C. 20201.

Nova University does not discriminate on the basis of handicap, sex, race, religion, national or ethnic origin in admission, access or employment for any of its programs and activities. The University Registrar and Director of Personnel have been designated as student and employee coordinators, respectively, to assure compliance with the provisions of the applicable laws and regulations relative to non-discrimination. Nova University programs are approved by the coordinator for Veterans Approval, State of Florida, Department of Education, for veterans’ educational benefits.

The school is authorized under Federal Law to enroll non-immigrant alien students.

The Nova University general policies on Student Relations are on file in the office of the registrar.

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**INFORMATION REQUEST FORM**

I would like more information about the following Nova University programs. Choose only one of the levels indicated.

**Preschool through high school**
- The University School—(A Private School)
- Davie—Coral Springs

**Bachelor’s Degree Programs**
- Bachelor of Science (B.S.)
- Accounting
- Administrative Studies
- Business Administration
- Computer Engineering
- Computer Information Systems
- Computer Science
- Computer Systems

**Special Undergraduate Programs**
- Bachelor of Arts in Leadership Studies
- Bachelor of Science in General Studies
- Computer Education Specialty
- Nova University at Coral Springs
- Center for Science and Engineering
- Computer Engineering
- Computer Information Systems

**Master’s Degree Programs**
Select no more than three
- Master of Accounting (M.Acc.)
- Master of Arts in Teaching (M.A.T.)
- Master of Business Administration (M.B.A.)
- Master of Public Administration (M.P.A.)
- Master of Science (M.S.)
- Applied Psychology
- Child and Youth Care Administration
- Coastal Studies
- Computer Education
- Computer Management
- Computer Science
- Counseling
- Criminal Justice
- Education (23 majors)
- Engineering Management
Specialist Degree Programs

- Counseling Specialist (C.S.) in Mental Health Counseling
- Educational Specialist (Ed.S.) in Computer Education
- Education (23 majors)
- Microcomputer Applications in Higher Education

Doctoral and Professional Degree Programs

- Doctor of Arts (D.A.) in Information Science
- Doctor of Business Administration (D.B.A.)
- Doctor of Education (Ed.D.) in Early and Middle Childhood Higher Education
- Leadership in Adult Education
- School Administration
- Vocational, Technical, and Occupational Education

Nondegree Programs, Institutes, and Public Services

Select no more than three

- FAMILY CENTER
- INSTITUTE FOR BANKING AND FINANCIAL INSTITUTION STUDIES
- INSTITUTE FOR RETIRED PROFESSIONALS
- INSTITUTE FOR SOCIAL SERVICES TO FAMILIES
- INSTITUTE FOR SURVIVAL TECHNOLOGY

- INTENSIVE ENGLISH PROGRAM
- POST DOCTORAL INSTITUTE IN PSYCHOLOGY
- CULTURAL EVENTS
- PSYCHOLOGICAL CLINICS
- FINANCIAL AID

Please fill in the following information. (Please Print)

NAME ____________________________________________

ADDRESS __________________________________________

CITY ______________________ STATE ________ ZIP ________

HOME PHONE ( ) ______________ BUSINESS PHONE ( ) ______________

Mail this form to: The Office of University Relations, Nova University 3301 College Avenue, Ft. Lauderdale, Florida 33314