1980


Nova University

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Part One — Career Development Programs in Business and Human Sciences

Accounting
Business Management
Communications
Community Services and Administration
Education (Elementary/Secondary)
Political Science
Psychology
Technological Management

Nova University/New York Institute of Technology Federation
Nova University is celebrating its tenth year in federation with the New York Institute of Technology.

Chartered by the State of Florida and accredited by the Southern Association of Colleges and Schools.

Published by Nova University, 3301 College Avenue, Fort Lauderdale, Florida 33314.

Policies and programs set forth herein become effective July 1, 1980. 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.
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

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

Contents

Nova University .................................................. 3
Centers and Major Programs of Study .................. 5
NOVA COLLEGE

General Information ............................................ 17
Career Development Programs .............................. 20
Programs of Study ............................................... 39
BUSINESS .......................................................... 40
Bachelor of Science in Accounting ....................... 41
Bachelor of Science in Business Management .......... 43
Bachelor of Science in Technological Management .... 45
HUMAN SCIENCES ................................................. 47
Bachelor of Science in Communications ................ 49
Bachelor of Science in Community Services
and Administration ........................................ 51
Bachelor of Science in Education
( Elementary/ Secondary) ................................... 53
Bachelor of Science in Political Science ............... 57
Bachelor of Science in Psychology ....................... 59
Course Descriptions .............................................. 61

Nova University Personnel .................................... 77
Nova College Faculty............................................ 78
Faculty Administrators ......................................... 78
Academic Calendar ................................................. 79
Founded in 1964, Nova University is an independent university which is non-sectarian, non-profit and racially non-discriminatory.

Unusual among institutions of higher education, Nova is a university for all ages. Nova College provides undergraduate education. 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 private demonstration school, serves children from pre-school through seniors in high school.

Since its beginning, the university has been distinguished by its innovative outlook, its unique programs which provide non-traditional choices in educational programs, and its important research which is aimed at solutions to problems of immediate concern to mankind.

In 1970, Nova University joined in an educational consortium with the New York Institute of Technology, an independent, non-profit institution with campuses in Manhattan and Old Westbury, 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, in 22 states and Washington, D.C., Nova University is a university of national scope.

Accreditation Nova University is accredited by the Southern Association of Colleges and Schools, the official accrediting agency for institutions of higher education in the southeastern states.

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.

The Nova University center 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.

Many Nova University students attend classes on the main campus, at the Law Center or at Coral Springs. But consistent with its educational mission to provide educational opportunities to 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 a center in Washington, D.C. It is located at 1511 K St., N.W. Suite 624.
The Center for the Study of Administration offers a variety of programs at doctoral and master's degree levels that stress innovative learning processes and delivery systems for mature working professionals who wish to increase their administrative or managerial effectiveness.

The major programs offered at the master's degree level are: the Master of Business Administration (MBA) which thoroughly develops the quantitative skills used in management; the Master's in Criminal Justice; the Master of Public Administration (MPA) designed for persons aspiring to management positions in public and community service agencies; the Master of Science in Human Resource Management (HRM), which is built on a foundation of Behavioral Science, is for managers who are responsible for such functions as organizational staffing requirements, affirmative action and equal opportunity requirements, management education and development or career planning. There are also various majors that may be taken in conjunction with the MBA, MPA, and HRM degrees, such as accounting, computer systems management, criminal justice, and health management. In conjunction with the Center for the Study of Law, the Center awards the MBA along with the JD for those students who complete the core requirements. The JD and MBA joint degrees are of special value to attorneys who anticipate a career in a large organization or corporation.

The Center's two doctoral level programs address both public and private sector management. The Doctorate in Public Administration (DPA) is national in scope, is offered in several states, and is built around a senior faculty drawn from key government and academic centers throughout the United States. The degree is designed to broaden the professional competence of practicing administrators in the public sector. The DPA curriculum addresses the environment, processes, techniques and methods of public management and provides, through participant clinical or laboratory experience, direct learning in the key functions, systems, and roles involved in the administration of public institutions and enterprise at all levels of government. The degree content is guided by the standards set by the National Association of Schools of Public Affairs and Administration (NASPAA).

The Doctorate in Business Administration (DBA) prepares people for careers in high-level teaching, research, or managerial positions. The DBA curriculum covers the spectrum of foundation knowledge, both quantitative and behavioral, represented by the professional divisions and special interest groups of the Academy of Management.

In addition, through its Government Assistance Service, the Center seeks to promote efficient and economical methods of administering local government and other public bodies. It helps develop programs based on knowledge and consideration of the needs and resources of the particular
community. The Center also provides an Urban Workshop where the application of system dynamics to local and state administrative issues can be undertaken by practitioners and research persons.

**Behavioral Sciences Center** The Behavioral Sciences Center focuses on the study of man and his behavior.

The Department of Psychology offers the Ph.D. in clinical psychology and child psychology. The Ph.D. programs are full-time on-campus degree programs. The Master of Science degree is offered in counseling, gerontology, applied psychology, psychometry, school guidance, and the Educational Specialist degree is offered in school psychology. The Master of Science degree programs in counseling and applied psychology are offered at both on-campus and off-campus locations.

The Master of Science Degree Program in Human Services is offered at both on-campus and off-campus locations. Also within the Center are various institutes and clinics which provide facilities for research and service in the behavioral sciences: The Nova Psychological Clinic, The Nova University Clinic, Inc., The Children's Assessment and Treatment Program, The Biofeedback Clinic and Laboratory, The Institute of Child-Centered Education, and The Institute of Social Services to Families (Foster Parent Project).

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**Nova University at Coral Springs** Nova University established an educational center in Coral Springs specifically to meet the needs of men and women living in North Broward and Palm Beach Counties. The uniqueness of this branch of Nova University is its community based mission. The goal of Nova University at Coral Springs is the design, implementation, and evaluation of community based program models. Classrooms and administrative offices are located at 3501 University Drive.

Undergraduate courses leading to the Bachelor of Science degree in a variety of majors are offered in the Nova College program at Coral Springs. Non-credit and continuing education courses and workshops are offered for personal enrichment and career development.

Through its affiliation with the Cultural Society of Coral Springs and other community and university groups, Nova University at Coral Springs is developing a full cultural program.

Television courses and workshops are offered through NOVAIR, the facilities of which are housed at Nova University at Coral Springs.

**Center for the Advancement of Education** The Center for the Advancement of Education is dedicated to the training and continuing support of teachers, administrators, trainers, and others working in education. These practitioners serve as the bridge between the knowledge base in education and the quality of education experienced by their students. The Center hopes to fill its commitment to the advancement of education by serving as a resource for practitioners and by supporting them in their self-development.

In accomplishing its mission, the Center offers educational programs designed to meet the needs of the working practitioner and makes a special commitment to provide educational programs in those geographical areas in which there are few resources for the training and for the professional support of practitioners in education.

Because of its commitment to the working professional, the Center offers alternative delivery systems for education that are adaptable to practitioners' work schedules and locations. Center programs reflect and anticipate the needs of practitioners to become more effective in their current positions, to fill emerging roles in the field, and to be ready to accept changing responsibilities within their own organizations. The Center also aids professional educators in achieving personal goals, including certification requirements.

The programs offered by the Center are:

**MASTER'S AND EDUCATIONAL SPECIALIST PROGRAMS IN EDUCATION** (The former NTEP Programs)

The participants include teachers seeking Master's and Ed. S.
degrees, certification, and “redirection” credit in administration and supervision, computer education, elementary education, modern educational systems and content areas.

The program format includes 10-11 courses (4 all-day Saturday sessions per course) and a practicum or internship.

MASTER'S PROGRAMS IN EDUCATION

These programs differ from the above in format (9 one-half day sessions) and content (exceptional education, early childhood, elementary, reading, health education). The practicum is a key component of the programs.

MASTER'S PROGRAM FOR CHILD CARE ADMINISTRATORS

This program was developed for the administrator in for-profit and not-for-profit centers. The primary mode of instruction is independent study. Additional participant responsibilities include a practicum and a summer institute.

Ed. D. PROGRAM IN EARLY CHILDHOOD

The early childhood program is designed for those persons who are in leadership positions in the field of early childhood education, but participation is not limited to those in school-related positions; it is open to social workers, counselors, parent educators, etc. The Program's three components consist of five study areas, three practicums and two summer institutes.

Center for Higher Education

The Center for Higher Education offers programs leading to the Doctor of Education (Ed.D.) in Higher Education; Vocational, Technical, and Occupational (VTO) Education; and Leadership in Adult Education. All are practitioner-oriented, field-based programs that combine formal instruction, independent study, and institutional research into a three-year program of study.

The field-based delivery system requires that program participants be employed and remain employed in positions related to one of the three areas of specialization. A major characteristic of the program is the opportunity for the immediate application of newly acquired knowledge, skills, and techniques to "real world" problems and issues and for conducting research on problems actually encountered by participants.

To graduate, participants must attend and pass seven seminars, successfully perform five practicums (institutional research projects), a Major Applied Research Project, and attend two Summer Institutes. The Center for Higher Education currently offers one or more of its programs in 20 states.

Intensive English Program for International Students

The Program is designed to meet the needs of the non-English-speaking person who wishes to enter college or continue a profession in the United States. Students are given an intensive English-as-a-second-language program, as well as a general orientation to America and to the level of academic performance expected at colleges and universities in the United States.

This program is specifically designed to meet the needs of the individual student. The language ability of each student is determined diagnostically and more advanced studies are programmed as the student progresses. Small class size makes possible the use of individualized instruction techniques. The curriculum includes lessons in English grammar, writing, reading, pronunciation and conversation, as well as language laboratories where multi-level tapes are transmitted and monitored by instructors.

Institute for Labor and Industrial Relations

The Institute seeks to provide working professionals in the field of labor and industrial relations with the most current knowledge, insights, and skills to enable them to serve with greater professionalism and competence. It also aims to provide the opportunity for those seeking a mid-career change to attain the necessary background for entry into the field of labor and industrial relations and for recent college graduates to train for careers in the field. The Institute provides consulting services to corporations and agencies and conducts research projects, surveys and related activities for the community. It plans to offer the Master of Science in Labor and Industrial Relations, a career-oriented program presented in a format and at times and locations that meet the needs of working professionals. The Institute presently operates at the New York Institute of Technology, Old Westbury Campus.
The Center for the Study of Law  The Center offers a full-time, traditional on-campus program of study leading to the J.D. (Doctor of Jurisprudence) degree. It received provisional accreditation from the American Bar Association in August, 1975. Students at provisionally approved law schools are entitled to the same recognition accorded to students and graduates of fully approved law schools.

The Center accepts 225-250 students in its entering class, attracts students locally and nationwide, and maintains a faculty of 23 full-time professors. It is located in the Leo Goodwin, Sr. Law Budding in downtown Fort Lauderdale, just minutes from the Federal, State, and local courthouses.

The Center is the only school of law in Broward County, Florida, and it is one of two law schools in South Florida. It maintains the most extensive law library in Broward County.

The Law Center has responded to the need for continuing legal education. It provides educational experiences for lawyers consistent with the Florida Bar Association's mandating continuing attendance at legal enrichment courses by members of the practicing bar. Because the State of Florida is in the unique position of being at the hub of trade with South America, the Center provides programs to prepare attorneys to deal with the scope of international trade. Programs held at Oxford, England and Cali, Colombia have explored the comparative law of the United States and of Latin America. The Center has sponsored a major conference on Labor Law, as well as seminars on International Finance, Tax, and Marketing and the Revenue Act of 1978.

Life Science Center  Established in 1970, the Center now awards the Ph.D. in oncology in conjunction with the Leo Goodwin Institute for Cancer Research.

Research has been directed toward the nature of chalone, improved antitumor therapy, the role of herpes virus in pulmonary cancer, the effects of hyperbaric oxygen on the immune system and the synthesis of artificial benzene from natural carbon sources.

The Life Sciences Center is in the process of reorganization as a result of the Leo Goodwin Institute's acquiring new facilities.

Microcomputer Laboratory  The Microcomputer Laboratory provides courses and programs based exclusively on applied microcomputer technology. The laboratory is equipped with the latest versions of the most popular microcomputers. Its extensive software library provides opportunity for the study of the range of applications of software in word processing, simulation, computer-assisted instruction and other areas.

In addition to individual courses, two complete degree programs are offered—the M.S. and the Ed.S. in Computer Education through the Center for the Advancement of Education. Through these offerings, teachers can gain the competencies needed to provide leadership in the rapidly increasing use of microcomputers in schools.

The Microcomputer Laboratory and its programs were designed and are administered by the Office of New Programs, develops new program content as well as new delivery systems.

Nova College—Undergraduate Programs  NOVA COLLEGE draws upon the extensive human and technological resources of the Nova University/New York Institute of Technology (NYIT) Federation in providing quality undergraduate programs. The College offers programs leading to the Bachelor's degree in Accounting, Business Management, Communications, Community Services and Administration, Computer Science, Education, Electrical Engineering, Electronic Technology, Mathematics, Political Science, Psychology, and Technological Management. It also offers a number of certificate programs as well as a variety of credit and non-credit courses, workshops, and institutes.

A Full Time Day Division is available to intellectually motivated high school and pre-high school graduates. Unique scheduling in the Day Division allows students to begin college study earlier than usual and to complete a degree program in three years.
The Career Development and Corporate programs have been organized for adults. Courses are offered in the evenings and on weekends and are offered at institutional, industrial, and other off-campus locations convenient to the student. Although course content is designed to meet traditional educational requirements, courses are scheduled to meet the needs of employed students and are taught utilizing a blend of university professors and knowledgeable practicing professionals in the community.

Most of the approximately 1,000 students currently enrolled in Nova College are employed and have passed the traditional age of undergraduates; many have families. They bring with them not only a mature, stable, and determined interest in enhancing themselves through acquiring new knowledge and skills, but also considerable practical experience and a desire to play an active role in their own further education.

The Ocean Sciences Center

The Ocean Sciences Center is concerned with studies and investigation in experimental and theoretical oceanography. Studies include modeling of large scale ocean circulation, coastal dynamics, ocean-atmosphere coupling, coral growth and coral reef assessment, physiology of marine phytoplankton, calcification of invertebrates, cell ultrastructure, fouling effects, chaetognath morphology, lobster migration and larval recruitment. Primary regions of interest include Florida’s coastal waters, the continental shelf and slope waters of the southeastern U.S., the waters of the Caribbean and Gulf of Mexico, and the equatorial Pacific Ocean.

The Ocean Sciences Center offers the Ph.D. degree in Ocean Sciences.

The Institute for Retired Professionals

The Institute for Retired Professionals serves the specific needs of the growing retirement community in South Florida. The program focuses attention on how the educated person can occupy newly found full-time leisure creatively. 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 yearly membership fee entitles an individual to enroll in an unlimited number of peer-taught and professionally taught IRP courses offered during weekdays and to benefit from other social and educational opportunities within the university.
School Center Programs included in the School Center are: THE UNIVERSITY SCHOOL, an independent, culturally-integrated, non-profit school offering instruction to an enrollment of 940 students; THE READING LABORATORY, a resource center and library of reading programs which provides diagnostic and prescriptive services for school age children; THE LEARNING TUTORIAL PROGRAM.

The University School of Nova University is located on 17 acres of university land. The main building is a single story structure of 42,000 square feet with a library and media resources center, classrooms, offices and a large combination auditorium, gymnasium, cafeteria. The University School complex includes four tennis courts, three swimming pools and several playing fields.

The School Center of Nova University provides the University and South Florida communities with innovative and alternative educational environments and programs for students from pre-school through high school.

The Center serves as a demonstration facility as well as a training center for prospective and in-service teachers in the fields of early childhood, elementary and secondary education, reading, learning disabilities, and administration and supervision. Its programs and facilities are available to graduate students in the Behavioral Sciences Center and to education majors in the Center for Undergraduate Studies and the Center for the Advancement of Education for the purposes of research and degree-credit internships.

Center for School Leadership Development The Center for School Leadership Development offers the Doctor of Education degree on an external basis through its National Ed. D. Program for Educational Leaders. Open only to practicing elementary- and secondary-level school administrators, this program provides three years of targeted study, in which candidates must pass eight study areas, satisfactorily complete three performance-oriented practicums, and attend two summer institutes. Using such a structure, the Program seeks to develop the leadership skills of those able to apply their training immediately to the solution of real problems in the schools. By focusing on real life situations and school problems, the Program moves toward its goal of improving elementary and secondary schools. The Program is currently being offered to candidates in 17 states and the District of Columbia.
Nova College consists of several integrated organizational units. Each unit draws upon the extensive human and technological resources of NOVA UNIVERSITY and the NEW YORK INSTITUTE OF TECHNOLOGY (NYIT), its sister institution within the Nova/NYIT Federation. THE UNITS OF NOVA COLLEGE DESCRIBED IN THIS BULLETIN ARE THE BUSINESS DIVISION, THE HUMAN SCIENCES DIVISION, THE LIFELONG LEARNING INSTITUTE AND THE INSTITUTE FOR RETIRED PROFESSIONALS.

Nova College: Career Development Programs

Business, Human Sciences and the Institutes for Lifelong Learning and Retired Professionals. Offered is a wide variety of credit and non-credit courses, workshops, and institutes, as well as programs of study leading to certificates and to the Bachelor of Science degree. The College conducts evening and weekend courses at the Nova University main campus in Fort Lauderdale-Davie, Florida, as well as in Coral Springs and at locations in Dade and Palm Beach counties. It also delivers specially designed programs on and off campus through its Lifelong Learning Institute.

Offices of Nova College are located on the main campus of Nova University in Fort Lauderdale-Davie, Florida. The phone number is (305) 475-7340, or 944-1219, extension 7340 from Dade County.

Nova College Programs Described in Other Bulletins

Corporate Programs in Science and Technology
Several programs in Science and Technology have been developed in cooperation with industry. They are described in another catalog. Included are Bachelor degrees for working people, second Bachelor degrees for those who now need a technical degree, and Certificate programs in basic, intermediate and advanced areas.

At present, the following Bachelor degree programs are being offered:
- Electrical Engineering
- Computer Science
- Electronic Technology
- Mathematics

The following Certificate programs will also be offered:
- Basic Electronics
- Advanced Electronics
- Computer Science
- Technical Writing
The Certificate programs are groupings of courses which have been identified by industry as meaningful for various job levels.

For further information, contact:
NOVA COLLEGE/SCIENCE and TECHNOLOGY
3301 College Avenue
Fort Lauderdale, Florida 33314
Phone: (305) 475-7650

Full-Time Day Division Nova College provides the 16-22 year old student with a stimulating program leading to the Bachelor of Arts Degree.

The curriculum combines a strong background in the Arts and Sciences with career preparation, utilizing the facilities and personnel of the university and community.

It is feasible that students can complete their college program in three years by attending year round. Pre-high school graduates who begin college a year or two early will complete their programs at least one to three years sooner than that which is considered usual. These options will allow students a "head start" in either graduate school or a career.

For further information, contact:
NOVA COLLEGE/DAY DIVISION
3301 College Avenue
Fort Lauderdale, Florida 33314
Phone: (305) 475-7360

Career Development Programs
CAREER DEVELOPMENT PROGRAMS

At Nova College we are committed to designing programs and what we call “delivery systems” intended to make higher education more accessible to more people. If accessibility means being able to go to school after work, we teach in the evenings. If it means attending classes when someone else can take care of the kids, we schedule on Saturdays. If it means having classes closer to home, we do that. And if it means taking two courses with only one car trip per week, we make that possible.

The reason we can be so flexible is really very simple. We have a large and excellent part-time faculty. In a sense we have our pick of practicing attorneys, businessmen, school administrators and teachers, psychologists, social workers and professors to teach our courses. In class they can discuss problems and solutions they have had that very day in the real world of work—whatever the field may be. This tremendously concerned and competent faculty is our strength.

Going to school isn’t easy. You will find this world of working during the days and learning during the evenings or on weekends stimulating, but also frustrating and exhausting. Certainly the old three square meals a day become at most two and a quick gulp! We want to make your journey a successful one. Administratively we try to anticipate your concerns by demonstrating interest in your progress, by providing opportunities for accelerated work, by designing interesting classes taught by understanding and talented teachers and by limiting class size. If you are already a student, please offer your support and understanding when you see another student with a problem. If you are new, please seek that help from others.

By choosing Nova you are accepting its innovative spirit. Change is the only part of our nature you can’t change, because one of our missions is responsive and unique programming. But we assure you your education will be valuable and valid. Many people have finished the journey and feel the great pride of achievement their new degree or career or family income has brought. You, too, can feel that joy. When one graduate received her diploma at a recent commencement exercise, one small voice spontaneously shouted, to the delight of thousands watching, “That’s my mommy!” Our hearts are open to you, and a whole new world of very vital people, the Nova family, is ready to accept you, to support you and to make your dream come true.

Dr. Philip H. DeTurk, Director

Profile of Nova College Students

- 80% are over 25 years old
- 90% are employed
- 67% are married or have been
- 50% have children
- 47% are men
- 53% are women
- 68% are white
- 32% are minorities
- 72% have a family income of less than $15,000

Career Development Programs

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

- CONVENIENT COURSE SCHEDULING
  Because most of its students are busy working or raising a family during the day, Nova College schedules its courses to meet principally in the evening and on weekends.

  Occasionally, it becomes necessary to cancel classes because of insufficient enrollment. In this case, the College makes every effort to notify the affected students prior to the first class meeting, thereby allowing these students to register for another course if they so desire.

- 8-WEEK AND 16-WEEK TERMS
  Going to school part-time does not need to be an endless experience.

  Nova College grants semester credit for courses offered in 8-week or 16-week terms. The 8-week terms start in August, October, January, March, May, and June. The 16-week terms begin in August, January, and May. Because of this flexible arrangement, students enrolled in a 16-week term may add courses at mid-semester and students who may have missed the start of classes in August, January, or May may still earn semester credits by enrolling in 8-week courses.
Most Nova College courses meet once each week in the evenings or on weekends. Courses in the 16-week terms may be scheduled for either the first (6:00-8:05 p.m.) or the second (8:15-10:20 p.m.) session. Students who enroll for two courses that meet on the same night or on Saturday, need to make only one trip to the campus or Nova center each week. Courses in the 8-week terms meet once each week in four-hour sessions.

- CONVENIENT LOCATIONS

Nova College classes meet on the main campus of Nova University at 3301 College Avenue in Fort Lauderdale-Davie, Florida; at the Nova Center at 3501 University Drive in Coral Springs, Florida; and at various off-campus locations.

- PRAGMATIC TEACHING

Undergraduate programs at Nova are designed to be meaningful to the adult student. The Nova College faculty consists primarily of working professionals who are fully qualified to teach. They, therefore, bring with them into the classroom at night both academic expertise and firsthand knowledge of the pragmatic application of the subject matter of their courses.

- COUNSELING

The Nova College staff is committed to assisting students achieve their educational goals. Counselors, faculty and staff are eager to advise students in setting career and personal growth goals and planning for optimal progress in working toward them.

Both potential and current students are encouraged to maintain close contact with the counseling staff. Counselors are available for individual and group appointments. Call 475-7340.

An appointment with an admissions counselor should be the first stop for any person interested in exploring the opportunities for undergraduate study at Nova. The counselors are especially interested in finding a match between your interests, your aspirations, and our programs.

A career exploration vehicle available to students is the Strong-Campbell Interest Inventory. The Inventory is designed to show a student's interest and strength in a variety of occupational fields. For those interested, the Inventory may be obtained at the Nova College offices for a fee of $10.00.

- HOUSING

Located on the main campus are the University apartments, consisting of three 3-story buildings of 30 apartments each. A limited number of apartments is available each year. Apartments are leased on a yearly basis. There are no dormitory facilities. For further descriptive information, application forms, and off-campus housing information contact the Director of Housing, Nova University.

Nova College at Coral Springs

Nova University at Coral Springs was established in January, 1976 to meet the educational needs of individuals living in north Broward and Palm Beach Counties. Classrooms and administrative offices are located at 3501 University Drive in Coral Springs.

Undergraduate courses are offered in the Nova College program at Coral Springs leading to the Bachelor of Science degree in a variety of majors. Non-credit and continuing education courses and workshops are offered for personal enrichment and career development.

Through its affiliation with the Cultural Society of Coral Springs and other community and university groups, Nova University at Coral Springs is developing a full cultural program. The concerts for the Society of the Performing Arts are held in the University's facilities. Several film series are held under the sponsorship of the Nova University Film Society.

Novart, an exciting new way to teach the fundamentals of art, began a full schedule of courses in the Fall of 1979. Television courses and workshops are offered through NOVAIR, whose facilities are housed at Nova University at Coral Springs.
The uniqueness of this branch of Nova University is its community-based mission. The goal of Nova University at Coral Springs is the design, implementation and evaluation of community-based program models.

The Lifelong Learning Institute

The Lifelong Learning Institute has been designed by Nova College to deliver specialized credit and non-credit programs to working adults. Baccalaureate degree programs are offered in accelerated curricula to holders of the associate degree or its equivalent. The Institute also has the ability to respond to special requests for training and education from business, government, and non-profit agencies by designing career programs to meet specific needs. These programs include the Bachelor of Science in Technological Management, the Bachelor of Science in Community Services and Administration, as well as adaptations of other degree and specialty certificate programs offered by Nova College.

Call for further information about these programs:
NOVA COLLEGE/LIFELONG LEARNING INSTITUTE
3301 College Avenue
Fort Lauderdale, Florida 33314
Broward: 475-7330
Dade: 940-7940, extension 7330

Institute For Retired Professionals

In order to serve the special needs of the growing retirement community in South Florida, Nova College 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 yearly membership fee entitles an individual to enroll in an unlimited number of peer-taught and professionally taught IRP courses offered during weekdays. Some Nova College credit courses may be audited during the year.

For further information about the IRP, contact:
NOVA COLLEGE/INSTITUTE FOR RETIRED PROFESSIONALS
3301 College Avenue
Fort Lauderdale, Florida 33314
Broward: 475-7336
Dade: 940-7940, extension 7336

1. TO APPLY FOR ADMISSION
   • Call 475-7340 (in Fort Lauderdale) or 753-3300 (in Coral Springs) for an application or a personal counseling appointment.
   • Main Campus Dade, 944-1219, extension 7340
   • Once you decide on a Nova program, complete an admission application and return it with the non-refundable application fee ($15.00).
   • Deliver the application and fee personally or mail them to:
     Nova University
     Nova College
     3301 College Avenue
     Ft. Lauderdale, Florida 33314
     OR
     Nova University at Coral Springs
     Nova College
     3501 University Drive
     Coral Springs, Florida 33065

2. YOU MAY BEGIN TAKING COURSES
   • During any regular registration period after submitting your application for admission (and the $15.00 fee).

3. YOU ARE ACCEPTED TO NOVA COLLEGE
   • As soon as we have your completed application form and fee on file, you are eligible to take courses.
   • You will be accepted into a degree program 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 students will be notified of their 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 or
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. twelve (12) semester hours have been completed at Nova with at least a 2.0 Q.P.A.

When you receive the completed evaluation, your counselor will be able to help you interpret it and update it each time you register.

4. YOU MAY TAKE JUST ONE OR TWO COURSES OR A CERTIFICATE PROGRAM WITHOUT ENROLLING IN A DEGREE PROGRAM
   • In this case, you should check "special student" on the application form, and you may take courses after submitting the application and application fee.

5. YOU MAY TAKE COURSES SOMEWHERE ELSE AT THE SAME TIME
   • Credit will be transferred only if you have received written approval from Nova and a grade of "C" or better. Students taking courses at more than one location within Nova University must also receive written counselor approval.

6. TUITION AND FEES (subject to change)
   • $15.00 non-refundable application fee paid only once.
   • $20.00 non-refundable registration fee for each 16-week trimester.
   • $180.00 for each 3-credit course.

7. CREDIT CARDS
   • Master Charge
   • VISA

8. WHERE TO REGISTER
   • You may register any time at the Main Campus Registrar's Office, in the Parker Building, 3301 College Avenue, Fort Lauderdale-Davie, or at the Coral Springs Center, 3501 University Drive, Coral Springs. Also, special registration periods are held at each off-campus course location. You may also register by mail. Contact the Registrar's Office for the most convenient location for you.

9. NOVA COLLEGE OFFICE HOURS
   • Monday thru Thursday 8:30 a.m.-6:00 p.m., or by appointment
   • Friday 8:30 a.m.-5:00 p.m.

10. FOR INTERNATIONAL STUDENTS APPLYING TO NOVA COLLEGE
    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.
    Complete application procedures at least three months prior to the desired entering date.
    Submit a deposit on tuition of $100 prior to issuance of the student visa. This deposit is non-refundable if the student fails to enroll at the University. Otherwise, the amount will be credited toward initial tuition.
    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 courses should apply for admission to the Intensive English Program at Nova University.
How to Apply What You Have ALREADY LEARNED to Your Nova College Degree

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 the following areas:

- **NATIONALLY RECOGNIZED COLLEGE LEVEL EXAMINATIONS:**

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

  CLEP and PEP are administered at Nova University through the College Entrance Examination Board and the American College Testing Program. Advanced Placement examinations are administered each May by the College Entrance Examination Board in schools throughout the country.

  Before applying to take any of the CLEP or PEP 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.

  Three (3) credits of advanced standing will be granted for each advanced placement examination passed with at least a grade of 3.

- **PRIOR COLLEGE-LEVEL LEARNING EXPERIENCE:**

  Credit may be granted for college-level knowledge and skills gained by the student in the course of his or her career or life experience. This experience must be directly applicable to the objectives of the student's curriculum and be satisfactorily documented and authenticated.

  Guidelines for experiential credit application are available from the academic counselors.

  Experiential credit is available to degree-seeking students at Nova College only upon completion of at least 24 credits at Nova College with at least a 2.0 GPA.

- **TRANSFER CREDITS:**

  If you have earned college credits at another accredited college or university or if you have earned an associate's degree, you may be able to TRANSFER those credits toward your Nova College degree. For transfer information, call a Nova College counselor at (305) 475-7340.

How to Earn a Second Bachelor's Degree

A student with a bachelor's degree from an 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.

How to Earn College Credits Through 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 faculty 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 a Nova College counselor. Call 475-7340.

How to Finance Your Undergraduate Education

Nova University participates in various governmental and private financial aid programs for the benefit of its students. Details of these aid programs are available through the Financial Aid Office. The following is a brief description of each program.

Application for all Financial Aid must be made annually. For further information about these programs, contact the Nova Undergraduate Financial Aid Office.
BASIC EDUCATIONAL OPPORTUNITY GRANT (BEOG)

Awards are made to students based on a uniform determination of need. The application is submitted to the Basic Grant Program. A notice of eligibility and estimated award is then returned directly to the student. Awards for the 1980-81 year will range between $200-$1800. Application dates are: 1/1/80-3/15/81.

FLORIDA STATE STUDENT ASSISTANCE GRANT

It is similar to the BEOG, but funded by the State of Florida. Applicants must be residents of Florida. Application must be made using the Financial Aid Form (FAF) of the College Scholarship Service (CSS). Awards could range up to $1200. Applications for 1980-81 must be made by April 1, 1980.

GUARANTEED STUDENT LOAN PROGRAM (GSL)

Loans are made through local financial institutions and are insured against default by the State or Federal Government. Eligible students may borrow up to $2500 per year to a total of $7500 for undergraduate study. First year (freshmen) students are generally not eligible. During the repayment period, a student will be charged 7% interest on the unpaid balance of the loan principal. Repayment begins 9 to 12 months after a student graduates or leaves school for other reasons. Applications are accepted on a continuous basis.

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. Application for a Nova NDSL award is made through the CSS on a Financial Aid Form (FAF). 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.

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.

FLORIDA TUITION VOUCHER

Florida high school graduates who have resided in the state for at least 2 years may be eligible for a $750 tuition voucher because they have chosen an independent university. For further information about this program, contact the Nova Undergraduate Financial Aid Office.

CREDIT CARDS

By using a credit card to pay tuition and fees, students may finance their education. For some students, paying by credit card may make the difference between being able to enroll in just one course or being able to take two courses each term. Nova College accepts Master Charge and Visa.

Tuition and Fees*

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$15.00</td>
</tr>
<tr>
<td>Tuition per 3 credit hours</td>
<td>$180.00</td>
</tr>
<tr>
<td>Term Registration Fee</td>
<td>$20.00</td>
</tr>
<tr>
<td>Transcript of Record</td>
<td>$2.00</td>
</tr>
<tr>
<td>Service Charge for Returned Checks</td>
<td>$5.00</td>
</tr>
<tr>
<td>Laboratory and Materials Fees</td>
<td>variable where applicable</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

*All costs are subject to change
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 withdrawal form. Withdrawal in itself is not a reason for an automatic refund. In the event of a refund, the following schedule applies:
For a 75% refund: withdrawal in writing before the second class meeting, regardless of class attendance.
For a 50% refund: withdrawal 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.

BOOKS

Books should be picked up before the first night of class, because there is usually an assignment to be completed for the first class meeting.
Corner Book Exchange
4134 Davie Road Extension
Davie, Florida 33314
Phone: 792-7778

For the Coral Springs classes, books will be sold by the Corner Book Exchange on specified evenings at the Coral Springs Registration Office.

At Dade and other off-campus locations books are made available through the Nova site coordinator.

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

Student Rights and Responsibilities

Students of Nova College will enjoy the same rights and services as all other Nova University students, including use of University study and recreational facilities, all support services, and participation in student affairs.

Students will be expected to maintain University standards of conduct, which prohibit theft, plagiarism, and abuse and misuse of facilities or equipment.

When questions about procedures, decisions, or judgments 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

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 data bases.

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 the Nova University Coral Springs Center have a joint "CommunityUniversity" 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.

The Library Media Services provides a complete non-print media service, including educational materials and equipment in the following formats: 16mm film, videotape, audiotape, recordings, tape/slide presentations, sound filmstrips, and transparencies.
The Library Media Services also provides the complete range of media production services, enabling students and faculty to prepare video recordings, films, slides, audio cassettes, and transparencies for use in class.

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.

Academic Expectations

SKILL COMPETENCY REQUIREMENTS

Students are expected to demonstrate skills in reading, writing, speech, and mathematics appropriate for college work in all regular course work at Nova College. Students unable to demonstrate such skills will be required to enroll in individualized Skill Development Laboratory courses. In Language Arts the courses are LAN 101, LAN 102, and LAN 103. In mathematics the course is MAT 100. Students must earn a grade of P in the required course in order to graduate from Nova. Students not earning a grade of P will be given either a grade of F or PR (for Progress) and may re-enroll up to four times as needed to earn the P. Credit for these laboratory classes is counted toward graduation only for the term in which the student receives a grade of P.

COURSE PREPARATION

To ensure that students can obtain the maximum benefit from the accelerated course format, Nova College publishes a syllabus each term for each course being offered. Each course will have an assignment for the first meeting that the student is expected to complete before beginning classes. Students should anticipate spending whatever time is necessary in preparation for each session to complete the course objectives and requirements set forth in the syllabus. Some students may find this independent preparation requires more time than it would in a course with traditional classroom hours. Students should note that courses with 300 and 400 numbers are generally conducted on the upper division college level and require more in-depth preparation and performance.

REPEATED COURSES

Students may repeat a course to improve their grade. Both enrollments will appear on the transcript. The second enrollment will have a notation that it is a repeated course. The highest grade will be counted in the student's Quality Point Average.

ATTENDANCE

Attendance is required of all students at all classes. Students are not necessarily entitled to make up an exam. Such matters will be at the discretion of the instructor. Consultation with the instructor is recommended prior to missing class.

Academic Standards

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Marginal</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn Without Penalty</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td></td>
</tr>
<tr>
<td>PR</td>
<td>Progress</td>
<td></td>
</tr>
</tbody>
</table>

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

The "I" grade may be given with the written approval of the instructor. The student will have up to one additional 16-week term to complete the work for the course and receive a letter grade. If the work is not completed within the extension period, the I grade remains permanently on the record.
A student may withdraw from a course during the first half of the course by filing the appropriate form. During the second half of the course, the student needs the consent of the instructor to withdraw. A student may be administratively withdrawn by the instructor if he or she fails to meet the attendance requirements of the instructor. A student withdrawing from a course should determine eligibility for a refund and follow the process described on page 32.

QUALITY POINT AVERAGES FOR COURSE WORK AT NOVA COLLEGE

A student's academic standing for a specific term is the Quality Point Average (QPA). The QPA is computed by multiplying the number of semester hours times the number of quality points earned for each course taken that term and dividing the total number of quality points by the total number of credits earned that term.

The student's overall academic standing is the Cumulative Quality Point Average (CQPA). The CQPA is computed by multiplying the number of semester hours times the number of quality points earned for each course taken at the College and dividing the total number of quality points by the total number of credits earned at the College.

Academic Progress

To remain in good academic standing an undergraduate student must maintain a CQPA of 2.0 or higher. In addition, for the student to receive the bachelor of science degree and/or certain certificates, he or she must conform to specific program requirements.

A student who fails to earn a 2.0 QPA or higher after the first 12 credits of work may be placed on academic probation. A counseling meeting will be arranged and a plan devised to assist the student in improving the QPA. A report of this meeting and a recommendation for action will be forwarded to the Academic Progress Committee. Academic probation is removed when the CQPA reaches 2.0 or higher.

A student receiving financial aid must remove the probation during the next period of enrollment in order to be eligible for further financial aid.

The academic record of any student who has received any combination of 3 "W" or "I" grades may be referred to the Academic Progress Committee. That committee is authorized to review the record and inform the student that satisfactory academic progress is not being made.

If after being placed on academic probation, a student fails to earn a 2.0 QPA or higher within the next 12 credits taken at Nova, that student may be suspended by the Academic Progress Committee. If such a student applies for readmission, the application will be considered by the Academic Progress Committee. Readmission will be based on the Committee's assessment of the probability of the student's ultimate success in meeting College requirements and on the recommendation of the Director of the academic program in which the student is seeking readmission.

Requirements for Graduation

Degree candidates must complete all of the requirements as specified by the Major Program.

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 per cent of the course work at Nova College.

Graduation fee ............................................. $30

Completion of Certificates

Certificate candidates must notify the appropriate Academic Director when they have completed requirements. They will receive their certificate when curriculum requirements have been satisfied through approval of the Academic Director and all financial and other obligations to the University have been met.
Courses of study leading to the Bachelor of Science degree and specialty certificates are offered in two major academic divisions, Business and Human Sciences.

Bachelor of Science Degree Programs

BUSINESS
- Accounting
- Business Management
- Technological Management

HUMAN SCIENCES
- Communications
- Community Services and Administration
- Education (Elementary/Secondary)
- Political Science
- Psychology

Specialized Certificate Programs

SPECIALIZED CERTIFICATES IN BUSINESS
- Computer Science
- Finance
- Human Resource Management
- Marketing

SPECIALIZED CERTIFICATES IN HUMAN SCIENCES
- Community Psychology
- Community Services Administration
- Criminal Justice
- General Psychology
- Human Development
- Marketing
- Political Science
- Pre-Law
- Public Administration
- Social Services
- Written Communications
BUSINESS

BACHELOR OF SCIENCE DEGREE

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

ACCOUNTING  
BUSINESS MANAGEMENT  
TECHNOLOGICAL MANAGEMENT

CERTIFICATE PROGRAMS

In addition, specialized certificates which may be used to fulfill elective requirements or taken apart from the degree program altogether, are available in the following areas:

COMPUTER SCIENCE  
FINANCE  
HUMAN RESOURCE MANAGEMENT  
MARKETING

Students majoring in business management must complete at least one of the above specialties as part of their degree requirements.

There are also several certificate options available through the Human Sciences division.

PREPARATION FOR CAREER FIELDS AND GRADUATE SCHOOL

The Accounting major and related certificates are offered for those students who wish to fulfill the requirements of the Florida State Board of Accounting in order to be admitted to the Group I subjects who sit for the CPA examination. The Florida State Board also requires a Bachelor's Degree from an accredited college or university. Information on admission to CPA examinations in other states may be obtained from local state education departments.

The Business Management major and related certificates are offered for those students who:

- are potential practitioners and need a general degree or certificate to prepare for a wide range of career opportunities;
- are planning to attend graduate school and wish a strong academic base for study in Business, Computer Science, Law, and other related fields.

REQUIREMENTS FOR A DEGREE

All degree-seeking students in Accounting and Business Management must complete a minimum of 120 credits as designated for the chosen major plus the following requirements:

1. Admission as a degree-seeking candidate in one of the Business Management majors;
2. Completion of General Distribution, Core, and Elective requirements as specified by the major program;
3. Completion of Major requirements as specified;
4. Attainment of a 2.00 Cumulative Quality Point Average;
5. Attainment of a 2.25 Quality Point Average in the major area;
6. Completion of at least 30 credits at Nova College (not including CLEP, PEP, or Life Experience credits);
7. Completion of at least 50% of the credits in the major area and specialty at Nova College (not including CLEP, PEP, or Life Experience);
8. Submission of a graduation form and payment of the graduation fee prior to completing registration for the last term;
9. Fulfillment of all obligations to the Library, Nova College, and Comptroller's Office.

BACHELOR OF SCIENCE IN ACCOUNTING

ACCOUNTING: CORE CERTIFICATE REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT 205</td>
<td>Financial Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACT 206</td>
<td>Financial Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACT 211</td>
<td>Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACT 311</td>
<td>Federal Taxation I</td>
<td>3</td>
</tr>
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### SPECIALIZED CERTIFICATE REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BUS 205</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>BUS 215</td>
<td>Business Law I</td>
</tr>
<tr>
<td>BUS 216</td>
<td>Business Law II</td>
</tr>
<tr>
<td>BUS 309</td>
<td>Business Statistics and Quantitative Methods</td>
</tr>
<tr>
<td>BUS 409</td>
<td>Quantitative Applications to Managerial Decision Making</td>
</tr>
<tr>
<td>BUS 498</td>
<td>Business Policy Seminar</td>
</tr>
<tr>
<td>CPS 101</td>
<td>Introduction to EDP</td>
</tr>
<tr>
<td>ECO 201</td>
<td>Macroeconomics</td>
</tr>
<tr>
<td>FIN 301</td>
<td>Corporation Finance</td>
</tr>
<tr>
<td>FIN 421</td>
<td>Business Cycles and Forecasting</td>
</tr>
<tr>
<td>MKT 101</td>
<td>Introduction to Marketing</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
</tr>
</tbody>
</table>

### GENERAL DISTRIBUTION REQUIREMENTS

#### BEHAVIORAL SCIENCES

9 credits selected from:
- Criminal Justice (CRJ)
- Psychology (PSY)
- Sociology (SOC)

### HUMANITIES & LANGUAGE ARTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAN 111</td>
<td>College Composition I</td>
</tr>
<tr>
<td>LAN 112</td>
<td>College Composition II</td>
</tr>
<tr>
<td>LAN 201</td>
<td>Fundamentals of Public Speaking</td>
</tr>
<tr>
<td>LAN 311</td>
<td>Business Communications</td>
</tr>
<tr>
<td><strong>6 credits selected from:</strong></td>
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<tr>
<td>Humanities (HUM)</td>
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<tr>
<td>Language and Composition (LAN)</td>
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### SCIENCE & MATHEMATICS

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<th>Course</th>
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<tbody>
<tr>
<td>MAT 105</td>
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<td><strong>6 credits selected from:</strong></td>
<td></td>
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<tr>
<td>Life Sciences (LSC)</td>
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<tr>
<td>Mathematics (MAT)</td>
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<tr>
<td>Physical Sciences (PHY)</td>
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</table>

(At least 3 credits must be taken from LSC or PHY)

### SOCIAL SCIENCES

<table>
<thead>
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<th>Course</th>
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<tbody>
<tr>
<td>ECO 202</td>
<td>Microeconomics</td>
</tr>
<tr>
<td><strong>6 credits selected from:</strong></td>
<td></td>
</tr>
<tr>
<td>Economics (ECO)</td>
<td></td>
</tr>
<tr>
<td>Geography (GEO)</td>
<td></td>
</tr>
<tr>
<td>History (HIS)</td>
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</tr>
<tr>
<td>Political Science (POL)</td>
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</tr>
</tbody>
</table>

### FREE ELECTIVES

15

### MINIMUM TOTAL DEGREE CREDITS REQUIRED

120

### BACHELOR OF SCIENCE IN BUSINESS MANAGEMENT

#### GENERAL MANAGEMENT: CORE CERTIFICATE REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT 205</td>
<td>Financial Accounting I</td>
</tr>
<tr>
<td>ACT 206</td>
<td>Financial Accounting II</td>
</tr>
<tr>
<td>BUS 205</td>
<td>Principles of Management</td>
</tr>
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<td>BUS 215</td>
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</tr>
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</tr>
<tr>
<td>BUS 309</td>
<td>Statistics and Quantitative Methods</td>
</tr>
<tr>
<td>BUS 317</td>
<td>Organization Behavior</td>
</tr>
<tr>
<td>BUS 409</td>
<td>Quantitative Application to Managerial Decision Making</td>
</tr>
<tr>
<td>BUS 461</td>
<td>Business Research</td>
</tr>
<tr>
<td>BUS 498</td>
<td>Business Policy Seminar</td>
</tr>
</tbody>
</table>
SPECIALIZED CERTIFICATE REQUIREMENTS ................................................. 15

See Management Specialized Certificates (p. 45)

GENERAL DISTRIBUTION REQUIREMENTS

BEHAVIORAL SCIENCES
9 credits selected from:
- Criminal Justice (CRJ)
- Psychology (PSY)
- Sociology (SOC) .......................................................... 9

HUMANITIES & LANGUAGE ARTS
LAN 111 College Composition I .................................................... 3
LAN 112 College Composition II .................................................... 3
LAN 201 Fundamentals of Public Speaking .................................... 3
LAN 311 Business Communications ............................................. 3
6 credits selected from:
- Humanities (HUM)
- Language and Composition (LAN) ........................................... 6

SCIENCE & MATHEMATICS
MAT 105 Algebra I ................................................................. 3
6 credits selected from:
- Life Sciences (LSC)
- Mathematics (MAT)
- Physical Sciences (PHY) .................................................... 6
(At least 3 credits must be taken from LSC or PHY)

SOCIAL SCIENCES
ECO 202 Microeconomics .......................................................... 3
6 credits selected from:
- Economics (ECO)
- Geography (GEO)
- History (HIS)
- Political Science (POL) ..................................................... 6

Subtotal General Distribution Requirements 45

FREE ELECTIVES ........................................................................ 15

MINIMUM TOTAL DEGREE CREDITS REQUIRED ......................... 120

MANAGEMENT SPECIALIZED CERTIFICATES
(choose one)

MARKETING
- MKT 301 Marketing Channels .................................................. 3
- MKT 311 Management of Promotion ........................................ 3
- MKT 431 Consumer Behavior .................................................. 3
- 6 credits selected from:
  - MKT 483 Workshop in Marketing ......................................... 3
  - MKT 491 Special Topics in Marketing .................................... 3

COMPUTER SCIENCE (Pre requisite MAT 110: Calculus I)
- CS170 Computer Programming I ............................................. 3
- CS210 Fortran ........................................................................ 3
- CS220 Business Oriented Language ......................................... 3
- CS255 Computer Programming II ........................................... 3
- CS310 Programming Techniques ............................................. 3

HUMAN RESOURCE MANAGEMENT
- BUS 315 Personnel Administration ......................................... 3
- BUS 305 Organization Theory .................................................. 3
- BUS 415 Human Resource Development .................................. 3
- BUS 491 Special Topics in Management .................................... 3
- PSY 231 Interpersonal Processes ............................................. 3

FINANCE
- BUS 491 Special Topics in Management .................................... 3
- FIN 311 Financial Management ................................................ 3
- FIN 321 Monetary Theory and Policy ....................................... 3
- FIN 411 Principles of Investments ............................................ 3
- FIN 491 Special Topics in Finance ............................................ 3

15

THE BACHELOR OF SCIENCE DEGREE
IN TECHNOLOGICAL MANAGEMENT

A New Career Option for Associate in Science Graduates

Holders of the technically oriented Community College A.S. degree
or the A.A.S. degree who generally 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 Technological Management at Nova. This new degree is designed for people working in a technical field or allied health field who are advancing into supervisory and management positions. Sixty-six hours of credit primarily in business and behavioral science will be required. Instruction will be offered in alternative formats, including independent study, on-the-job education and intensive workshops. Students will be able to demonstrate competence in a number of areas, including business and management, communications, and human relations. Schedules and locations will be determined to meet the needs of the working technician.

The accelerated, career-based 66 credit hour curriculum consists of four 15 credit subject modules, plus a 6 credit unit on Great Issues. Each module meets one evening a week and 5 Saturdays during a 24-week term. Therefore, the degree program can be completed in 24 months while maintaining a full-time job.

Module 1 MANAGEMENT AND ORGANIZATION (15 semester hours)
BUS 205 Principles of Management
BUS 315 Personnel Administration
BUS 317 Organization Behavior
BUS 415 Human Resource Development
LAN 311 Business Communications

Module 2 BEHAVIORAL SCIENCE (15 semester hours)
BTM 307 Human Development
BTM 309 Personal Adjustment
BTM 313 Social Problems
BTM 315 Business, Government and Social Responsibility
PSY 311 Interpersonal Processes

Module 3 FINANCIAL MANAGEMENT (15 semester hours)
ACT205 Introduction to Financial Accounting
ACT206 Managerial Accounting
BTM301 Mathematical Foundations of Financial Analysis
ECO301 History of Economic Thought
FIN301 Corporation Finance

Module 4 APPLIED PROJECT AND ADVANCED STUDY (15 semester hours)
BTM 461 Research Methods and Applied Project (9 semester hours)
Six semester hours of experiential learning and/or additional course work (6 semester hours)
BTM 411 Great Issues (6 semester hours)
Total— 66 semester hours
Total Degree Requirements — 126 semester hours

Call or write: The Lifelong Learning Institute
Nova College
3301 College Avenue
Fort Lauderdale, Florida 33314
475-7330 (in Broward)
940-7940, extension 7330 (in Dade)

HUMAN SCIENCES

BACHELOR OF SCIENCE DEGREE

The Bachelor of Science Degree is offered through the Human Sciences Division with the following major concentrations:

COMMUNICATIONS
COMMUNITY SERVICES AND ADMINISTRATION
EDUCATION (ELEMENTARY/SECONDARY)
POLITICAL SCIENCE
PSYCHOLOGY

CERTIFICATE PROGRAMS

In addition, specialized certificates which may be used to fulfill major and/or elective requirements for Human Science and other majors, or which may be taken apart from the degree program altogether, are available in the following areas:

COMMUNITY PSYCHOLOGY
COMMUNITY SERVICES ADMINISTRATION
CRIMINAL JUSTICE
GENERAL PSYCHOLOGY
HUMAN DEVELOPMENT
MARKETING
POLITICAL SCIENCE
PRE-LAW
PUBLIC ADMINISTRATION
SOCIAL SERVICES
WRITTEN COMMUNICATION

There are also several certificate options available through the Business division.

REQUIREMENTS FOR A DEGREE

All degree-seeking students in Human Sciences must complete a minimum of 120 credits as designated for the chosen major, plus the following requirements:

1. Admission as a degree-seeking candidate in one of the Human Science majors;
2. Completion of General Distribution and Elective requirements as specified by the major program;
3. Completion of Major requirements as specified;
4. Attainment of a 2.00 cumulative quality point average;
5. Attainment of a 2.25 quality point average in the major area;
6. Completion of at least 30 credits at Nova College (not including CLEP, PEP, or Life Experience);
7. Completion of at least 50% of the credits in the major area and specialty at Nova College (not including CLEP, PEP, or Life Experience);
8. Submission of a graduation form and payment of the graduation fee prior to completing registration for the last term;
9. Fulfillment of all obligations to the library, College, and Comptroller's Office.

GENERAL DISTRIBUTION REQUIREMENTS FOR ALL DEGREES IN THE HUMAN SCIENCES DIVISION

All prerequisite requirements must be followed. See major for specification of required courses.

BEHAVIORAL SCIENCES
9 credits selected from:
- Criminal Justice (CRJ)
- Psychology (PSY)
- Sociology (SOC) ........................................... 9

HUMANITIES AND LANGUAGE ARTS
LAN 201 Fundamentals of Public Speaking .................................. 3
LAN 111 College Composition I ........................................... 3
LAN 112 College Composition II ....................................... 3
9 credits selected from:
- Humanities (HUM)
- Language and Composition (LAN) ................................ 9

SCIENCES AND MATHEMATICS
9 credits selected from:
- Life Sciences (LSC)
- Mathematics (MAT)
- Physical Sciences (PHY) ......................................... 9

At least 3 credits must be taken in LSC or PHY at least 3 credits must be taken in MAT (for business major it must be MAT)

SOCIAL SCIENCES
9 credits selected from:
- Economics (ECO)
- History (HIS)
- Political Science (POL) .......................................... 9

TOTAL GENERAL DISTRIBUTION REQUIREMENTS ........................................... 45 credits

BACHELOR OF SCIENCE IN COMMUNICATIONS

The COMMUNICATIONS degree includes a core certificate and a specialized certificate selected by the student from the two below. It provides students with an overview of communications as an industry and academic discipline, and prepares them for careers in the communications media, advertising, public relations, and marketing.

The WRITTEN COMMUNICATION specialty provides extensive training for students whose career goals require excellence in writing, whether in commerce or the media.
The MARKETING specialty in the communications major provides background in advertising, public relations, and use of the media as they relate to marketing. This specialty may be combined with the Written Communication specialty.

Special General Studies Requirements: none, but HUM 321 and HUM 310 are recommended.

COMMUNICATIONS: CORE CERTIFICATE REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 101</td>
<td>Introduction to Communications</td>
<td>3</td>
</tr>
<tr>
<td>COM 201</td>
<td>Basic Reporting</td>
<td>3</td>
</tr>
<tr>
<td>COM 220</td>
<td>Advertising</td>
<td>3</td>
</tr>
<tr>
<td>COM 225</td>
<td>Public Relations</td>
<td>3</td>
</tr>
<tr>
<td>COM 261</td>
<td>The Telecommunications Industry</td>
<td>3</td>
</tr>
<tr>
<td>PSY 311</td>
<td>Interpersonal Processes</td>
<td>3</td>
</tr>
<tr>
<td>HSC 302</td>
<td>Research Methods and Reports</td>
<td>3</td>
</tr>
<tr>
<td>COM 310</td>
<td>Communication Law</td>
<td>3</td>
</tr>
<tr>
<td>COM 355</td>
<td>Visual Communication</td>
<td>3</td>
</tr>
<tr>
<td>COM 471</td>
<td>Professional Issues in Public Communications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>

COMMUNICATIONS SPECIALIZED CERTIFICATE REQUIREMENTS (choose one)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 302</td>
<td>Advanced Reporting</td>
<td>3</td>
</tr>
<tr>
<td>COM 331</td>
<td>Writing for Advertising and Public Relations</td>
<td>3</td>
</tr>
<tr>
<td>COM 336</td>
<td>Magazine and Feature Writing</td>
<td>3</td>
</tr>
<tr>
<td>COM 441</td>
<td>Radio-TV, Script and Copy Writing</td>
<td>3</td>
</tr>
<tr>
<td>COM 446</td>
<td>Editing of Copy</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

MARKETING (Prerequisite: MKT 101)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 301</td>
<td>Marketing Channels</td>
<td>3</td>
</tr>
<tr>
<td>MKT 311</td>
<td>Management of Promotion</td>
<td>3</td>
</tr>
<tr>
<td>MKT 431</td>
<td>Consumer Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MKT 483</td>
<td>Workshop in Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKT 491</td>
<td>Special Topics in Marketing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

Summary of Requirements for the Bachelor of Science Degree with a Communications major:

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Studies</td>
<td>45</td>
</tr>
<tr>
<td>Communications Certificate</td>
<td>30</td>
</tr>
<tr>
<td>Communications Specialized Certificate</td>
<td>15</td>
</tr>
<tr>
<td>Electives</td>
<td>30</td>
</tr>
<tr>
<td><strong>TOTAL DEGREE REQUIREMENTS</strong></td>
<td><strong>120</strong></td>
</tr>
</tbody>
</table>

*The electives may be used as free electives, to meet the requirements of one or more other specialties, or for cooperative education.

BACHELOR OF SCIENCE IN COMMUNITY SERVICES AND ADMINISTRATION

The Community Services and Administration degree includes a core certificate and a specialized certificate selected by the student from one of those described below. It provides students with the fundamental knowledge in behavioral and social sciences and the administrative skills needed to function effectively and advance in any organization in the not-for-profit sector.

The CRIMINAL JUSTICE specialty prepares students for career opportunities in areas of police work, courts, corrections, probation, parole, administration and Juvenile Justice.

The PUBLIC ADMINISTRATION specialty prepares students for career opportunities and graduate study in municipal and county administration, urban planning, information services, and other governmental offices.

The SOCIAL SERVICES specialty prepares students for career opportunities and graduate study in child and social welfare, public assistance, geriatrics, drug treatment, and family planning and assistance. This specialty may be combined with the Psychology specialties in Community Psychology and/or Human Development.

Special General Studies Requirements: MAT 102 or above; the following courses are recommended: HUM 320, HUM 321, HIS 101, HIS 102.

COMMUNITY SERVICES AND ADMINISTRATION: CORE CERTIFICATE REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>POL 101</td>
<td>American Government &amp; Politics</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Course</td>
<td>Credits</td>
<td></td>
</tr>
<tr>
<td>------------------------</td>
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<td></td>
</tr>
<tr>
<td>HSC 301</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HSC 302</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HSC 311</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SOC 451</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PSY 326</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CSA 301</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>POL 360</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BUS 211</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BUS 341</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CSA 321</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

*Recommended: CRJ 101, PSY 101*

**COMMUNITY SERVICES AND ADMINISTRATION**

**SPECIALIZED CERTIFICATE REQUIREMENTS**

(choose one):

**PUBLIC ADMINISTRATION**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 201 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>PAD 450 Public Finance</td>
<td>3</td>
</tr>
<tr>
<td>PAD 420 Metropolitan Government and Administration</td>
<td>3</td>
</tr>
<tr>
<td>PAD 430 Urban and Regional Planning</td>
<td>3</td>
</tr>
<tr>
<td>PAD 471 Professional Issues in Public Administration</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 310 Criminology</td>
<td>3</td>
</tr>
<tr>
<td>POL 312 Judicial Behavior</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 430 Juvenile Crime and Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 440 Correctional Theory and Practice</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 471 Professional Issues in Criminal Justice</td>
<td>3</td>
</tr>
</tbody>
</table>

**SOCIAL SERVICES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSR 410 Child and Social Welfare</td>
<td>3</td>
</tr>
<tr>
<td>SSR 420 Society and Aging</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 430 Juvenile Crime and Justice</td>
<td>3</td>
</tr>
<tr>
<td>SSR 450 Substance Abuse Rehabilitation</td>
<td>3</td>
</tr>
<tr>
<td>SSR 471 Professional Issues in Psychological and Social Services</td>
<td>3</td>
</tr>
</tbody>
</table>

Summary of Requirements for the Bachelor of Science Degree with a Community Services and Administration major:

- General Studies: 45 credits
- Community Services and Administration
  - Core Certificate: 45 credits
- Community Services and Administration
  - Specialized Certificate: 15 credits
- Electives: 15 credits

**TOTAL DEGREE REQUIREMENTS**: 120 credits

*The electives may be used as free electives, or to meet the requirements of one or more other specialties, or for cooperative education.*

**BACHELOR OF SCIENCE IN EDUCATION (ELEMENTARY/SECONDARY)**

The EDUCATION degree programs prepare students for teacher certification in the areas of Elementary and Secondary Education. A student who has already completed a bachelor's degree in an area other than education may also 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, learning disabilities, 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.
Special General Studies Requirements:
Under BEHAVIORAL SCIENCES, 3 credits must be in Introduction to Psychology.

Under HUMANITIES and LANGUAGE ARTS, 6 of the 9 elective credits must be in Humanities.

Under ELECTIVES, 3 credits must be in mathematics.

EDUCATION—ELEMENTARY: MAJOR REQUIREMENTS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 222</td>
<td>Sociological Foundations of Education</td>
<td>3</td>
</tr>
<tr>
<td>EDU 336</td>
<td>Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>ELE 342</td>
<td>Designing the Elementary School Curriculum</td>
<td></td>
</tr>
<tr>
<td>ELE 345</td>
<td>Child in Classroom</td>
<td></td>
</tr>
<tr>
<td>ELE 447</td>
<td>Teaching: Principles and Practices</td>
<td></td>
</tr>
<tr>
<td>ELE 448</td>
<td>Classroom Management</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 credits must be from ELE</td>
<td>6</td>
</tr>
</tbody>
</table>

Methods of Teaching

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELE 311</td>
<td>Teaching Social Studies in the Elementary School</td>
<td>3</td>
</tr>
<tr>
<td>ELE 312</td>
<td>Teaching Science in the Elementary School</td>
<td>3</td>
</tr>
<tr>
<td>ELE 313</td>
<td>Teaching Music in the Elementary School</td>
<td>3</td>
</tr>
<tr>
<td>ELE 314</td>
<td>Teaching Art in the Elementary School</td>
<td>3</td>
</tr>
<tr>
<td>ELE 315</td>
<td>Health and Physical Education in the Elementary School</td>
<td>3</td>
</tr>
<tr>
<td>ELE 316</td>
<td>Teaching Mathematics in the Elementary School</td>
<td>3</td>
</tr>
<tr>
<td>ELE 317</td>
<td>Instructional Materials in the Elementary School</td>
<td>3</td>
</tr>
</tbody>
</table>

Reading Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELE 331</td>
<td>Reading Skills</td>
<td>3</td>
</tr>
<tr>
<td>ELE 332</td>
<td>Reading Evaluations</td>
<td>3</td>
</tr>
</tbody>
</table>

Internship

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 452</td>
<td>Internship</td>
<td>9</td>
</tr>
</tbody>
</table>

Other Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELE 318</td>
<td>Teaching Language Arts</td>
<td>3</td>
</tr>
<tr>
<td>EDU 434</td>
<td>Learning Assessments</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL MAJOR REQUIREMENTS 54 credits

Summary of Requirements for the Bachelor of Science Degree with an Elementary Education major:

- General Distribution Requirements 45 credits
- Elementary Education Requirements 54 credits
- Elective Requirements 21 credits

TOTAL DEGREE REQUIREMENTS 120 credits

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

EDUCATION—SECONDARY: MAJOR REQUIREMENTS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 222</td>
<td>Sociological Foundations in Education</td>
<td></td>
</tr>
<tr>
<td>EDU 224</td>
<td>Community Perspectives in Education I</td>
<td>3</td>
</tr>
<tr>
<td>EDU 336</td>
<td>Education Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL MAJOR REQUIREMENTS 54 credits
The SECONDARY EDUCATION MAJOR REQUIREMENTS COMprise the REQUIREMENTS for Florida certification in Secondary Education. In order to receive certification in Secondary Education, the student must take any 28 of the above 54 credits at NOVA COLLEGE and have a cumulative quality point average of 2.25 for the entire 54 credits. ACTUAL TEACHER CERTIFICATION is AWARDED BY the STATE DEPARTMENT of EDUCATION, NOT BY NOVA UNIVERSITY.

Summary of Requirements for the Bachelor of Science Degree with a Secondary Education Major:
- General Distribution Requirements ........................................ 45 credits
- Secondary Education Major Requirements .......................... 54 credits
- Elective Requirements ..................................................... 21 credits
- TOTAL DEGREE REQUIREMENTS ........................................ 120 credits

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

BACHELOR OF SCIENCE IN POLITICAL SCIENCE

The POLITICAL SCIENCE major includes both core courses and specialty courses. The student will select one specialty from the two given below.

The POLITICAL SCIENCE specialty provides a strong academic foundation for those students who intend to go on to graduate school or into politics or public service. The required courses include the classical and behavioral bases required in the discipline today. Students planning a career in politics or government service should consider Elective Specialty Certificates in Public Administration or Criminal Justice. Students more interested in academic work, research or teaching should consider an Elective Specialty in General Psychology.

The PRE-LAW SPECIALTY is specifically designed for those students who plan to attend law school. It includes sufficient Political Science courses for a major in the field plus a selection of other courses that law schools have recommended. A list of recommended elective courses beyond those in the Core-and Specialty areas that would also be helpful is provided below.

Special General Studies Requirements: MAT 105 (or above); HIS 201, HIS 202

POLITICAL SCIENCE: CORE CERTIFICATE REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>POL 101</td>
<td>American Government and Politics</td>
<td>3</td>
</tr>
<tr>
<td>SOC</td>
<td>(SOC 101 recommended)</td>
<td>3</td>
</tr>
<tr>
<td>POL 201</td>
<td>Comparative Government</td>
<td>3</td>
</tr>
<tr>
<td>POL 301</td>
<td>U.S. Constitution I</td>
<td>3</td>
</tr>
<tr>
<td>POL 302</td>
<td>U.S. Constitution II</td>
<td>3</td>
</tr>
<tr>
<td>POL 312</td>
<td>Judicial Behavior</td>
<td>3</td>
</tr>
<tr>
<td>POL 360</td>
<td>Public Policy and Its Administration</td>
<td>3</td>
</tr>
<tr>
<td>ECO 201</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>HSC 301</td>
<td>Statistics for the Human Sciences</td>
<td>3</td>
</tr>
<tr>
<td>HSC 302</td>
<td>Research Methods and Reports</td>
<td>3</td>
</tr>
</tbody>
</table>

POLITICAL SCIENCE SPECIALIZED CERTIFICATE REQUIREMENTS (choose one)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>POL 401</td>
<td>Political Theories</td>
<td>3</td>
</tr>
<tr>
<td>POL 405</td>
<td>Political Parties and Pressure Groups</td>
<td>3</td>
</tr>
<tr>
<td>POL 420</td>
<td>Political Behavior of the Individual</td>
<td>3</td>
</tr>
</tbody>
</table>
POL 430  The Legislative Process and the Presidency            3
POL 460  Studies in Revolution                                3

**NOTE:** POL 491, POL 496, POL 499, and other upper division POL courses can be substituted for any of the above courses subject to the approval of the Political Science Coordinator.

**PRE-LAW** (Prerequisite: 101)  
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ACT 205</td>
<td>3</td>
</tr>
<tr>
<td>FIN 301</td>
<td>3</td>
</tr>
<tr>
<td>*HUM 351 or 352 American or English Literature</td>
<td>3</td>
</tr>
<tr>
<td>*PSY 101 Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>*HUM 320 Principles of Efficient Thinking</td>
<td>3</td>
</tr>
<tr>
<td>HUM 321 Ethical and Moral Judgments</td>
<td>3</td>
</tr>
<tr>
<td>POL 401 Political Theories</td>
<td>3</td>
</tr>
<tr>
<td>POL 4</td>
<td>3</td>
</tr>
</tbody>
</table>

*These required courses may be taken to fulfill the Liberal Arts requirement.

**Recommended elective courses:**  
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 101  Western Civilization to 1648</td>
<td>3</td>
</tr>
<tr>
<td>HIS 102  Western Civilization Since 1648</td>
<td>3</td>
</tr>
<tr>
<td>ECO 202  Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>HUM 351 or 352 American or English Literature</td>
<td>3</td>
</tr>
<tr>
<td>SOC 451  Social Change &amp; Planning</td>
<td>3</td>
</tr>
<tr>
<td>ACT 206  Financial Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>PSY 326  Abnormal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>CPS 101  Introduction to Electronic Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>POL 405  Political Parties and Pressure Groups</td>
<td>3</td>
</tr>
<tr>
<td>POL 420  Political Behavior of the Individual</td>
<td>3</td>
</tr>
<tr>
<td>POL 430  The Legislative Process &amp; the Presidency</td>
<td>3</td>
</tr>
<tr>
<td>POL 460  Studies in Revolution</td>
<td>3</td>
</tr>
</tbody>
</table>

**NOTE:** For students interested in the Pre-Law curriculum without majoring in Political Science, see an admissions counselor or the Political Science program coordinator for the complete requirements for the Pre-Law Specialty.

**Summary of Requirements for the Bachelor of Science degree with a Political Science major:**  
<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Political Science Core Certificate</td>
<td>30</td>
</tr>
<tr>
<td>Specialized Certificate</td>
<td>15*</td>
</tr>
<tr>
<td>General Studies</td>
<td>45</td>
</tr>
<tr>
<td>Electives</td>
<td>30</td>
</tr>
</tbody>
</table>

**TOTAL DEGREE REQUIREMENTS 120**

*24 credits are listed in the Pre-Law Specialty, but 9 of those may be used to satisfy part of the General Studies or Electives Requirements.

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**BACHELOR OF SCIENCE IN PSYCHOLOGY**

The PSYCHOLOGY degree includes a core certificate and a specialty selected by the student from one of those below.

The GENERAL PSYCHOLOGY specialty provides strong academic training and preparation for graduate study.

The COMMUNITY PSYCHOLOGY specialty prepares students for careers and graduate study in child, adult, and family counseling and treatment programs for the mentally retarded, mentally ill, the elderly, and substance abusers. The specialty may be combined with the Community Services and Administration specialty in Social Services.

The HUMAN DEVELOPMENT specialty prepares students for careers and graduate study in services to children, families, and the aged. The specialty may be combined with specialties in General Psychology, Community Psychology, or Social Services.

Special General Studies Requirements: MAT 105 or above for the General Psychology specialty; MAT 102 or above for the other specialties.

**PSYCHOLOGY: CORE CERTIFICATE REQUIREMENTS**  
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 101</td>
<td>3</td>
</tr>
<tr>
<td>*PSY</td>
<td>3</td>
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<tr>
<td>*PSY/SOC</td>
<td>3</td>
</tr>
<tr>
<td>*PSY/SOC</td>
<td>3</td>
</tr>
<tr>
<td>HSC 301</td>
<td>3</td>
</tr>
<tr>
<td>PSY 307</td>
<td>3</td>
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<tr>
<td>PSY 321</td>
<td>3</td>
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<tr>
<td>PSY 326</td>
<td>3</td>
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<tr>
<td>PSY 351</td>
<td>3</td>
</tr>
</tbody>
</table>

30

*Recommended: PSY 311, PSY 213, SOC 101, SOC 211

**PSYCHOLOGY SPECIALIZED CERTIFICATE REQUIREMENTS (choose one)**  

**GENERAL PSYCHOLOGY (Prerequisite PSY 101)**  
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 338     Child and Adolescent Development</td>
<td>3</td>
</tr>
<tr>
<td>PSY 406     Psychological Tests and Measurements</td>
<td>3</td>
</tr>
<tr>
<td>PSY 411     Social Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 461     Physiological Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 498     Seminar in Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

15
COMMUNITY PSYCHOLOGY (Prerequisite PSY 101) Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 341 Crisis Intervention</td>
<td>3</td>
</tr>
<tr>
<td>CSA 301 Community Services Systems</td>
<td>3</td>
</tr>
<tr>
<td>HSC 311 Interviewing</td>
<td>3</td>
</tr>
<tr>
<td>PSY 441 Behavior Modification</td>
<td>3</td>
</tr>
<tr>
<td>SSR 471 Professional Issues in Psychological and Social Services</td>
<td>3</td>
</tr>
</tbody>
</table>

Summary of Requirements for the Bachelor of Science Degree with a Psychology major:
- General Studies: 45 credits
- Psychology Core Certificate: 30 credits
- Psychology Specialized Certificate: 15 credits
- Electives: 30 credits

The electives may be used as free electives to meet the requirements of one or more other specialties, or for cooperative education.

HUMAN DEVELOPMENT (Prerequisite PSY 101) Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 338 Child and Adolescent Development</td>
<td>3</td>
</tr>
<tr>
<td>PSY 339 Adulthood and Aging</td>
<td>3</td>
</tr>
<tr>
<td>PSY 413 Human Sexuality</td>
<td>3</td>
</tr>
<tr>
<td>SOC 331 Contemporary Lifestyles</td>
<td>3</td>
</tr>
<tr>
<td>EDU 435 Survey in the Education of Exceptional Children or SSR 420 Society and Aging</td>
<td>3</td>
</tr>
</tbody>
</table>

15

COURSE DESCRIPTIONS

Course prefixes and numbers in parenthesis are those that have been used in previous catalogs and schedules.

ACCOUNTING (ACT)

ACT 205 Financial Accounting I/3 sem. hrs. (ACT 101, BUS 3511) The cornerstone course in the area of financial accounting. 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 206 Financial Accounting II/3 sem. hrs. (ACT 102, BUS 3521) A continuation of Financial Accounting I. Transactions affecting several areas of the balance sheet will be analyzed. Simpler transactions affecting owner's equity, long-term debt, short-term investments, and income taxes. Introduction to accounting for consolidations, combinations, and branch operations. Prerequisite: ACT 205.

ACT 211 Cost Accounting/3 sem. hrs. (ACT 111, BUS 3504) 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 206.

ACT 305 Intermediate Accounting I/3 sem. hrs. (ACT 201, BUS 3502) A continuation and expansion of Accounting II. The concepts underlying valuation, accounting for leases, accounting for warranty costs. Application of these concepts to financial statement presentation. Prerequisite: ACT 206.

ACT 306 Intermediate Accounting II/3 sem. hrs. (ACT 202, BUS 3503) A continuation and expansion of Intermediate Accounting I. The conceptual foundation of sources and applications of funds from both a cash and working capital basis, reporting earnings per share, and accounting for other selected transactions. How to prepare a statement of sources and applications of funds, report earnings per share, and do accounting for non-profit organizations. Prerequisite: ACT 305.

ACT 311 Federal Taxation I/3 sem. hrs. (BUS 3506) 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. Prerequisite: ACT 311.

ACT 401 Advanced Accounting/3 sem. hrs. (ACT 301, BUS 3507) A continuation and expansion of Intermediate Accounting II. Accounting principles for consolidations and combinations, branch accounting, accounting for liquidations. Accounting for non-profit organizations and other selected topics. Prerequisite: ACT 305.

ACT 421 Auditing/3 sem. hrs. (ACT 321, BUS 3508) 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.

ACT 491 Special Topics in Accounting Theory/3 sem. hrs. Topics in accounting that are not included in the regular course offerings. Specific content will be identified in the course schedule for a given term. Prerequisite: ACT 401.

ACT 498 Seminar in Accounting Critical, in-depth study of selected topics in accounting. Students will have major responsibility for making classroom presentations, selecting topics, and doing independent reading under the direction of the instructor. Specific topics and any prerequisites will be identified in the course schedule for a given term.

BUSINESS MANAGEMENT (BUS)

BUS 205 Principles of Management/3 sem. hrs. (BUS 111, 3903) An overview of the format, non-people centered aspects of organization. The history of management thought and several schools of management thought. Basic principles of management and the functions of management, including planning, organizing, directing, and controlling.
BUS 210 Small Business Management 1/3 sem. hrs. (BUS 351) A study of management problems that relate to the small-scale entrepreneur. How to evaluate and control the risks associated with starting a business, implementing financial and administrative controls, designing and administering marketing policies, and understanding the legal environment in which the business must function.


BUS 215 Business Law 1/3 sem. hrs. (BUS 201, 3531) The fundamentals of business law. Contract law, property law, and negotiable instruments as these areas apply to business organizations.

BUS 216 Business Law II 1/3 sem. hrs. (BUS 202, 3532) A continuation and expansion of Business Law I. Agency law, bailments, and the Uniform Commercial Code as these areas apply to business organizations. Prerequisite: BUS 215.

BUS 251 Supervisory Skills 3 sem. hrs. (BUS 451) A study of the fundamentals of supervision. Leadership styles, responsibility, and authority, and how they relate to efficient supervision.

BUS 260 Organization Theory 3 sem. hrs. (BUS 311) A continuation and expansion of both the Principles of Management and Organizational Behavior. Emphasis on modern organizations that do not necessarily follow traditional patterns or principles of management. The special problems of large research and development organizations; project and/or program management; matrix management; contingency management. Prerequisite: BUS 205.

BUS 309 Business Statistics and Quantitative Methods 3 sem. hrs. (BUS 121, MAT 3019) The mathematical skills necessary for the business major. How to solve problems, graphs, probability theory, linear programming, optimization techniques, Markov chains, and the mathematics of finance. Prerequisite: MAT 105.

BUS 315 Personnel Administration 3 sem. hrs. (BUS 231, 3901) 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: BUS 285.

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

BUS 391 Special Topics in Business Law 3 sem. hrs. (BUS 321, 3803) Topics in Business Law not included in the regular course offerings. Specific content will be identified in the course schedule for a given term. Prerequisite: BUS 215.

BUS 409 Quantitative Applications to Decision-Making 3 sem. hrs. (BUS 321, 3803) A continuation and expansion of Business Statistics. Emphasis on specific decision-making tools and their application in various business situations. How to solve problems of cost-volume-profit analysis; the assignment problem; the transportation problem;PERT and other network models; decision theory; inventory problems; computer simulation; and waiting line models. Prerequisite: BUS 309.

BUS 415 Human Resource Development 3 sem. hrs. (BUS 441, 3950) The theory and skill required to bring about change in today's complex dynamic environment. Topics include: concepts of organizational restructuring; implementing a more effective communications system; and training personnel to avoid skill obsolescence in any human group or enterprise. Concepts considered come from the literature of individual, social, and organizational behavior. Prerequisites: BUS 315, 317.

BUS 461 Business Research 3 sem. hrs. (BUS 499) Introduction to research methodology including library research, field research, and data analysis. Prerequisite: BUS 453.

BUS 481 Cooperative Education in Business 1/12 sem. hrs. (BUS 181, 281, 381, 481) This course involves library and/or empirical research selected and carried out independently by the student under faculty supervision. Prerequisite: Consent of program advisor.

BUS 491 Special Topics in Management 3 sem. hrs. (BUS 331) An examination of current issues and/or some specialized subject in personnel not fully covered in regular course offerings. The specific course content and objectives for a given term will be identified in the course schedule for that term. Prerequisite: BUS 315.

BUS 498 Business Policy Seminar 3 sem. hrs. (BUS 3909) 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 499 Independent Study in Business 1/12 sem. hrs. (BUS 197, 297, 397, 497) The student may take up to 12 credits in independent study. These may be specific seminars dealing with current issues in business not fully considered in regular course offerings. The specific course content and objectives for a given term will be described in the course schedule for that term. Independent Study may also take the form of a tutorial arranged in a specific subject area with an appropriate instructor. Independent Study credits may also be granted for Life Experience applications in well-documented cases. Prerequisite: Consent of Instructor.

COMMUNICATIONS (COM)

COM 101 Public Communications in Society 3 sem. hrs. (COM 5520) The communication process explained in terms of the source, the message, the medium, the context, the audience, and the impact. Ethics and responsibilities of public communications media.

COM 201 Beginning Reporting 3 sem. hrs. (COM 5545) Experience in sources of news, news gathering, and news writing. Typing ability required. Prerequisite: LAN 112.


COM 225 Introduction to Public Relations 3 sem. hrs. (COM 5551) The standards and functions of public relations practices in corporate and institutional settings and relationships with other modes of communication.

COM 261 The Telecommunications Industry 3 sem. hrs. (COM 260, 5546) The broadcasting industry in America; its history, economics, and socio-politics. Coverage of established media (radio and television) and innovations (cable and satellite transmission; videocassette.)

COM 302 Advanced Reporting 3 sem. hrs. (COM 202, 5547) Experience in the gathering and writing of more complex and specialized stories, critical writing, editorial writing, and columns. Prerequisite: COM 201.

COM 310 Communications Law 3 sem. hrs. (COM 350, 5540) Emphasis on the freedom and control of expression and the laws that shape the public control of mass communications. Prerequisite: COM 101.

COM 331 Writing for Advertising and Public Relations 3 sem. hrs. (COM 270, 5553) The writing techniques of public relations and advertising, including the application of these techniques to problem-solving case studies. Prerequisite: COM 201, 225 or 226.

COM 335 Magazine and Feature Writing 3 sem. hrs. (COM 370, 5541) The planning, researching, and writing of articles for magazines and other feature publications. Prerequisite: COM 201.

COM 335 Visual Communication 3 sem. hrs. (COM 400, 5574) Application of mathematical and physical characteristics of visual communication to the public communications process. Experience with layout and graphic composition. Prerequisite: COM 101.

COM 441 Radio and TV Script and Copy Writing 3 sem. hrs. (COM 379, 5564) Special considerations in writing for broadcasting media. Supervised experience in writing continuity, advertising copy, voice-over narration, public service announcements, individual and class analysis of student's work. Prerequisites: COM 201, 201.

COM 446 Editing 3 sem. hrs. (COM 5571) Basic principles and practices in selecting and refining material for publication. Use of electronic word processing systems. Prerequisite: COM 392.

COM 471 Professional Issues in Public Communications 3 sem. hrs. Current concerns in the field of Public Communications. Typical topics include public perception, relevant legislation, and ethical issues: professional identity, education, and personal development; future directions.

COM 481 Cooperative Education in Communications 1 sem. hrs. A practicum to broaden the student's education through appropriate and supervised field experiences under the supervision of the Academic Division. In well-documented cases, credit may be granted for Life Experience. Prerequisite: Consent of Program Advisor.
COM 491 Special Topics in Communications/3 sem. hrs. (COM 5591) Topics in Communications 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.

COM 499 Independent Study in Community Services/1-12 sem. hrs. The student selects and carries out independently library and/or empirical research. Faculty supervision is provided on an individual basis. Prerequisite: Consent of Instructor.

COMPUTER SCIENCE (CPS)


CPS 405 Mathematical Foundations in Computer Science/3 sem. hrs. (CPS 520) An introduction to the hardware and operating software of modern computer systems, with secondary emphasis on design and implementation tools. Exercises using assembler language (with macro facilities) or machine level language (e.g., BCL or a derivative), or both. Prerequisite: CPS 405.

CPS 415 Data and Program Structure/3 sem. hrs. (CPS 540) Arrays, records, strings, lists, trees, stacks, etc. Their properties, limitations and manipulations in the framework of processing algorithms. Prerequisite: CPS 401.

CPS 421 Numerical Analysis/3 sem. hrs. (CPS 550) An introduction to numerical analysis, which presents the concept of an algorithm, error considerations, and iterative methods of solution. Prerequisite: CPS 405.

CRIMINAL JUSTICE (CRJ)


CRJ 310 Criminology/3 sem. hrs. (CRJ 401) The study of the crime victim. Patterns of victimization, official and unofficial responses to victim, and victim's view of the criminal justice system. Prerequisite: CRJ 101 or SOC 101.


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


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 in the instructional program. The selection, production, and evaluation of instructional materials and techniques for their inclusion in the curriculum.

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.

EDU 434 Learning Assessment: Principles and Practices/3 sem. hrs. Test and measurement, 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.

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.

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.

EDU 441 Techniques of Corrective or Remedial Reading/3 sem. hrs. Techniques and instruments for the identification of problems in 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 452 Internship/9 sem. hrs. Comprehensive review and practical application of educational philosophy, methods, and strategies through the seminar. The practical application consists of supervised student teaching for 9 weeks.

EDU 458 Classroom Management of the Learning Disabled Child/3 sem. hrs. Techniques of classroom management including behavior modification for the learning disabled child.

EDU 460 Safety Education/3 sem. hrs. Safety instruction applied to home, school, and community.

EDU 461, EDU 462 Driver and Traffic Safety Education I & II/3 sem. hrs. Basic instruction in traffic problems. Analysis of accident ratio as safe driving procedures. Variety of experiences will be discussed.

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

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 470 Design of Individualized Learning Materials/3 sem. hrs. Principles of individualized learning, methods for designing materials, individualized materials will be designed as part of the course.

EDU 491 Special Topics in Education/3 sem. hrs. Topics in Education 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—ELEMENTARY (ELE)

ELE 110 Introduction to Early Childhood Education/1-3 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 healthful living; 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 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-community 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 teacher-parent relationships 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. Content and methods of teaching Social Studies in the elementary grades. Program development, appropriate activities and evaluation techniques will be discussed.

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

ELE 313 Teaching Music in Elementary 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 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 316 Teaching Mathematics in Elementary School/3 sem. hrs. Content, materials and methods for teaching mathematics in the elementary school.

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

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

ELE 332 Reading Evaluation/3 sem. hrs. Diagnosing reading problems, prescribing 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 342 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 343 Use of Aides, Volunteers and Auxiliary Personnel/3 sem. hrs. A study of the role and uses of aides, volunteers and auxiliary personnel in the elementary and secondary school.

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

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

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

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 all 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 schools. 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. Contents and methods of 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 315 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 322 Teaching Business in Secondary School/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 323 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.

FINANCE (FIN)

FIN 301 Corporation Finance/3 sem. hrs. (FIN 211, BUS 3630) Financial management as it applies to organizations. Ratio analysis; leverage; cash budgeting; capital structure, and other concepts as they apply to business organizations. Prerequisite: ACT 238

FIN 311 Financial Management/3 sem. hrs. (BUS 3631) An introduction 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 321 Monetary Theory and Policy/3 sem. hrs. (ECO 2073) The structure and function of the American banking system; Federal Reserve System and the function of monetary policy in the regulation of national economy. Prerequisite: ECO 201, 202

FIN 411 Principles of Investments/3 sem. hrs. (FIN 331, BUS 3640) 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

FIN 421 Business Cycles and Forecasting/3 sem. hrs. (ECO 2075) Emphasizes the aggregate fluctuation in business, tracing the main stages of development from upswing through prosperity to downturn. 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. Prerequisites: ECO 202, FIN 311

FIN 491 Special Topics in Finance/3 sem. hrs. Coverage of topics in Computer Science that are not included in the regular course offerings. Specific content will be identified in the course schedule for a given term. Prerequisite: FIN 311

GEOGRAPHY (GEO)

GEO 426 Conservation of National Resources/3 sem. hrs. (SSI 426, 2579) Study of the natural resources within the framework of the man-environment system. Included are problems relating to pollution, populations, technology, growth, conservation of the environment and developmental planning as they relate to the various geographic areas of the western and non-western world. Identical to PHY 426

GEO 491 Special Topics/3 sem. hrs. Topics in Geography 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.

HISTORY (HIS)

HIS 101 History of Western Civilization to 1648/3 sem. hrs. (SSI 101, 2521) 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 Greek-Roman world and the Judeo-Christian heritage.

HIS 102 History of Western Civilization Since 1648/3 sem. hrs. (SSI 102, 2522) 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.

HIS 201 American History to 1865/3 sem. hrs. (SSI 201, 2500) 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.

HIS 202 American History since 1865/3 sem. hrs. (SSI 202, 2510) 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.

HIS 320 Great Themes in History/3 sem. hrs. The major historical forces which were at work in the creation, growth and decay process of civilizations from ancient times to the present. The social and cultural dynamics of history and key historical movements which have shaped the development of civilization are considered.

HIS 321 The Great Individual in History/3 sem. hrs. (HUM 340) 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.

HIS 400 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.

HIS 427 Florida History/3 sem. hrs. (SSI 427) An in-depth survey of Florida history from 1565 to the present. Prerequisite: HIS 201, 202 or consent of instructor.

HIS 491 Special Topics/3 sem. hrs. Topics in history 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.
HUM 320 Principles of Efficient Thinking/3 sem. hrs. Everyman's Logic: The principles of analytical and critical thinking including deduction, induction, principles of clear statement, valid and reliable reasoning, fallacies of argument and debate, and the methods by 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 conflict between right and wrong, good and evil, and ways of resolving moral and ethical dilemmas.

HUM 351 American Literature/3 sem. hrs. (HUM 251, 1080) Survey of American literature with emphasis on the growth of American thought as expressed in the writings of selected American authors.

HUM 352 English Literature/3 sem. hrs. (HUM 261, 1081) 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 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 student will be introduced to the major composers and works of each period.

HUM 451 Asian Thought/3 sem. hrs. 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.

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

HUMAN SCIENCES (HSC)

HSC 301 Statistics for Human Sciences/3 sem. hrs. (BES 2430, MAT 3020) Descriptive and inferential statistics as applied in the human sciences. Coverage of the major measures of central tendency and variation, theoretical distributions, correlation, t-tests, and chi-square. A student-owned pocket calculator is required. Prerequisite: MAT 102 or two years of high school algebra.

HSC 302 Research Methods and Reports/3 sem. hrs. (HSC 401) Formulation of a research problem, doing a literature review, construction of appropriate research design, and writing the research report. Focus on research in human sciences and community services. Prerequisite: LAN 112

HSC 311 Interviewing/3 sem. hrs. Skills for establishing rapport and obtaining information. For use in research projects, community services, administration, and public communications. Experiential learning included.

HSC 481 Cooperative Education in Human Sciences/1-12 sem. hrs. A practical to broaden the student's education through appropriate field experiences under the supervision of the Academic Division. In well-documented cases, credit may be granted for Life Experience. Prerequisite: Consent of Program Advisor.

HSC 488 Seminar in Human Sciences/3-12 sem. hrs. Studies critically and in-depth selected topics in Human Sciences. Students have major responsibility for selecting topics, doing independent reading, and making classroom presentations under the direction of the instructor. Specific content and possible prerequisites are announced in the course schedule for a given term. Students may re-enroll for seminars covering different content.

HSC 499 Independent Study in Human Sciences/1-12 sem. hrs. The student selects and carries out independently library and/or empirical research. Faculty supervision is provided on an individual basis. Prerequisite: Consent of Instructor.

LANGUAGE AND COMPOSITION (LAN)

LAN 101 Reading Development Laboratory/3-12 sem. hrs. (LAN 1306) Designed for the student who lacks the reading skills required of entering college students. The laboratory format is used to afford each student as much individualized instruction as possible. Grades are PR (progress), P (pass) and F (fail). Students not receiving a P may re-enroll up to four times.

LAN 102 Speech Development Laboratory/3-12 sem. hrs. (LAN 1308) Designed for the student who lacks the speaking skills required of entering college students. The laboratory format is used to afford each student as much individualized instruction as possible. Grades are PR (progress), P (pass) and F (fail). Students not receiving a P may re-enroll up to four times.

LAN 103 Writing Development Laboratory/3-12 sem. hrs. (LAN 1309, EDU 226) Designed for the student who lacks the writing skills required of entering college students. The laboratory format is used to afford each student as much individualized instruction as possible. Grades are PR (progress), P (pass) and F (fail). Students not receiving a P may re-enroll up to four times.

LAN 111 College Composition I/3 sem. hrs. (LAN 1310) Instruction and application of the principles and skills involved in effective expository writing.

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

LAN 201 Fundamentals of Public Speaking/3 sem. hrs. (LAN 201, 1033) Study through practice of the fundamentals of speech with training in methods of obtaining and organizing material and presenting speeches effectively. Each student delivers several speeches before an audience.

LAN 301 Oral Interpretation/3 sem. hrs. (HUM 205, 1037) Relation of appreciation of literature to oral interpretation, evaluation and analysis of selections of prose and poetry from the viewpoint of oral reading, basic techniques of reading aloud. Prerequisite: LAN 201
LAN 311 Business Communication/3 sem. hrs. Focus on the written communication needs and problems of business. Written assignments will include business letters, memos, reports, and other forms of business communication. Statistical reporting and the use and construction of graphs are included. Prerequisites: LAN 111 & 112.

LAN 491 Special Topics/3 sem. hrs. Topics in language 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 repeat for Special Topics covering different content.

LIFE SCIENCES (LSC)

LSC 101 Everyday Biology/3 sem. hrs. (LSC 9501) A survey course intended to develop a familiarity with the operation of the human body and its systems through dependence on selected concepts and principles. Topics presented will permit non-science majors to better interpret and evaluate biological information encountered in the everyday world.

LSC 102 Introduction to Life Sciences/3 sem. hrs. (LSC 9504) An introductory course emphasizing concepts, principles, and problems of the life sciences and their relevance to significant issues confronting man. Emphasis is placed upon interdisciplinary approaches essential to the improvement of the resources, environment, culture, and well-being of man.

LSC 491 Special Topics in Life Sciences/3 sem. hrs. Topics in Life Sciences that are not included in the regular course offerings. Specific content will be identified in the course schedule for a given term. Prerequisite: Consent of Advisor.

MARKETING (MKT)

MKT 101 Introduction to Marketing/3 sem. hrs. (BUSB 3400) An overview of the field with special attention to forming an effective marketing mix. Topics include estimation of demand, consumer behavior, adaptation of products to markets, selection of channels of distribution, sales management, effective advertising, and pricing strategy.

MKT 211 Sales Management/3 sem. hrs. Emphasis on sales force management. Topics include selection, training, compensation, motivation, and evaluation of sales personnel. Various sales strategies appropriate to different markets are covered. Prerequisites: 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, store layout, merchandising, promotion, and service. Use of analytical tools to aid in establishing the appropriate mix. Prerequisite: MKT 101.

MKT 301 Marketing Channels/3 sem. hrs. (BUSB 3404) The role of marketing channels in establishing an effective marketing mix. Physical distribution problems, the role of middlemen such as wholesalers, the role of retailers, and the role of dropshippers. Prerequisite: MKT 101.

MKT 311 Management of Promotion/3 sem. hrs. (BUSB 3405) Promotion as a marketing management tool. Promotional tools and strategies and their legal, ethical, and moral implications. Prerequisite: MKT 221.

MKT 431 Consumer Behavior/3 sem. hrs. (BUSB 3915) The analysis of the effectiveness of various marketing strategies in terms of yielding the desired consumer responses. The push versus pull strategy, the selling approach versus the marketing approach, and other topics. Prerequisites: MKT 101, BUS 317.

MKT 483 Workshop in Marketing/1-3 sem. hrs. (MKT 451, 452, 453) The practical application of some specific marketing area. The specific workshop content and objectives for a given term will be identified in the course schedule for that term. Prerequisite: MKT 101.

MKT 491 Special Topics in Marketing/3 sem. hrs. Coverage of topics in Marketing that are not included in the regular course offerings. Specific content will be identified in the course schedule for a given term.

MATHEMATICS (MAT)

MAT 101 General Mathematics I/3 sem. hrs. An introduction to the basic principles of mathematics including elementary algebra.

MAT 102 General Mathematics II/3 sem. hrs. A review of algebra and a study of vectors, matrices, quadratic equations, interest and annuities and other basic applications.

MAT 105 College Algebra I/3 sem. hrs. (MAT 3002) An intensive introductory course that includes topics such as fundamental operations, functions and graphs, linear and quadratic equations, and conic sections.

MAT 110 Calculus I/3 sem. hrs. A study of functions, limits, derivatives of algebraic and transcendental functions. Application of derivatives to problems of optimization, related rates, maximum/minimum problems and curve sketching. Prerequisite: MAT 105.

MAT 205 Calculus II/3 sem. hrs. (MAT 3011) A continuation of MAT 105 that includes mathematical induction, complex numbers, determinants, matrices and logarithms. Prerequisite: MAT 105.

MAT 491 Special Topics in Mathematics/3 sem. hrs. Topics in Mathematics that are not included in the regular course offerings. Specific content will be identified in the course schedule for a given term. Prerequisite: Consent of Advisor.

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 103 Introduction to Geology/3 sem. hrs. An introduction to basic knowledge that will provide an understanding of the earth's composition and structure; the processes that affect the earth and the resulting features; a description of the physical evolution of the major mountains and oceans; and a description of biological evolution in relation to ancient geologic environments; and an analysis of earth's resources and implications for the future.

PHY 426 Conservation of Natural Resources/3 sem. hrs. Study of the natural resources within the framework of the man-environment system. Included are problems relating to pollution, food resources, industries, and the environment and development planning as they relate to the various geographic areas of the western and non-western world. Identical to GEO 426.

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 nature of national government to other interests.

POL 201 Comparative Government/3 sem. hrs. Major foreign political systems including political forces, parties, ideologies and institutions. Attention will be given to the characteristics and development of that and the national political process.

POL 301 U.S. Constitution I/3 sem. hrs. The history and development of American constitutional and legal principles and doctrines to the Civil War. Prerequisites: POL 101, HIS 201, HIS 202.

POL 302 U.S. Constitution II/3 sem. hrs. The development of American constitutional and legal principles and doctrines to the Civil War to the present. Prerequisites: POL 101, HIS 201, HIS 202.

POL 312 Judicial Behavior/3 sem. hrs. (POL 2740) The American judicial branch of government with emphasis on the behavior of judges and other participants in the legal system, the social impact of judicial decisions and policies, and the methods of selecting judges. Prerequisite: POL 101.

POL 360 Public Policy and Administration/3 sem. hrs. (POL 2760) 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 policy making are also included. Prerequisite: POL 101.

POL 401 Political Theories/3 sem. hrs. (POL 2724) Major political theories and ideologies from early to modern times.
POL 405 Political Parties and Pressure Groups/3 sem. hrs. An examination of how political parties and pressure groups focus electorates, group and individual demands on the three branches of government. Prerequisite: POL 101

POL 420 Political Behavior of the Individual/3 sem. hrs. Politics from the standpoint of the individual and interpersonal relationships as the basic units of analysis. Special emphasis is given to political socialization, participation, power structures, conflict and conflict resolution in the context of democratic political systems. Prerequisite: POL 101

POL 430 The Legislative Process and the Presidency/3 sem. hrs. The relationship between the legislative and the executive. Includes both formal and informal problem solutions; legislative and executive decision-making, legal structure of both institutions. Prerequisite: POL 101

POL 460 Studies in Revolution/3 sem. hrs. (SSI 460/2442) The major forces which have shaped the revolutionary impulse in the 19th through the 20th century. Emphasis upon the great revolutions: American, French, Russian, and Chinese— the background, the underlying reasons, ideals, patterns of their growth and their effect upon the course of history.

POL 491 Special Topics/3 sem. hrs. Topics in politics that are not included in regular course offerings. Specific content and possible prerequisites are announced. 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.

POL 498 Seminar/3 sem. hrs. This course studies critically and in depth selected topics in Political Science. Students have major responsibility for selecting topics, doing independent reading, and making classroom presentations under the direction of the instructor. Specific content and possible prerequisites are announced in the course schedule for a given term. Students may re-enroll for seminars covering different content.

POL 499 Independent Study/3 sem. hrs. The student selects and carries out independently library and/or empirical research. Faculty supervision is provided on an individual basis. Prerequisite: Written consent of instructor.

PSY 101 Introduction to Psychology/3 sem. hrs. (BES 101, 2403) Survey of the science of psychology. Study of how the individual acquires and utilizes information to take action and of how development and interpersonal contexts shape personality.

PSY 213 Family Relationships Skills/3 sem. hrs. (BES 305, 2443) 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 307 Experimental Research in Psychology/3 sem. hrs. (PSY 407) Research designs, statistical analysis, procedures commonly found in empirical studies in psychology, and reporting research in APA format. Prerequisites: HSC 301, PSY 101

PSY 311 Interpersonal Processes/3 sem. hrs. (BES 360, 2461) 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.

PSY 321 Personality/3 sem. hrs. (PSY 310, 2445) Survey of psychodynamic, humanistic, and behavioral theories of personality. Current issues and personality research. Prerequisite: PSY 101

PSY 328 Abnormal Psychology/3 sem. hrs. (PSY 440, 2465) Diagnosis, causes, and prognosis for the various categories of psychological disorders. Case studies supplement and illustrate theory and research. Prerequisite: PSY 101

PSY 336 Child and Adolescent Development/3 sem. hrs. (PSY 201, 2446) Aspects of growth and development during childhood and adolescence: physiological, cognitive, personality, and social. Identical to EDU 338.

PSY 339 Adolescence Aging/3 sem. hrs. (PSY 202, 2442) Developmental experiences of maturity. Physiological and psychological aspects of aging. Prerequisite: PSY 101

PSY 341 Crisis Intervention/3 sem. hrs. (BES 362, 2462) Psychological procedures for dealing with individuals and families in situations of urgency and stress.

PSY 351 Human Learning and Cognition/3 sem. hrs. (PSY 320, 2423; ELE 337) Theories and research of conditioning, verbal learning, and problem-solving. Memory and language processes. Prerequisite: PSY 101

PSY 406 Psychological Tests and Measurement/3 sem. hrs. (PSY 340) Theory and use of psychological tests of ability and personality. Emphasis on administration, scoring, and interpretation. Prerequisites: PSY 101, HSC 301

PSY 411 Social Psychology/3 sem. hrs. (PSY 215; SOC 215, 2115) Social determinants of behavior and attitudes. Topics include socialization, modeling, person perception, attraction, conformity, pro and anti-social behavior, and attitude change. Prerequisite: PSY 101

PSY 413 Human Sexuality/3 sem. hrs. (BES 350, 2452) Human sexuality in the context of family psychology, the role of sexuality in behavior, and sources of attitudes and beliefs about sexuality.

PSY 441 Behavior Modification/3 sem. hrs. (PSY 330) Application of conditioning and social learning principles to mild and severe behavioral problems of individuals and families. Prerequisite: PSY 101

PSY 461 Physiological Psychology/3 sem. hrs. (PSY 325, 2432) Neurological and endocrine bases of behavior. Special emphasis on motivation, emotion, and psychophysiological recording. Prerequisite: PSY 101

PSY 491 Special Topics in Psychology/3 sem. hrs. Topics in psychology 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.

PSY 498 Seminar in Psychology/3 sem. hrs. This course studies critically and in depth selected topics in Psychology. Students have major responsibility for selecting topics, doing independent reading, and making classroom presentations under the direction of the instructor. Specific content and possible prerequisites are announced in the course schedule for a given term. Students may re-enroll for seminars covering different content.

PSY 499 Independent Study in Psychology/1-12 sem. hrs. The student selects and carries out independently library and/or empirical research. Faculty supervision is provided on an individual basis. Prerequisite: Consent of Instructor.

PUBLIC ADMINISTRATION (PAD)

PAD 420 Metropolitan Government and Administration/3 sem. hrs. Overview of urban problems and politics. Special administrative problems of metropolitan areas comprising many government entities. Prerequisite: POL 101

PAD 430 Urban and Regional Planning/3 sem. hrs. Patterns of urban settlement and influence on social, political, and economic development. Methods of urban and regional planning. Prerequisite: POL 101

PAD 450 Public Finance/3 sem. hrs. (POL 450/2778) Principles and practices underlying government expenditures and revenues. The federal tax system, Debt management and intergovernmental federal, state, and local fiscal policies. Prerequisite: ECO 201

PAD 471 Professional Issues in Public Administration/3 sem. hrs. Current concerns of those in the field of Public Administration. Typical topics include public perceptions, relevant legislation, and ethical issues, professional identity, education, and personal development, futures directions.

PAD 491 Special Topics in Public Administration/3 sem. hrs. Topics in Public Administration 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.

SOCIAL SERVICES (SSR)

SSR 410 Child and Social Welfare/3 sem. hrs. Major welfare programs in the United States. History and current trends in service delivery. Prerequisite: SOC 101

SSR 420 Society and Aging/3 sem. hrs. (BES 320/2445) Interaction of social forces and lifestyles with psychological changes occurring in the aging process. Social Services to the aged, the aid to independent living and custodial care. Prerequisite: SOC 101

SSR 460 Substance Abuse Rehabilitation/3 sem. hrs. Types of substance abuse and their causes. Approaches to treatment and after-care for substance abuse. Prerequisite: PST 101
SSR 471 Professional Issues in Psychological and Social Services/3 sem. hrs. Current concerns of those in the field of Social Services. Typical topics include public perceptions, relevant legislation, and ethical issues; professional identity, education, and personal development, future directions.

SSR 491 Special Topics in Social Sciences/3 sem. hrs. Topics in Social Services 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.

SOCIOMETRY (SOC)

SOC 101 Introduction to Sociology/3 sem. hrs. (BES 102/2403) Survey of the theory and science of sociology. Study of culture, socialization, group differences, and social institutions.

SOC 211 Cultural Anthropology (SOC 205/2105) The comparative studies of cultures and societies, primitive and advanced.

SOC 321 Urban Society and Problems/3 sem. hrs. A sociological study of the contemporary city with special emphasis on social problems. Prerequisite: SOC 101 or 211

SOC 331 Contemporary Lifestyles (BES 215/2425) The evolution of alternative lifestyles in American culture. Contemporary patterns of marriage, the family, and single life. Family disorganization and divorce. Prerequisite: SOC 101

SOC 451 Social Change and Planning/3 sem. hrs. Theories of social change. Approaches to planned change within organizations and communities. Prerequisite: SOC 101

SOC 491 Special Topics in Sociology/3 sem. hrs. Topics in sociology 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.

TECHNOLOGICAL MANAGEMENT (BTM)

BTM 307 Human Development/3 sem. hrs. How maturation, learning and social contexts interact throughout the human life cycle. Coverage of physiological, cognitive, personality, and social development.

BTM 309 Personal Adjustment/3 sem. hrs. Pursuit of and barriers to psychological well-being. Emphasis on personal problem-solving skills to modify habits and emotional arousal, and to clarify and pursue personally valued goals. Experiential learning included.

BTM 313 Social Problems/3 sem. hrs. A sociological analysis of contemporary problems of individuals (substance abuse, crime), groups (minorities, the elderly), institutions (government, corporations), and the social environment (urbanization).

BTM 315 Business, Government and Social Responsibility/3 sem. hrs. 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.

Course prefixes and numbers in parenthesis are those that have been used in previous catalogs and schedules.
Nova College Faculty

NOVA COLLEGE FACULTY

The faculty of Nova College is principally drawn from qualified professionals in the community, as well as from centers and programs within the University. Most of the college's faculty have backgrounds in professional, industrial, managerial, civic, educational, or other private and public sectors of the community. For example, lawyers and judges teach criminal justice courses, accountants, personnel managers, and others teach in their fields. Principals and teacher curriculum specialists teach education courses.

All faculty are dedicated to the philosophy that contemporary higher education combines theory and practice and that the education of working professionals and adult students requires the active participation of both the student and the instructor.

NOVA COLLEGE FACULTY ADMINISTRATORS

ALEXANDER SCHURE
Chancellor, Nova University
Ph.D., Ed.D. New York University

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President, Nova University
B.S.S. College of the City of New York
M.A. New York University
Ed.D. Columbia University

ANNA MAE WALSH BURKE
Director, Nova College
Corporate Division
B.A. Manhattan College
M.S. Fordham University
Ph.D. Fordham University

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Director, Nova College
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B.A. Dartmouth College
M.A. Columbia Teachers College
Ed.D. University of Massachusetts

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B.A. Webster College
M.A. Northwestern University
Ed.D. Stanford University

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Ph.D. Union for Experimenting Colleges and Universities

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M.A. Indiana University
Ph.D. The Ohio State University

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B.A. Marquette University
M.A. Northwestern

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M.B.A. University of Windsor
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B.A. Florida State University
M.A. Florida State University
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Admissions and Career Guidance Counselor
B.S. Florida Presbyterian College
M.S. Nova University

MARION WOLFSON
Program Coordinator for Lifelong Learning
B.A. Barnard College

1980 Calendar

FALL 1980

AUGUST 25 - DECEMBER 20
(Second 8-week term begins October 27)

August 25  Trimester Begins
August 30, 31  Labor Day Weekend (no classes)
September 1, 2  Labor Day Weekend (no classes)
September 10, 11  Rosh Hashanah (no classes)
October 27  2nd 8-week Term Begins
November 27, 28  Thanksgiving Holiday (no classes)
NOTE: Classes will be held on Saturday, November 29
December 20  Trimester Ends

1981 Calendar

WINTER 1981

JANUARY 10 – MAY 1
(Second 8-week term begins March 7)
No Holidays

SPRING-SUMMER 1981

MAY 2 – AUGUST 24
(Second 8-week term begins June 30)
May 2  Trimester Begins
May 25  Memorial Day (no classes)
June 30  2nd 8-week Term Begins
NOTE: Saturday Classes Begin 1 week earlier on June 27
July 4  July 4th (no classes)
August 24  Trimester Ends

FALL 1981

AUGUST 26 – DECEMBER 20
(Second 8-week term begins October 22)
August 26  Trimester Begins
September 7  Labor Day (no classes)
September 29, 30  Rosh Hashanah (no classes)
October 7  Yom Kippur (no classes)
October 22  2nd 8-week Term Begins for Thursday, Friday, Saturday Classes
November 2  2nd 8-week Term Begins for Monday, Tuesday, Wednesday Classes
November 26, 27, 28  Thanksgiving Holidays (no classes)
December 20  Trimester Ends

INFORMATION REQUEST FORM

I would like more information about the following Nova University Center(s) and Program(s):

CHOSE ONLY ONE OF THE LEVELS INDICATED

☐ LEVEL I (PRE-COLLEGE, NURSERY THROUGH GRADE 12) SCHOOL CENTER

☐ LEVEL II (FOR PERSONS WITHOUT A BACHELOR'S DEGREE) UNDERGRADUATE PROGRAMS — NOVA COLLEGE
  ☐ Corporate Program (Computer Science, Electronics, Engineering)
  ☐ Career Development Division (Business, Education, Human Sciences)

☐ LEVEL III (GRADUATE PROGRAMS — MASTERS AND EDUCATIONAL SPECIALIST) SELECT NO MORE THAN THREE
  ☐ Administration (Business and Public Administration, Criminal Justice, Human Resource Management & Computer Science)
  ☐ Behavioral Sciences (Counseling, Guidance, Human Services, Psychology)
  ☐ Education (Administration/Supervision, Curriculum/Instruction, Child Care, Early Childhood, Elementary, Exceptional Child, Health & Reading)

☐ LEVEL IV (DOCTORAL PROGRAMS) SELECT NO MORE THAN THREE
  ☐ Administration (Business and Public Administration)
  ☐ Behavioral Sciences (Clinical and Child Psychology)
  ☐ Education (Early Childhood)
  ☐ Higher Education (Community College, Vocational-Technical & Adult)
  ☐ Law
  ☐ Life Sciences
  ☐ Ocean Sciences
  ☐ School Leadership (Administration of Schools)

In addition to the above I would like information about:
  ☐ Intensive English (For non-English-speaking students)
  ☐ Institute for Retired Professionals
  ☐ Microcomputing

COMMENTS: ____________________________

______________________________________________________________________________________________

NAME ____________________________

ADDRESS ____________________________________________________________

CITY ____________________________ STATE ____________________________ ZIP ______

HOME PHONE ( ) ____________________________ BUSINESS PHONE ( ) __________________

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

This 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.