

1991

## Nova College 1991-92 Catalog

Nova University

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# Nova College

## 1991-92 Catalog

Center for Undergraduate Studies



# **Nova University**

**The James M. Farquhar Center  
for Undergraduate Studies:  
Liberal and Professional Studies,  
Career Development Studies**

**1991-92 Catalog  
Published May, 1991**

Policies and programs set forth herein are effective through June, 1992. The regulations and requirements herein, including fees, are necessarily subject to change without notice at any time at the discretion of the Nova University Administration.

Nova University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's, educational specialist, and doctoral degrees. Nova University admits students of any race, color, and national or ethnic origin.

Nova University is a member of the American Association of Colleges for Teacher Education.



Now in its third decade, Nova University is beginning to see the impact that its graduates are having on 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 that 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 while it is meeting these needs.

*Abraham S. Fischler*  
*President, Nova University*

## CONTENTS

ACADEMIC CALENDAR .....	iv
NOVA UNIVERSITY .....	2
NOVA COLLEGE .....	2
LIBERAL AND PROFESSIONAL STUDIES .....	26
PROGRAMS OF STUDY .....	39
CAREER DEVELOPMENT STUDIES .....	64
PROGRAMS OF STUDY .....	75
COURSE DESCRIPTIONS .....	104
FACULTY AND ADMINISTRATIVE STAFF .....	150
ABOUT NOVA UNIVERSITY .....	158
INDEX .....	173

# ACADEMIC CALENDAR

## FALL 1991

	Liberal & Professional Studies	Career Development Studies	Computer Science & Engineering
Registration	Jul 29-Aug 19	Jul 29-Aug 19	Jul 22-Aug 12
Late Registration	After Aug 19	After Aug 19	After Aug 12
New Student Orientation			
Classes Begin	Aug 26	Aug 26	Aug 19
Change of Registration (prior to 2nd week)	Aug 26-31	Aug 27-31	Aug 19-24
LABOR DAY - University Closed	Sep 2	Sep 2	Sep 2
ROSH HASHANAH - University Closed	Sep 9	Sep 9	Sep 9
Evening Classes Meet			
YOM KIPPUR - No Evening Classes		Sep 17-18	Sep 17-18
University Closed	Sep 18	Sep 18	Sep 18
End of Withdrawal (prior to 7th week)	Oct 5	Oct 12	Oct 12
Classes End	Oct 18	Oct 23	Oct 14
Registration	Sep 23-Oct 14	Sep 23-Oct 17	Sep 23-Oct 14
Late Registration	After Oct 14	After Oct 17	After Oct 14
Classes Begin	Oct 21	Oct 24	Oct 21
Change of Registration (prior to 2nd week)	Oct 21-26	Oct 24-30	Oct 21-26
THANKSGIVING - University Closed	Nov 28-30	Nov 28-30	Nov 28-30
End of Withdrawal (prior to 7th or 15th week)	Nov 27	Dec 7	Dec 2
Classes End	Dec 13	Dec 21	Dec 20

## WINTER 1992

	Liberal & Professional Studies	Career Development Studies	Computer Science & Engineering Studies
Registration	Nov 19-Dec 17	Nov 19-Dec 17	Nov 19-Dec 17
Late Registration	After Dec 17	After Dec 17	After Dec 17
Classes Begin	Jan 7	Jan 6	Jan 6
Change of Registration (prior to 2nd week)	Jan 7-13	Jan 7-12	Jan 7-11
MARTIN LUTHER KING DAY - University Closed	Jan 20	Jan 20	Jan 20
End of Withdrawal (prior to 7th week)	Feb 15	Feb 17	Feb 21
Classes End	Feb 28	Mar 2	Mar 6
Registration	Jan 27-Feb 24	Jan 27-Feb 25	Feb 2-Mar 2
Late Registration	After Feb 24	After Feb 25	After Mar 2
Classes Begin	Mar 2	Mar 3	Mar 9
Change of Registration (prior to 2nd week)	Mar 2-7	Mar 3-9	Mar 9-14
SPRING BREAK	Mar 30-Apr 3	Mar 31-Apr 2	Apr 17
GOOD FRIDAY - University Closed	Apr 17	Apr 17	Apr 17
End of Withdrawal (prior to 7th or 15th week)	Apr 16	Apr 16	Apr 24
Classes End	May 1	May 2	May 8

## SPRING/SUMMER 1992

	Liberal & Professional Studies	Career Development Studies	Computer Science & Engineering Studies
Registration	Apr 6-27	Apr 6-27	Mar 30-Apr 20
Late Registration	After Apr 27	After Apr 27	After Apr 20
Classes Begin	May 4	May 4	May 11
Change of Registration (prior to 2nd week)	May 4-9	May 4-9	May 11-16
MEMORIAL DAY University Closed	May 25	May 25	May 25
End of Withdrawal (prior to 7th week)	Jun 13	Jun 13	Jun 26
Classes End	Jun 26	Jun 27	Jul 10
INDEP DAY	Jul 4	Jul 4	Jul 4
Registration		May 26-Jun 22	
Late Registration		After Jun 22	
Classes Begin		Jun 29	Jun 22
Change of Registration (prior to 2nd week)		Jun 29-Jul 3	Jun 22-26
End of Withdrawal (prior to 7th or 15th week)		Aug 8	Aug 7
Classes End		Aug 21	Aug 14

# 1991-92 CALENDAR

1991

JANUARY	MAY	SEPTEMBER
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5	1 2 3 4	1 2 3 4 5 6 7
6 7 8 9 10 11 12	5 6 7 8 9 10 11	8 9 10 11 12 13 14
13 14 15 16 17 18 19	12 13 14 15 16 17 18	15 16 17 18 19 20 21
20 21 22 23 24 25 26	19 20 21 22 23 24 25	22 23 24 25 26 27 28
27 28 29 30 31	26 27 28 29 30 31	29 30
FEBRUARY	JUNE	OCTOBER
1 2	1	1 2 3 4 5
3 4 5 6 7 8 9	2 3 4 5 6 7 8	6 7 8 9 10 11 12
10 11 12 13 14 15 16	9 10 11 12 13 14 15	13 14 15 16 17 18 19
17 18 19 20 21 22 23	16 17 18 19 20 21 22	20 21 22 23 24 25 26
24 25 26 27 28	23 24 25 26 27 28 29	27 28 29 30 31
	30	
MARCH	JULY	NOVEMBER
1 2	1 2 3 4 5 6	1 2
3 4 5 6 7 8 9	7 8 9 10 11 12 13	3 4 5 6 7 8 9
10 11 12 13 14 15 16	14 15 16 17 18 19 20	10 11 12 13 14 15 16
17 18 19 20 21 22 23	21 22 23 24 25 26 27	17 18 19 20 21 22 23
24 25 26 27 28 29 30	28 29 30 31	24 25 26 27 28 29 30
31		
APRIL	AUGUST	DECEMBER
1 2 3 4 5 6	1 2 3	1 2 3 4 5 6 7
7 8 9 10 11 12 13	4 5 6 7 8 9 10	8 9 10 11 12 13 14
14 15 16 17 18 19 20	11 12 13 14 15 16 17	15 16 17 18 19 20 21
21 22 23 24 25 26 27	18 19 20 21 22 23 24	22 23 24 25 26 27 28
28 29 30	25 26 27 28 29 30 31	29 30 31
JANUARY	MAY	SEPTEMBER
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4	1 2	1 2 3 4 5
5 6 7 8 9 10 11	3 4 5 6 7 8 9	6 7 8 9 10 11 12
12 13 14 15 16 17 18	10 11 12 13 14 15 16	13 14 15 16 17 18 19
19 20 21 22 23 24 25	17 18 19 20 21 22 23	20 21 22 23 24 25 26
26 27 28 29 30 31	24 25 26 27 28 29 30	27 28 29 30
	31	
FEBRUARY	JUNE	OCTOBER
1	1 2 3 4 5 6	1 2 3
2 3 4 5 6 7 8	7 8 9 10 11 12 13	4 5 6 7 8 9 10
9 10 11 12 13 14 15	14 15 16 17 18 19 20	11 12 13 14 15 16 17
16 17 18 19 20 21 22	21 22 23 24 25 26 27	18 19 20 21 22 23 24
23 24 25 26 27 28 29	28 29 30	25 26 27 28 29 30 31
MARCH	JULY	NOVEMBER
1 2 3 4 5 6 7	1 2 3 4	1 2 3 4 5 6 7
8 9 10 11 12 13 14	5 6 7 8 9 10 11	8 9 10 11 12 13 14
15 16 17 18 19 20 21	12 13 14 15 16 17 18	15 16 17 18 19 20 21
22 23 24 25 26 27 28	19 20 21 22 23 24 25	22 23 24 25 26 27 28
29 30 31	26 27 28 29 30 31	29 30
APRIL	AUGUST	DECEMBER
1 2 3 4	1	1 2 3 4 5
5 6 7 8 9 10 11	2 3 4 5 6 7 8	6 7 8 9 10 11 12
12 13 14 15 16 17 18	9 10 11 12 13 14 15	13 14 15 16 17 18 19
19 20 21 22 23 24 25	16 17 18 19 20 21 22	20 21 22 23 24 25 26
26 27 28 29 30	23 24 25 26 27 28 29	27 28 29 30 31
	30 31	

1992



# **NOVA UNIVERSITY**

## **MISSION**

Nova University's centers and programs share a common mission - to educate students for leadership roles in a variety of professions, such as law, education, psychology, business and public administration, international studies, oceanography, and computer and information science. In the Nova University educational continuum, pre-professional training begins as early as The University School, continues through the college level, and culminates in the various graduate centers for professional studies. Through the Nova University Education Plan, students master appropriate skills and disciplines at each academic level, develop a sense of professional ethics and responsibility, and learn to appreciate the role of the professional as a key individual in society.

"The Nova Plan" stresses the critical relationship between theory and practice; it reinforces and tests the classroom experience through applied research and community service as integral parts of academic experience. Consistent with its mission, Nova University extends its resources to provide educational opportunities to working professionals nationwide, with faculty teaching at corporate and other locations across the country. Nova also delivers programs through a variety of educational technologies, including telecommunications. Nova University is committed to the idea that education should not be timebound or placebound. Through its educational offerings, research projects and programs of public service, the University encourages the free exchange of ideas and the search for knowledge that is the cornerstone of the academic tradition.

# **NOVA COLLEGE**

## **MISSION**

As part of Nova University, Nova College is known for its innovative educational mission. Nova is not just another college. It was selected in 1981 as one of 18 universities and colleges in the country to participate in a three-year project at the University of Chicago on Quality in Non-traditional Education. In 1987 Nova College entered into a cooperative arrangement with the state of Florida to develop a liberal studies program to provide a coherent and integrated curriculum of interdisciplinary studies.

Nova College provides quality education leading to the Bachelor of Science degree. Studies at Nova College are designed to produce students who think clearly, communicate effectively, understand new technology and ideas, and analyze and solve problems. Knowledge and skills are acquired in the areas of behavioral and social sciences, communications, humanities and arts,

economics, and science, mathematics, and technology. Moreover, students will specialize in a preferred area of concentration, preparing them to enter or advance in careers or to continue with graduate studies. Faculty and administration are sensitive and responsive to the needs of the individual. They are available to students throughout the day. Faculty are chosen because of their commitment to teaching and learning. They challenge students to excel in their studies and maintain an openness to new information.

Students receive thoughtful academic and personal guidance by professional advisors. Classes are small and interactive.

At Nova, students will have the advantage of studying at a major University with nationally recognized graduate programs and research. Eligible Nova College graduates will have the opportunity to move directly into Nova's graduate degree programs which include an array of master's, educational specialist and doctoral programs. Graduates will enter their chosen career or graduate program highly qualified; they will acquire the skills, knowledge and understanding necessary to excel in a rapidly changing international, intercultural and technological society.

## **ORGANIZATION**

### **Liberal & Professional Studies**

The Liberal and Professional Studies program provides recent high school graduates a quality education leading to either the bachelor of science or bachelor of arts degree. Students enroll in a general education program which combines an integrated curriculum of interdisciplinary core studies emphasizing effective writing, communication, and critical analysis with a required distribution of courses from the areas of literature, art, history, science and technology, oral communication and hemispheric and global diversity. The general education program is intended to help students think clearly, communicate effectively, understand new technologies, solve problems effectively, and appreciate the connections that bind us as individuals into a community and which enhance the quality of life for each person. Equally important, students study and work in major fields that prepare them to enter careers or to continue with graduate studies. Students have the additional opportunity for instruction and guidance from faculty in graduate centers of Nova University in the areas of business, education, behavioral sciences, law, oceanography, science, and computer science. Also, students are encouraged to study independently with experts in their chosen fields either in academic settings or through intern experiences. This unique programming is made possible through individualized attention by a professional advising staff committed to optimal achievement by each student enrolled.



## Career Development Studies

The Career Development Studies Programs of Nova College have been designed for adults. Courses are offered in the evenings and on weekends on campus and at institutional, industrial, and other off-campus locations convenient to the student. Although course content meets traditional educational requirements, courses are scheduled to meet the needs of employed students and are taught by University professors as well as knowledgeable professionals in the community.

Most of the approximately 2,500 students currently enrolled in the Career Development Studies Program are employed and have families. They bring with them a mature, stable and determined interest in enhancing themselves through acquiring new knowledge and skills. They have considerable practical experience and a desire to play an active role in their own future education.

## Institute for Retired Professionals

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

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. Because of their varied interests and life experiences, IRP members act as teachers and students, thus sharing with and learning from one another. In the IRP, retirees from all walks of life explore new interests and directions.

The Institute meets from mid-October through May, followed by a summer session of 4-6 weeks. Two different classes meet each day; one from 10:00 A.M. to 11:30 A.M. and the other from 12:30 P.M. to 2:00 P.M.

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

**Lecture Series and Workshops.** Members attend lecture courses and workshops conducted by Nova University faculty and other experts exclusively for IRP members.

**Field Trips, Social Gatherings, and Special Events.** IRP members enjoy travel! Day field trips, weekends, and weeklong jaunts are planned by a committee. Some recent visits included St. Augustine, Asolo State Theatre in Sarasota, the Edison Home in Fort Myers, and the Spoleto Festival in Charleston,

South Carolina. IRP members enjoy parties! Luncheons and parties are planned and carried out by members.

**Summer Program.** Each year a summer study program is designed to meet the membership's needs. In addition, a travel/study experience abroad is part of the program. Recent trips over the past several summers included a study group to Israel and Egypt as well as travel to China and the Soviet Union.

Additional printed information is available about the IRP.

## RESOURCES

The administrative offices for Nova College are located in the Parker Building, 3301 College Avenue, Fort Lauderdale, 33314. The telephone number for the main campus is 305-475-7360, or 1-800-541-6682.

## Campus and Off-Campus Locations

The main campus of Nova University, including the main campus of Nova College, is southwest of Fort Lauderdale, Florida, approximately ten 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 Shepard Broad Center for the Study of Law is in the Leo Goodwin, Sr. Law Building at 3100 S.W. 9th Avenue near downtown Fort Lauderdale. The Oceanographic Center is located on the south side of the marine entrance to Port Everglades at 8000 North Ocean Drive, Dania, Florida.

## 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 **Einstein Library**, on the first floor of the Parker Building, contains a thorough collection of books and journals to support the research needs of Nova University students and faculty. This facility also includes individual study carrels and microform readers. The card catalog is on compact disc, as well as over a dozen specialized indexes and reference materials. Instruction is available for use of this new technology.

The William Springer **Richardson Library** at the Oceanographic Center at Port Everglades contains a specialized collection of books and periodicals related to research in physical, biological and chemical oceanography.

The **Law Library** is housed in the Leo Goodwin, Sr. Law Building. The library collection, with over 250,000 volume equivalents, contains the standard materials required for legal study and research: English, American, and state periodicals, treatises, and loose leaf services. In addition to this basic collection, the library includes extensive materials in the area of taxation, land use

planning, and international law. It is one of the few collections designated as a depository for United Nations documents. The Law Center also houses a majority of the United States Government documents that are deposited with Nova University.

The combined holdings of the University library system contain extensive collections in the law, business, computer sciences and psychology. Through computer terminals, the Nova libraries are connected with the DIALOG Information Retrieval System as well as OCLC and other national databases and networks.

Through special cooperative arrangements, Nova University students have access to other libraries in the South Florida Educational Consortium, Florida Library Information Network, and the Southeast Florida Library Information Network. In support of 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.

## AMERICAN CULTURE AND LANGUAGE INSTITUTE

The American English program at Nova University offers high quality, intensive instruction in American language, customs, and practices.

The program emphasizes the acquisition of English language skills; bringing students from their current level of fluency to college entrance level in grammar, writing, reading comprehension, vocabulary, speaking, and listening. The program is divided into three skill levels from Phase I, for students with little or no previous knowledge of English, through Phase III, which is the Advanced level. Phase III is divided into two tracts. Tract A - American University English - prepares students for study at American colleges and universities. Tract B - American Business Customs and Language introduces advanced students to the language and cultural practices of American business.

The program includes prescriptive laboratory instruction utilizing language tapes, video cassettes, and computer software. Cultural studies are integrated throughout the curriculum. Students graduating from the program are awarded a certificate.

Entrance requirements for the American Culture and Language Institute:

1. Minimum age of 17 years
2. A high school diploma or its equivalent

The program is approved by the U.S. Department of Immigration and Naturalization to issue the I-20 student visa application. The I-20 is issued to a prospective student only if the student meets the program entrance requirements, has submitted the required deposit of \$245, which is non-refundable, and has sent a letter of financial responsibility from his or her bank or the bank of a parent or sponsor.

### Fees:

Tuition:	\$1,525.00	per term
Registration Fee:	\$25.00	per term
Testing Fee:	\$20.00	
Student Activity Fee:	\$25.00	per term
Computer Lab Fee:	\$10.00	per term

## COMPUTING AND LABORATORY FACILITIES

Laboratory experiences are available in electronics, computer science and engineering, as well as in general physics and life science.

An "ethernet" Computer Network connecting individual computers and terminals to each other and to the University Computing System has been established on campus allowing the development of a Local Area Network for electronic interaction among students, faculty and administration. Computing Resources include several DEC VAX servers and SUN workstations.

Laboratories contain PCs and Macintosh systems for student use. The UNIX operating system serves as the host for numerous computing and communication activities. Nova University is a member of SURAnet and maintains a T1 connection to the Internet.

## LEARNING RESOURCE CENTER

The Learning Resource Center provides students with individual help in English, critical reading, study skills, math, statistics, and accounting. Students who are writing papers and need help with planning, organization, grammar, or punctuation can work with a tutor. Other services include computer assisted instruction, practice tests for math competency, diagnostic tests, and personalized programs for skill development. The Learning Resource Center offers individualized programs and workshops in the following study skills areas: goal setting and time management; critical reading; text and lecture note-taking; and test-taking strategies. Students are encouraged to make an appointment during the Learning Resource Center's regular hours.

## TEXTBOOKS

Books should be picked up before the first class. The local bookstore carrying required textbooks is:

Nova Books, Inc.  
6508 S.W. 39th Street  
Davie, Florida 33314  
Phone: (305) 583-5860

**MEMBERSHIP**

Nova University is a member of the Florida Association of Colleges and Universities, the Independent Colleges and Universities of Florida, the American Council on Education, the College Entrance Examination Board, the Council for Adult and Experiential Learning, the Southeast Florida Educational Consortium, the American Association of Colleges for Teacher Education and the Association of American Colleges. Programs in undergraduate education are approved by the Florida Department of Education.

**ACCREDITATION**

Nova University is accredited by the Commission on College of the Southern Association of Colleges and Schools to award bachelor's, master's, educational specialist, and doctoral degrees. Nova University admits students of any race, color, and national or ethnic origin. Courses in education have program approval by the Florida Department of Education.

**HOUSING**

Five-story and three-story buildings of attractively furnished units provide space to accommodate most full-time students. The one-bedroom/one-bath, two-bedroom/one-bath, and two-bedroom/two-bath units come equipped with a functionally- designed kitchen, custom bookshelves and desks, spacious closets, ceramic tile bath with tub-shower, cable TV service and phone outlets. Each apartment has separate bedroom and living room areas, individually controlled air conditioning and heating, daily mail service, and 24-hour security. Coin operated laundry facilities are available. Nova University is close to major shopping centers and within walking distance of supermarkets, restaurants, fast-food chains, and many stores and services. Housing rates are per semester per person including air conditioning and utilities. For further information about student housing, call or write to the Office of Residential Life, 305-475-7052.

**COOPERATIVE EDUCATION PROGRAM**

Cooperative Education is a program that combines professional experience with academic study. Cooperative Education students alternate trimesters at Nova with trimesters of work in a professional assignment that is related to their field of study. This program offers students additional preparation for their future careers in industry and business.

To be eligible for participation in the Cooperative Education Program a student must have—

- 1. completed 45 semester hours of credit including transfer credit
- 2. earned a CQPA of 2.5 or higher, and

- 3. completed specific required courses in his/her major as specified by the program office.
- Participation in the Cooperative Education Program has many advantages. In addition to receiving a salary, the Cooperative Education students will—
- 1. have an opportunity to utilize classroom knowledge in a professional work environment,
  - 2. have a chance to observe professionals at work in their chosen field,
  - 3. be able to test their career decision to make sure they are in the right field,
  - 4. develop work profiles that will enable them to get good jobs upon graduation, and
  - 5. be given opportunities to receive academic credit for their co-op experience.

For further information, contact the Cooperative Education office at 476-1962 or stop by Parker 204.

**FINANCES AND STUDENT AID**

**TUITION AND FEE SCHEDULE FOR 1991-92\***

Application fee (nonrefundable)	\$ 30.00
Registration fee (nonrefundable)	\$ 25.00
Late registration fee (nonrefundable)	\$ 25.00
Tuition Deferment Fee	\$ 50.00
Tuition*	
(per credit hour)	\$235.00
Graduation Fee	\$ 30.00
Laboratory Fee (per credit)	\$ 12.00
Materials Fee - variable where applicable	
Student Activities Fee (per semester)	\$ 75.00
Student Services Fee (per semester)	\$ 10.00
Orientation Fee	\$ 50.00
Transcript Fee	\$ 3.00
Credit by Examination (3 credits)	\$125.00
Cap and Gown rental - fee assessed at time of graduation	

\*1991-92 tuition and fees are subject to Board of Trustees approval.

**REGISTRATION**

Each term at Nova has a designated registration period. Any student who completes registration after the close of the official registration period will be assessed a late fee.



To register in person, submit your completed registration form to the Registrar's Office, Parker Building, third floor. The office is open Monday through Thursday 8:30 a.m. to 7:00 p.m., Friday 8:30 a.m. to 6:00 p.m., and Saturday 9:00 a.m. to 12:00 noon. Tuition and fees must be paid at the time of registration to the Accounts Receivable Office, Parker Building, third floor. Accounts Receivable is open Monday through Thursday 8:30 a.m. to 7:00 p.m., Friday 8:30 a.m. to 6:00 p.m. and Saturday 9:00 a.m. to 12:00 p.m. The registration form with payment for tuition and fees may also be mailed to the Registrar's Office, Nova University, 3301 College Avenue, Fort Lauderdale, Florida 33314.

## **PAYMENT POLICY**

Nova University requires that tuition for all courses be paid in full at the time of registration. Checks should be made payable to Nova University. Students may choose to pay tuition and fees by cash, check, Master Card, Visa, American Express, or Discover. To pay by charge card when mailing a registration, clearly print the account number and the expiration date in the designated area of the registration form.

Students receiving financial aid are allowed to consider certain types of loans and other aid, as shown on their official award letter, to satisfy their bills at registration even though the aid or loans have not yet been physically disbursed to them or posted to their accounts. A copy of the official award letter must be returned with the registration form.

Students eligible for employee-sponsored tuition reimbursement benefits may defer tuition payment until five weeks after the end of each course; however, at the time of registration, the student must submit post-dated checks or future credit card authorizations (for processing five weeks after the end of the course) and furnish a statement of eligibility from the employer. There is a \$50.00 fee for this option; this fee and other charges (excluding tuition) must be paid at the time of registration.

Full-time undergraduates may also elect to pay in three installments: 50% at registration, 25% sixty days after registration and 25% ninety days after registration. Post-dated checks or credit card authorizations for the two later payments must be provided at the time of registration, along with the \$50.00 fee for this option.

## **Change of Registration**

The Change of Registration Period is the first week of a term. A student may drop one course and add another course in its place during the first week of the term without a financial penalty by submitting a Student Transaction Form, available in the Registrar's Office. To add a course after the first class meeting, written permission must be obtained from the instructor or program advisor.

## **Withdrawal Period with a Refund**

Students who wish to receive a refund of tuition upon withdrawal from a course must complete a Student Transaction Form, available in the Registrar's office. The following schedule will apply:

### **Liberal & Professional Studies Students:**

100% refund:	notice of drop in writing before first class meeting
75% refund:	notice of drop in writing by end of first week, regardless of class attendance
50% refund:	notice of drop in writing by end of second week, regardless of class attendance

No refund will be made after the end of the second week. The \$200.00 deposit paid in the Liberal & Professional Studies Program is not refundable.

### **Career Development Students:**

100% refund:	notice of drop in writing before first class meeting.
75% refund:	notice of drop in writing before second class meeting, regardless of class attendance.
50% refund:	notice of drop in writing before third class meeting, regardless of class attendance.

Refunds will be based on the postmark date or Registrar's Office stamped date of written notification, not on the last date of attendance. Fees other than tuition are not refundable.

To withdraw from a course after the refund period, see Withdrawal Policy on page 37.

## **Refund Policy for Students in Paralegal/Legal Assistant Studies Program**

Students are held financially responsible only for those courses taken. Students who wish to receive a refund of tuition upon dropping a course must complete an official Student Transaction form. The following schedule will apply:

100% refund:	before the first class meeting
75% refund:	before the second class meeting
50% refund:	before the third class meeting

Refunds will be based on the last date of attendance. All monies will be refunded if the applicant cancels the enrollment agreement within three business days after signing. All monies will be refunded if the applicant is rejected as a student.

## **Exceptional Circumstances**

Refunds or credits to your account for exceptional circumstances after the

first day of class will be considered only when the following terms are satisfied:

1. **MEDICAL** - A doctor's explanation should be submitted indicating why you should not continue in class or why your school load should be decreased. Dates of illness are required to determine if this illness occurred during the term. For a hospital stay, receipts (with dates) must be provided.
2. **EMPLOYMENT EMERGENCY** - A letter from the Personnel Office of your employer should be submitted stating dates and reasons you were unable to attend.
3. Other reasons must be supported by a written explanation of why you were unable to attend. Dates and receipts, if appropriate, must be included. Each situation will be handled on an individual basis.

It is the responsibility of the student to provide the necessary documentation to the Director of Student Affairs who will then approve or disapprove the request and submit it to the Registrar's Office.

If a 100% refund or credit is granted, the course or courses will be removed from the student's record.

## **INTERRUPTION OF STUDIES**

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

## **STUDENT FINANCIAL AID 1991-92**

The Office of Student Financial Aid administers the University's financial aid programs of grants, loans, scholarships and student employment. In addition, professional financial aid advisors can help students plan for the most efficient use of their financial resources for education.

To the extent that financial aid funds are available, it is the purpose of Student Financial Aid to provide needy, qualified students with financial aid in the form of loans, grants, and employment. In order to make the best use of our funds, awards normally consist of a "package" of two or more of these types of aid.

Underlying the awarding of financial assistance is the nationally accredited philosophy that students have a responsibility for contributing, from earnings

and savings, toward their own costs. Financial aid resources serve to supplement the student's resources.

A student must be a U.S. citizen or be in the United States for other than temporary purposes, and must be enrolled at least half-time (6 hours per semester) in a degree-seeking program in order to receive financial aid.

A prospective student who will require financial aid in order to attend the University should apply for financial assistance while a candidate for admission. Students must complete the University's Financial Aid Application, and submit the Financial Aid Form (FAF) to the College Scholarship Service (CSS) for need analysis.

Financial aid applications are accepted throughout the year, but it is important to note that the priority deadline date for receipt of aid applications is April 1. New applications must be filed each year, whether or not funds were received previously. In awarding available funds, preference is given to students who file their applications by the priority deadline date. Generally, full-time students must earn 24 credits each academic year and maintain a cumulative G.P.A. of 2.0 or higher in order to qualify for renewal of financial assistance.

The following is a brief, general description of the major financial assistance programs available through the Office of Student Aid.

## **FEDERAL PROGRAMS**

**Pell Grant** The Pell Grant program provides federal grant aid to needy undergraduate students who are enrolled at least half time (6 credits per term). Awards range from \$200 to \$2200 per year, and no repayment is required. All undergraduates who apply for need-based assistance are required to apply for a Pell Grant, as it is the base on which all other aid is awarded.

**Supplemental Educational Opportunity Grant (SEOG)** The SEOG program provides additional grant assistance to needy undergraduate students. Funds are limited, and priority is given to full-time students who meet the April 1st deadline.

**Stafford Guaranteed Student Loans (GSL)** The Stafford Loan program provides low-interest, need-based loans through participating banks, credit unions, and other financial institutions. Undergraduate students who are enrolled at least half time are eligible to apply. The interest rate is 8%. For students who borrow their first GSL after July 1, 1988, the interest rate will rise to 10% during the fifth year of repayment. Freshmen and sophomores can borrow up to \$2625 per year; juniors and seniors may receive up to \$4000 per year. Repayment begins six months after the student is no longer enrolled at least half time.

**Perkins Loans (NDSL)** This program offers long-term, 5% interest loans

to students who are enrolled at least half time. Eligibility is based on financial need. Repayment begins nine months after the student is no longer enrolled at least half time if the student did not have a loan prior to July 1, 1987. Priority is given to students who meet the April 1st deadline.

**Supplemental Loans for Students/Loans for Parents (SLS/PLUS)** This provides non-need-based loans to independent students and parents of dependent students. The annual maximum loan limit is \$4000. Repayment begins 30 to 60 days after disbursement of the loan; however, payments may be deferred while the student is enrolled full time. Unlike the Stafford, the interest on the SLS/PLUS does accrue during deferment. The interest rate is variable but will not exceed 12%.

**College Workstudy (CWS)** Part-time jobs on campus are available for needy students through the CWS program. Generally, students work 15 to 20 hours per week. The rate of pay varies according to the job.

#### STATE PROGRAMS

**State Tuition Voucher Fund (STV)** Full-time students may receive up to \$1200 per year to offset the cost of tuition and fees, regardless of financial need. Students must be one-year Florida residents to qualify. A separate application form is required.

**Florida Student Assistance Grant (FSAG)** FSAG provides grants of up to \$1,300 to needy undergraduates. Students must be enrolled full time, be one-year Florida residents, and meet the April 15th deadline.

**Florida Undergraduate Scholars Fund** The Academic Scholars program rewards outstanding high school achievement by offering scholarships of up to \$2500 per year. Students must be Florida residents and must be enrolled full time. These awards are renewable provided the student maintains a 3.2 grade point average. A separate application, available from Florida high schools is required.

**Florida Teacher Scholarship/Loan** Students who are enrolled as juniors or seniors in a teacher education program and majoring in a critical teacher shortage area are eligible to apply for this program. The maximum Scholarship/Loan award is \$4,000 per year for up to two years. Students who teach full time after graduation in a Florida school will not be required to repay the loan. Students who do not meet these requirements will repay the loan at the designated interest rate. A separate application form is required and must be submitted by March 15 to the Office of Student Financial Aid. SAT or ACT scores must be on file at Nova University before the deadline in order for applications to be processed.

**Chappie James Most Promising Teacher Scholarship Program** This scholarship is offered to one top graduating senior from each public secondary school in Florida. Priority will be given to candidates who plan to teach in critical teacher shortage areas identified by the State Board of Education. The maximum award is \$4,000 per year for up to four years. The recipient must agree to enter the public teaching profession in Florida for a minimum number of years equal to at least the number of years the scholarship was received. Application forms are available from high school guidance offices.

**Seminole and Miccosukee Indian Scholarships** Grants to cover educational expenses are available each year to qualified members of the Seminole or Miccosukee Indian tribes, based on financial need. Applications are available from the Higher Education Committee of either tribe.

**Florida College Career Work Experience Program (CCWEP)** Part-time jobs off campus are available through this program for needy undergraduate students. Students must be one-year Florida residents to qualify and the positions held must be related to their academic majors.

#### NOVA UNIVERSITY SCHOLARSHIPS AND GRANTS

Nova annually offers scholarships and grants to both incoming and returning students. Eligibility and academic qualifications vary according to the award. In order to be considered for selection, applicants must have a completed file, including the Financial Aid Form, and be officially accepted. Awards will be made on a first come, first served basis. These scholarships will be combined with other federal and state financial aid programs to help meet the financial need of students.

**Minority Matching Fund Scholarships** Minority Matching Fund Scholarships These are matching fund scholarships restricted to community service organizations or recognized organizations with scholarship funds. Nova College will match the amount granted to an eligible full-time student by the organization. Maximum award is \$1,000 per academic year, and may not exceed the student's unmet need as stated in his/her Nova Financial Aid file.

**Donor Scholarships** Donor Scholarships The University offers a number of academic scholarships which are made possible by donations to our scholarship fund. Awards are made to eligible students who have filed an FAF and a Scholarship Application by April 1 and have at least a 3.0 grade point average.

**The Joseph W. Fordyce Scholarship** This is a full tuition scholarship awarded annually to a full-time student from Broward Community College's Honors Program. This scholarship is funded by Nova College Career Develop-



ment Studies Programs. To be eligible, a student must be an adult learner excelling academically and have earned an honors certificate upon graduation from Broward Community College.

**IRP Endowed Scholarship Fund** This fund, established by the Institute for Retired Professionals, provides annual grants to new and returning undergraduate students. A 3.25 high school or college GPA, high financial need (based on Nova Financial Aid file), 2 letters of recommendation and an essay are required. Applications are available from Student Affairs or Financial Aid offices.

#### **Nova College Honor Awards (New Students in Liberal & Professional Studies)**

- I. Nova Honor Award - Freshman Qualifications (\$2,000 - \$6,000) (1) Cumulative grade point average (G.P.A.) of 3.0 or above; (2) Counselor/Faculty recommendation; (3) Renewable with a 3.0 Nova GPA.
- II. Nova Honor Award - Transfer Qualifications (\$2,000 - \$6,000) (1) 30 or more semester hours earned from a regionally accredited institution; (2) A minimum cumulative G.P.A. of 3.2; (3) Counselor/Faculty recommendation; (4) Renewable with a 3.0 Nova GPA.
- III. Nova Honor Award - Minority Qualifications (\$2,000 - \$6,000) (1) Minority students; (2) Cumulative G.P.A. of 3.0 or above; (3) Counselor/Faculty recommendations; (4) Renewable with a 3.0 Nova GPA.
- IV. Nova Service Award - (\$1,000) (1) For new (incoming) students who have displayed outstanding leadership and/or service in high school; (2) high financial need required; (3) Counselor recommendation; (4) Non-renewable.

#### **Nova College Scholars (Liberal & Professional Studies)**

Returning Students (up to \$1,000) (1) Continuing Liberal and Professional Studies Students; (2) 24 credit hours completed at Nova by the end of the Winter term; (3) Cumulative G.P.A. at Nova of 3.0 or above; (4) SAT/ACT scores on file; (5) Completed scholarship application. This scholarship is for one year only; recipients must reapply each year for renewal.

Scholarship recipients will be notified by mail and need to respond within one (1) month. Renewal of scholarships is dependent upon a 3.0 Nova cumulative G.P.A. and full-time status.

For more information contact the Nova College Admissions Office or the Office of Student Financial Aid. To request the necessary forms call:

Admissions (305) 475-7360 (Local) or 1-800-541-6682 Ext. 7360  
(Non Local/Out of State)  
Student Financial Aid (305) 475-7410 (Local) or 1-800-541-6682  
Ext. 7410 (Non Local/Out of State) Renewal of Awards

#### **Renewal Of Awards**

Nova Honor Awards are automatically renewed as long as the student maintains a 3.0 cumulative grade point average and remains a full-time student. All other awards made by the University are not automatically renewed, and students must reapply for aid each academic year. Applications are available in January each year for the upcoming academic year.

#### **OTHER SOURCES OF ASSISTANCE**

The Office of Student Financial Aid maintains a Scholarship Source Library at our main campus office. Students may use this library's reference books to locate private sources of funding. We also maintain a file of pamphlets and brochures announcing special awards, fellowships, and grants. All students are invited to use these materials. Please call our office for an appointment. The University and public libraries, as well as commercial book stores, also provide financial aid reference books listing private scholarships. In addition, many high school guidance counselors and Chambers of Commerce are familiar with scholarships available for students from their areas.

#### **DEADLINES**

Applications for aid received by the Office of Student Financial Aid by April 1, 1991, will be given priority consideration for the upcoming academic year. Applications received after that date will be considered on a funds available basis only.

Applications for the Florida Student Assistance Grant must be received by the College Scholarship Service in Princeton by April 15, 1991.

Applications for the State Tuition Voucher fund for the fall term must be received in the Office of Student Financial Aid no later than September 1, 1991. Applications for the winter State Tuition Voucher fund must be received by January 1, 1992.

#### **GENERAL ELIGIBILITY REQUIREMENTS**

In order to participate in the financial aid programs a student must—

1. be a citizen, a national or permanent resident of the United States, or in the U.S. for other than a temporary purpose, and provide proof to the Office of Student Financial Aid;
2. be enrolled or accepted for enrollment at Nova University;
3. be carrying or planning to carry at least one-half the full-time workload for the course of study being pursued;
4. be making satisfactory progress in the course of study;
5. not be in default of, or owe a refund for, any aid received previously;
6. sign a Statement of Educational Purpose and Anti-Drug Certification;
7. be registered for the draft if required to do so by federal law.

Additional eligibility requirements are noted in the descriptions of the programs.

## NOTIFICATION OF AWARDS

Students who have applied before April 1, 1991, and are awarded aid by the University should receive notification by June 1 of that year. Students who have applied for a Pell Grant will receive a Student Aid Report (SAR). Students should submit all copies of the SAR to the Nova Office of Student Financial Aid for processing. Students who have applied for a Florida Student Assistance Grant will be notified by the Florida Department of Education.

The application process normally takes 6-8 weeks, and possibly up to 12 weeks. It is extremely important that applicants fill out all forms completely and correctly and that they respond promptly to all inquiries, in order to prevent delays in processing. Awards are made only for the academic year. Students requesting aid for the summer must complete a separate summer aid application.

## ACADEMIC REQUIREMENTS FOR FINANCIAL AID CLAST

Undergraduates who receive financial aid from any of the Florida state programs must take and pass the CLAST test. (CLAST stands for College Level Academic Skills Test.) It must be taken during the term in which they become a junior (i.e., 60 credits earned). Students are exempt from this requirement ONLY if they earned an A.A. degree or had junior standing at Nova prior to August 1, 1985. Contact the Nova College Testing Center for test information. Failure to take the test will result in the loss of Florida funding.

## STANDARDS OF ACADEMIC PROGRESS

Nova University, in compliance with federal regulations, has established Standards of Academic Progress that must be met by students to receive financial assistance. Satisfactory progress means making measureable progress towards a specif of your assistance for subsequent semesters.

## FOR MORE INFORMATION

Contact the Office of Student Financial Aid, 3301 College Avenue, Fort Lauderdale, Florida 33314 (Parker Building, Third Floor). Phone: (305) 475-7411 or 475-7410. Long distance, dial 1-800-541-NOVA, ext 7411. Office hours are 8:30 A.M. to 7:00 P.M. Monday through Thursday and 8:30 A.M. to 6:00 P.M. Friday.

## VETERANS BENEFITS

Nova University programs are approved for the training of veterans and

other eligible persons by the Bureau of State Approval for Veteran's Training, State of Florida Department of Veteran's Affairs. For further information, contact:

Veterans Affairs  
Office of the Registrar  
Nova University  
3301 College Avenue  
Fort Lauderdale, Florida 33314  
(305) 370-5685 or 370-5695

## UNDERGRADUATE DEGREE

Nova University awards two undergraduate degrees, the bachelor of arts degree and the bachelor of science degree. A student can earn only one undergraduate degree and one diploma from Nova University. The diploma indicates the student has earned a bachelor of arts degree or a bachelor of science degree; it does not indicate the major. The academic transcript, the official record of work at Nova University, indicates degree earned, major field of study, and specialty if any.

## REQUIREMENTS FOR GRADUATION

All degree-seeking students must complete the minimum credits as designated for the chosen major plus the following requirements:

1. Admission as a degree-seeking candidate in one of the majors;
2. Completion of general education, specialty, 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 (2.50 in Education) in the major area;
6. Completion, at Nova College, of at least 30 credits (not including CLEP, Proficiency Examination, or Experiential Learning credits);
7. Completion of at least 50% of the credits in the major area and specialty at Nova (not including CLEP, Proficiency Examination, or Experiential Learning credits);
8. Submission of a graduation form and payment of the diploma fee prior to completing registration for the last term;
9. Fulfillment of all obligations to the library, the student's program, and the Comptroller's Office.

## Graduation With Honors

A graduating student with a Cumulative Quality Point Average of 3.80 or higher who has completed at least 54 credits at Nova is eligible to receive the

degree "with distinction." Students who have earned less than 54 credits at Nova may petition for graduation with distinction if they have maintained at least a 3.8 GPA in all course work accepted toward their degree program at Nova. Degree candidates must complete all of the requirements as specified above.

### **Commencement**

A ceremony is held once a year in late Spring for all Nova University undergraduate students who have completed graduation requirements within the academic year. In order to participate, students must file a graduation application. There is an additional fee for rental of the cap and gown.

## **THE CODE OF STUDENT CONDUCT AND ACADEMIC RESPONSIBILITY**

**Purpose:** This code seeks to promote high standards of academic integrity by setting forth the responsibilities of students as members of the University community. Abiding by the code ensures a climate wherein all members of the University community can exercise their rights of membership.

### **I. NOVA UNIVERSITY STATEMENT OF ACADEMIC RIGHTS AND RESPONSIBILITIES**

Nova University, as a community of women and men, is committed to furthering scholarship, academic pursuits, and service to society. As an institution, its purpose is to assure all students an equal opportunity to fulfill their intellectual potential through pursuit of the highest standards of academic excellence.

Certain rights and obligations flow from membership in any academic community committed to such goals:

- The rights of personal and intellectual freedom, which are fundamental to the idea of a university;
- A scrupulous respect for the equal rights and dignity of others; and
- Dedication to the scholarly and educational purposes of the University and participation in promoting and assuring the academic quality and credibility of the institution.

Students are responsible for obtaining, learning and observing the established University and center policies as listed in all official publications. In addition, students must comply with the legal and ethical standards of the institution as well as those of Broward County and the state of Florida. All members of the community should inform the appropriate official of any violation of conduct regulations.

### **A. Academic Standards**

The University expects its students to manifest a commitment to academic integrity through rigid observance of standards for academic honesty. The academic honesty standards include:

1. **Original Work.** Assignments such as course preparations, exams, texts, projects, term papers, practicums, etc. must be the original work of the student. Original work may include the thoughts and words of another author, but if that is the case, those ideas or words must be indicated in a manner consistent with a University recognized form and style manual. Work is not original that has been submitted previously by the author or by anyone else for academic credit. Work is not original that has been copied or partially copied from any other source, including another student, unless such copying is acknowledged by the person submitting the work for credit at the time the work is being submitted or unless copying, sharing, or joint authorship is an express part of the assignment. Exams and tests are original work when no unauthorized aid is given, received, or used prior to or during the course of the examination.
2. **Referencing the Works of Another Author.** All academic work submitted for credit or as partial fulfillment of course requirements must adhere to each center's specific accepted reference manuals and rules of documentation. Standards of scholarship require that proper acknowledgement be given by the writer when the thoughts and words of another author are used. Students must acquire a style manual approved by their Center and become familiar with accepted scholarly and editorial practice in their Program. Students' work must comport with the adopted citation manual for their particular Center. Plagiarism At Nova University, it is plagiarism to represent another person's work, words or ideas as one's own without use of a center-recognized method of citation. Deviating from Center standards I(A)(1) or I(A)(2) are considered plagiarism at Nova University.
3. **Tendering of Information.** All academic work must be the original work of the student. Giving or allowing one's work to be copied, giving out exam questions or answers, or releasing or selling term papers is prohibited.
4. **Acts Prohibited.** Students should avoid any impropriety, or the appearance thereof, in taking examinations or completing work in pursuance of their educational goals. Violations of academic responsibility include, but are not limited to:
  - a. Plagiarism
  - b. Any form of cheating

- c. Conspiracy to commit academic dishonesty
- d. Misrepresentation
- e. Bribery in an attempt to gain an academic advantage
- f. Forging or altering documents or credentials
- g. Knowingly furnishing false information to the institution.

5. **Additional Matters of Ethical Concern.** Where circumstances are such as to place students in positions of power over University personnel, inside or outside the institution, students should avoid any reasonable suspicion that they have used that power for personal benefit or in a capricious manner.

## B. Conduct Standards

1. Students should not interfere with the rights, safety or health of members of the University community nor interfere with other students' right to learn. Students are expected to abide by all University, Center, and Program rules and regulations and all local, state, and federal laws. Violations of conduct standards include, but are not limited to:
  - a. Theft
  - b. Vandalism
  - c. Disruptive behavior
  - d. Possession or use of firearms, fireworks, explosives, or other dangerous substances or items
  - e. Possession, transfer, sale, or use of illicit drugs
  - f. Appearance in class or on campus under the apparent influence of alcohol or illicit drugs or chemicals
  - g. Violations of housing regulations
  - h. Any act of conspiracy to commit an act which is harassing or abusive or which invades an individual's right to privacy, including, but not limited to, sexual harassment and abuse against members of a particular racial, ethnic, religious, or cultural group
  - i. Threats of actual damage to property or physical harm to others
  - j. Timely payment of tuition and fees.
2. Students must have authorization from the University to have access to University documents, data, programs, and other types of information and information systems. Any use of the above without authorization is prohibited.

## C. Supplementary Standards

Students are expected to comply with the legal and ethical standards of this institution and those of their chosen field of study, including the code of ethics for computer usage. The University and each Center or Program

may prescribe additional standards for student conduct as would comport with the letter and spirit of this code.

## D. Violations

Any violation(s) of any of the academic standards, conduct standards or supplemental standards may result in a complaint being filed against a student to enforce the Code of Student Conduct and Academic Responsibility. Deans or directors may, in their discretion, immediately suspend students pending a hearing on charges of academic conduct or supplemental standard violations. Any student found guilty of a violation of the academic, conduct, or supplemental standards will be subject to disciplinary action, including expulsion from the University.

## Privacy of Records

Nova University maintains a system of records that includes application forms, letters of recommendation, admission test scores, and transcripts of students' previous academic records and performance while in residence. These records are available for review by present and former students upon written request to the registrar's office. However, the registrar will not release transcripts of students' academic records until all their accounts, both academic and nonacademic, have been paid. The law limits access by and disclosure to a third party. Such access is given only upon consent of the student or if required by law, except for the following information, which may be released as directory information: (a) student's name; (b) dates of attendance; (c) degree and awards received. Requests for such information must be submitted in writing to the registrar. The University reserves the right to refuse the above information if the reason for the request is not considered to be a sufficient need to know.

Any student or parent not wishing to have this information disclosed should notify the Office of the University Registrar in writing prior to September of the relevant school year.

A person does not have the right of access to educational records until he or she has been admitted to 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 the University if they wish to challenge the content of the record. If they are still not satisfied, the parents or eligible students may add explanatory or rebuttal matter to the record.

If the students or parents are denied access to a hearing or if the records are alleged to have been illegally disclosed to a third party, the students or parents may file a complaint with the U.S. Department of Education.

The Nova University general policies on student relations are on file in the Office of the University Registrar.



## RESERVATION OF POWER

Nova University reserves the right to amend, modify, add to, or delete its rules, regulations, policies, and procedures affecting its institutional relationship with students as deemed necessary by the administration. Any such amendment, modification, addition or deletion shall not be considered a violation of the relationship between the University and the student. Such right includes modification to academic requirements, curriculum, tuition, and/or fees when in the judgment of the administration such changes are required in the exercise of its educational responsibility.

## STUDENT LIFE

### Activities

Nova students have an excellent opportunity to become involved in the extracurricular programs of the College. A few of the current clubs and organizations include:

Alpha Chi (National  
College Honor Society)  
Bacchus  
Campus Program Board  
Catholic Campus Ministries  
Cheerleaders  
Hillel Newspaper  
(Nova Knight)  
Nova Playhouse  
Nova University Black Student  
Association (NUBSA)

Outdoor Club  
Phi Alpha Delta  
(Law Fraternity)  
The Poetry Club  
The Psychology Club  
Radio Station Staff (WNKR)  
Residential Student Association  
Student Government  
Association  
Yearbook Staff (Paladin)

Each student organization has a faculty or staff member serving as an advisor and supporter.

All students are encouraged to become involved in the extracurricular activities of the College as active members of the various organizations or by running for office in such organizations.

**Campus Sports and Recreation** consists of Intramural Sports, Club Sports, Special Events, Leisure Sports Classes, and Informal Sports. Campus Sports and Recreation will offer the following Intramural sports for the coming school year: Touch Football, Volleyball, Co-Rec Volleyball, Golf, Basketball, Table Tennis, Billiards, College Bowl, Swimming, Softball, and Co-Rec Softball. Campus champs will be recognized and rewarded in each sport.

## Intercollegiate Athletics

The Athletic Program at Nova University consists of:

**Men's**  
Baseball  
Basketball  
Cross Country  
Golf  
Soccer

**Women's**  
Cross Country  
Tennis  
Volleyball



# THE LIBERAL AND PROFESSIONAL STUDIES PROGRAM

The Liberal and Professional Studies Program is a unique undergraduate experience combining a comprehensive general education program with study in a major area of concentration. As part of the general education program students take a curriculum of core studies organized around seven interdisciplinary themes. Taught by faculty from a number of academic disciplines, each area of core study is designed to provide a context for studying and analyzing problems of significant intellectual and social concern.

In the first year, in addition to core studies, students will spend time developing competencies in mathematics and composition. Students use computer programs which permit self-paced learning, self-assessment and access to faculty when problems arise.

Students in Nova's Liberal and Professional Studies program will understand how the Behavioral and Social Sciences, Humanities and Arts, and Science and Technology can serve to enhance their career and life. The program challenges undergraduates with the fundamental questions of living, and inspires them to cultivate a life of intellectual integrity, personal concern, and social responsibility.

## General Education Program

The general education program contains the following elements: a curriculum of core studies; a mathematics sequence; a composition sequence; and a series of distribution courses. Each of these areas which make up the general education program have shared objectives. The program is designed to foster critical and creative responsiveness by developing the ability to problem-solve, think analytically and communicate clearly. Students will develop effective communication skills in speaking, listening, writing, reading, and interpretation. The general education program also helps students place ideas in their proper context and appreciate the place of values in a cultural tradition.

## a. Core Studies

These objectives will be met in part through a sequence of courses taken over four years in the following thematic areas:

### Freshman Year:

#### **CORE 141 Journey I: Introduction to the Undergraduate Experience**

This interdisciplinary course is the first course all freshmen will encounter at Nova. It provides an academic and social context for examining the intellectual and personal issues of the freshman experience. The metaphor of life as a journey provides the vehicle for this exploration. Students will examine literary and other creative works as well as participate in the process of documenting their own undergraduate journey. Students are expected to maintain a portfolio of educational "artifacts" (papers, exams, notes, drawings, journal entries, musical compositions, poetry, etc.) throughout their undergraduate experience at Nova. This portfolio provides a basis for Journey II: The Capstone Experience, a required course to be taken in the senior year.

#### **CORE 142 Human Nature, Human Behavior**

This course addresses the question, "What is the nature of the individual?" and examines the biological and environmental influences that shape the individual. An analysis of classic and contemporary sources will help the student think critically about basic theories and issues such as nature versus nurture, the mind-body dichotomy, cognitivism, behaviorism and the scientific exploration of human behavior.

#### **CORE 143 The Living Earth: An Environmental Perspective**

In this course students will study the science of ecology and the impact made by humans on the environment. The course will make obvious the fact that there are no simple answers or quick solutions to the environmental problems now faced. It will, however, help students gain a more complete and genuine understanding of the cause and effect relationships that operate in the environment, thereby providing a basis by which they can evaluate their own responsibility to the long-term sustainability of the biosphere.

#### **CORE 144 Other Voices, Other Visions: Multi-cultural Perspectives**

This course will examine the role of "world view," encourage an appreciation of different people and cultures, and foster respect for diversity in local, national, and international environments.

Sophomore Year (select one):

**CORE 245 Individual and Social Systems**

A study of the nature of institutions and the reciprocal relationship between persons and institutions. Emphasizes in particular the goal of developing a sense of community and social responsibility among students and faculty.

- OR -

**CORE 246 Economic Growth and Development**

An examination of theory, economic history, and policies affecting national and global economies. Covers a wide variety of issues such as population, distribution of wealth, third world debt, and global productivity.

Junior Year:

**CORE 347 Ethical Systems**

An examination of ethical systems which instruct in matters related to moral action, moral judgment and responsibility. Ways of viewing contemporary moral issues such as abortion, euthanasia and racial discrimination are among individual topics.

Senior Year:

**CORE 448 Journey II: The Capstone Experience**

This course provides a context for the systematic examination and interpretation of the portfolio begun in Journey I, assisted by literature on personal ethnography and self-assessment.

Students will spend approximately eight weeks in each thematic area with faculty from several academic disciplines working in concert to provide cross-disciplinary experiences. By encouraging dialogue among various disciplines on a central theme, students will achieve a convergence of perspectives lacking in more traditional programs.

Each eight week course carries a total of three credit hours which apply as partial fulfillment of the 54 credit hours required in the General Education Program.

**b. Mathematics Sequence**

The Mathematics sequence (MAT 110/MAT 115) in the general education program is a two part sequence designed to provide students with a global perspective of mathematics and to give them an opportunity to learn many useful applications of mathematics in solving real world problems. Topics studied include set theory, logic, linear programming, probability and sta-

tistics. Students whose majors require more advanced courses in mathematics (Computer Science/Engineering, Pre-Med, Ocean Studies) will be placed in sequences of Precalculus or Calculus depending on major requirements and placement testing criteria.

**c. Composition Sequence**

Nova College students meet composition requirements by taking two composition courses. The first course, LAN 111: Critical Reading and Writing I, combines instruction in the principles of effective expository writing with emphasis on an ability to read critically selections from essays and imaginative literature. The second course, LAN 112: Critical Reading and Writing II, emphasizes argumentative writing, use of the library, and development of a documented research essay along with more advanced instruction in reading and interpreting texts. In the composition sequence, students have an opportunity to integrate writing instruction with currently available computer technology. Both courses require students' use of computers for word processing and text analysis.

**d. Required Distributions**

The objectives of the general education program are also met through a series of distribution courses in the areas of humanities, science and technology, oral communication, and hemispheric and global diversity. Students normally complete distribution requirements by the end of the Junior year. Students must select courses from the following list in order to fulfill the distribution requirement:

Humanities

9 hours

History (select one)

HIS	105	The American Experience
HIS	210	Roots of Western Society

Art (select one)

HUM	218	Myth and Art
HUM	220	Non Western and Modern Art
HUM	240	The Theatre Arts
HUM	375	Music Through History
HUM	381	Art and Society

### Literature (select one)

HUM	206	The Self and Literature
HUM	207	Politics and Literature
HUM	208	Existentialism and Literature
HUM	209	Literature and the Problem of Knowledge
HUM	357	English Literature II

### Science & Technology (select two)

6 hours

CAP	111	Computer Literacy
LAC	105	Concepts in Biology
LSC	150	Introduction to Biological Sciences I
LSC	151	Introduction to Biological Sciences II
PHY	102	Concepts in Physical Science
PHY	106	Introduction to Oceanography
PHY	205	Physical Geology/Lab
PHY	230	General Chemistry I
PHY	231	General Chemistry II
PHY	235	Applied Physics I
PHY	236	Applied Physics II

### Oral Communication (select one)

3 hours

LAN	201	Fundamentals of Public Speaking
LAN	202	Dramatic Interpretation
LAN	203	Theories of Argumentation

### Hemispheric and Global Diversity(select one)

3 hours

LAC	213	Latin American and Caribbean Studies
LAC	410	Emerging Nations

### Majors

In addition to studies in the general education program, students study and work in major fields that prepare them to enter careers or to continue formal education in either graduate or professional school. Although many students enter Nova having already selected a major course of study and have established career goals, many students also enter the undergraduate program undecided. In most instances the majors are flexible enough to permit students the opportunity to experience a number of diverse areas prior to deciding upon a particular course of study.

The following majors are available to students in the Liberal and Professional Studies program:

Accounting Education	Legal Studies (prelaw)
Administrative Studies	Liberal Arts
Business Administration	Life Sciences (premedical)
Computer Engineering	Ocean Studies
Computer Information Systems	Community Psychology
Computer Science	General Psychology
Computer Systems	

## BECOMING A STUDENT IN THE LIBERAL AND PROFESSIONAL STUDIES PROGRAM

### ADMISSION

#### Information and Admission Counseling

Choosing a college is not a paper process; it requires a dialogue with people who are knowledgeable about the many choices to be made. We strongly urge you to talk with one of our counselors either in person or by phone, to discuss questions that have career, financial and academic implications.

Call 475-7360 (in Fort Lauderdale) for an application or a personal counseling appointment. Students from other locations should call 1-800-541-6682, extension 7360.

#### Applying for Admission

In keeping with a humanistic philosophy valuing individual worth and differences, Nova College considers applicants in terms of their potential for success. The University does not discriminate on the basis of race, creed, color, handicap, sex, or national and ethnic origin.

Applicants are required to—

1. Submit a completed application form and the \$30 nonrefundable application fee to:  
Nova University  
Office of Undergraduate Admissions  
3301 College Avenue  
Fort Lauderdale, Florida 33314

2. Submit official high school or college transcript(s) (proof of high school graduation is required),
3. Speak with a counselor in person or by telephone,
4. Submit one of the following test scores:  
Scholastic Aptitude Test (SAT)  
American College Test (ACT).

## INTERNATIONAL STUDENTS

International students are required to obtain a Student (F-1) Visa or an Exchange Visitor (J-1) Visa. Students are not permitted to study in the United States on a Visitor (B-2) Visa.

As an international student, you must—

1. Submit all secondary school and college level transcripts. Transcripts must be an official English language translation (this applies to transcripts that are not already in English). Applicants must have the equivalent of an American high school diploma.
2. Achieve a score of 500 or higher on the TOEFL exam or 400 on the SAT (verbal section). If you do not achieve the required score, you may wish to enroll in the American Culture and Language Institute.
3. Submit a letter from a financial institution indicating that you are able to meet all costs of your education without financial aid from Nova University. The minimum amount is determined by the budget prepared by the Nova University Office of Student Financial Planning and Resources. A notarized letter from a sponsor is required if you are sponsored by a public or private organization or an individual. The financial guarantee must include provisions for any dependents who will be residing in the United States with you.
4. Purchase medical insurance (J-1 Visas only). Contact the international student advisor for further information concerning insurance.

After all of the above information is received and you are accepted, an acceptance letter will be sent to you. An I-20 will be issued after we receive a \$200 tuition deposit.

If Nova College students need intensive English study prior to enrollment in regular classes, they should apply for admission to the Intensive Language Program at Nova University, 1-800-541-6682, extension 7430. An I-20 can be

issued after acceptance requirements are met and a \$200 tuition deposit is received.

## ACCEPTANCE

You may apply for admission and be accepted to Nova throughout the entire year. You may begin classes at the beginning of any academic period. Notification of acceptance normally occurs within one month after competing all admission requirements. Upon receiving notification of acceptance, you should promptly inform the admissions office, in writing, of your intention to attend and forward a \$200 nonrefundable deposit to be credited toward tuition. If there are any further questions, call the Admissions Office at 475-7360.

## SPECIAL STUDENT

You may want to take one course or several courses or a specialty program without enrolling for a degree program. In this case, indicate "special student" on the application form. You may then register for a course after submitting an application and application fee. As a Special Student you are not eligible for a degree or financial aid.

## COMBINED MAJORS, MINORS, AND SPECIALTIES

Nova College offers you the opportunity to acquire substantial credit in a second major or specialty area. You should check with an advisor as to which majors may be combined. When requirements for a specialty or permissible second major are completed, you need to request, through a student action form, that this information be made a permanent part of your official academic transcript.

## SECOND BACHELOR'S DEGREE

If you have a bachelor's degree from a regionally accredited institution other than Nova University, you may earn a second bachelor's degree from Nova by completing a minimum of 30 additional credits at Nova. At least 50 percent of all credits required in the selected major must be taken at Nova.

## TRANSFER CREDITS

Nova College welcomes students who have earned college credits at another regionally accredited college or university. Students who plan to transfer should contact a Nova admissions counselor to discuss how prior college credits can be used for their Nova degree. Community college students should contact a Nova admissions counselor as early in their college career as possible so they



can choose courses for their associate's degree that will transfer to Nova and be appropriate for their intended bachelor's degree.

Transfer students must provide official transcripts from their previous colleges; their previous academic work will then be evaluated. The College will transfer a maximum of 90 eligible credits (including credit for CLEP, Proficiency Exams, and prior experiential learning) toward a degree; a maximum of 66 transfer credits from community colleges will be accepted. Remaining credits and at least 50% of the credits in the student's major area and specialty must be earned at Nova in regular academic offerings.

Evaluation of CLEP examinations will be made upon admission but will be recorded on the student's permanent record only after the student has registered for and completed 12 credits at Nova. Under exceptional circumstances students may be permitted to take courses at another college while enrolled at Nova. However, credit will be transferred only if there is prior written approval from the academic director or program advisor and an earned grade of "C" or better. Students taking courses at more than one center within Nova University must also receive written approval from a counselor.

## TESTING CREDITS

Students may earn college credit through the College Level Examination Program (CLEP), Proficiency Examination Program (PEP), Defense Activity for Non-Traditional Education Support (DANTES), and Advanced Placement Examinations (AP). CLEP is administered at Nova University through the College Board. To receive credit through CLEP exams in the Professional Studies Program, a student must score in at least the 50th percentile. Before applying to take any of the CLEP tests, a student should consult an academic counselor to be sure that the credits granted through the exams are applicable to the student's course of study. Requests for AP, PEP and DANTES credit should be discussed with the Testing Specialist in the Testing Center.

## ACADEMIC INFORMATION

### REQUIREMENTS

**New Student Skill Requirements** Students are expected to demonstrate skills appropriate for college work in all courses. Before or during the first 8-week term of enrollment, students are required to complete placement tests in the areas of reading, writing, and mathematics and will be advised as to appropriate course selection based on test results. The placement test must be taken before completion of more than six semester hours. Students needing further development of skills will be counseled as to opportunities available for assistance. While a student is acquiring these skills, his or her enrollment is limited

to courses **approved by an advisor**, generally at the 100 and 200 levels. The passing of placement tests is prerequisite to enrollment in many courses including all initial mathematics and communication courses.

For specific placement test procedures and practice exams, refer to the brochure on skill and competency requirements available at the Student Affairs Office. Assistance in math and communication is available through the Learning Resource Center to help students attain skills necessary for college work.

## GRADES

Grade		Quality Points
A	Excellent	4.0
A-		3.7
B+		3.3
B	Good	3.0
B-		2.7
C+		2.3
C	Satisfactory	2.0
C-		1.7
D+		1.3
D	Marginal	1.0
F	Failure	0.0
W	Withdrawn Without Penalty	—
I	Incomplete	—
P	Pass	—
NG	No Grade	—
NP	No Progress	—
	(not assigned by instructor)	—
AU	Audit	—

**Quality Point Averages** A student's academic standing for a specific term is the quality point average (QPA). The QPA is calculated by dividing the total quality points earned by the total quality point credits in a term. The student's overall academic standing is the cumulative quality point average (CQPA). The CQPA is calculated by dividing the total quality points earned by the total quality point credits.

**Progress/Grade Reports** Students will be provided a progress/grade report at the end of every term. A copy of the report will be placed in the student's permanent file maintained by the school. Students are protected by legal provisions that prohibit the release of personally identifiable information to other than legally authorized persons and to inspect, review, and challenge such information as provided by law.

**Standards of Progress for VA Students** VA students are expected to satisfactorily complete the programs within the number of training hours approved by the State Approving Agency for Veterans Training. They also must meet any academic, skill and/or technical requirements of their particular program. If at any point in time it is determined that a VA student cannot satisfactorily complete the program within the approved number of hours, the student's VA educational benefits will be terminated for unsatisfactory progress.

A VA student who, at the end of any 16-week period, has not attained and maintained satisfactory progress will be placed on academic probation for the next 16-week period. Should the student not attain and maintain satisfactory progress by the end of the probationary 16-week period, the student's VA educational benefits will be terminated for unsatisfactory progress.

A student whose VA educational benefits have been terminated for unsatisfactory progress may petition the school to be recertified after one 16-week period has elapsed. The school may recertify the student for VA educational benefits only if there is a reasonable likelihood that the student will be able to attain and maintain satisfactory progress for the remainder of the program.

**Dean's List** Each full-time student who earns a quality point average of 3.50 in any one term is placed on the Honors List for that term. Students with grades of I (Incomplete) are not eligible for the Dean's List.

**Repeated Courses** A student may repeat a course to improve the grade in that course, but credit toward graduation will be granted only once. Both enrollments and both grades will remain on the transcript. One enrollment will have a notation that the course has been repeated. The higher grade will be counted in the student's Quality Point Average.

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

A student who is absent at the final examination without prior approval will not receive an Incomplete grade.

**Withdrawal** A student will be administratively withdrawn if he or she misses both the first and second class meetings. After the Change of Registration Period, a student may withdraw from a course before the 7th week of an 8 or 9-week course, before the 13th week of a 14 week course, and before the 15th week of a 16-week course. Withdrawal will NOT be accepted within two weeks of the final class meeting. A student who stops attending class will re-

ceive a grade of A through F based on required course work.

A Student Transaction Form must be received and date-stamped by the Registrar's Office before that deadline. Such a withdrawal will appear on the transcript but not be included in the QPA. A student considering withdrawal is encouraged to meet with the instructor and/or program advisor. Foreign students are encouraged to speak to the International Student Advisor prior to submitting a Student Transaction Form for withdrawal from a course as it may affect immigration status. Financial aid recipients should speak to an advisor from the Office of Financial Planning and Resources.

## SATISFACTORY ACADEMIC PROGRESS

To remain in good academic standing, undergraduate students must maintain the minimum quality point average or higher on all credits attempted (quality point average on a 4.0 scale), each semester. In addition to the minimum quality point average (see next page) for a baccalaureate degree at Liberal and Professional Studies, students must conform to the degree requirements of their declared major.

## INDEPENDENT STUDIES AND TUTORIALS

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

## INTERNSHIPS

In most major areas of study, internships, independent research, and field-based experiences are available. The curriculum in the Liberal & Professional Studies program stresses the relationship of theory and practice. Knowledge, skills, and attitude are gained through classroom study and experiential learning. Students are urged to pursue these experiences with the faculty and academic directors. Education majors are required to complete a nine-week internship as part of their major and to meet state certification requirements.

## PROBATION AND SUSPENSION

**Student Responsibility** Students are responsible to adhere to the policies set

forth in this catalog. Probation and suspension are effective as soon as grades are submitted by the instructors. Students who fall under either category as a result of these grades may be asked to withdraw from courses already begun in a succeeding term of registration.

**Academic Probation** Students failing to earn the minimum quality point average or higher after their first 12 credits of work attempted or to maintain at least the minimum quality point average thereafter will be placed on probation by the Academic Progress Committee. Academic probation is removed when the student earns a cumulative quality point average above the minimum quality point average based on the number of credits earned.

#### **Qualitative Requirements**

1 - 29 credits: 1.50 QPA

30 - 59 credits: 1.85 QPA

60 + credits: 2.00 QPA

and the QPA requirement of the particular major

**Progress Probation** Students failing to complete at least 70% of their attempted credits each academic year will be placed on probation by the Academic Progress Committee. Progress probation is removed when the student completes at least 70% of the attempted credits in a subsequent trimester. Students attempting less than 12 credits in the academic year will be evaluated on their previous registrations.

Students are encouraged to seek counseling when their academic progress places them in danger of probation.

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

**Suspension** To avoid suspension, a student on probation must maintain the minimum quality point average as stated above and complete at least 70% of all courses attempted for each trimester of subsequent enrollment until probation is lifted. Otherwise the student will be placed on suspension for one trimester. Following this suspension, the student must request permission to be readmitted. Failure of a student to maintain the minimum quantity and quality point requirements in each of the two terms subsequent to being readmitted will result in FINAL SUSPENSION.

**Appeal** Any student placed on probation or suspension may file a petition for review by the Academic Progress Committee. A student placed on final suspension may, after a two-term absence, request to be readmitted.

## **LIBERAL AND PROFESSIONAL STUDIES PROGRAMS OF STUDY**

### **BEHAVIORAL SCIENCES**

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

#### **Community Psychology**

#### **General Psychology**

Psychology is the study of individuals, including their behavior, thought processes, and emotions. The psychology majors emphasize scientific research and applications to significant areas of human activity.

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

The **General Psychology** major provides academic training and preparation for doctoral studies in Psychology. It meets usual prerequisites for Psy.D. and Ph.D. programs in Psychology.

Either of these majors may be combined with law school preparatory courses or with courses leading to certification in Secondary Education, as well as with prerequisite courses for admission to graduate studies in Speech and Language Pathology.

The Behavioral Sciences Department also supervises the **Advocacy Specialty, the Speech and Language Pathology Specialty, the Paralegal/Legal Assistant Specialty, and the Substance Abuse Studies Specialty**. For each of these specialties, a certificate is granted upon completion, and this is noted on the student's academic transcript. The courses in each specialty program may be taken in conjunction with a student's baccalaureate studies, or they may be taken by individuals who simply wish to earn a certificate in one of these fields.

## General Education Requirements for Liberal & Professional Studies Students in Behavioral Science Majors

### GENERAL EDUCATION REQUIREMENTS:

54

#### English Composition

LAN	111	Critical Reading & Writing I	3
LAN	112	Critical Reading & Writing II	3

#### Mathematics

MAT	110	Mathematics I	3
MAT	115	Mathematics II	3

#### Core Studies

CORE	141	Journey I: Intro to Undergrad Exp	3
CORE	142	Human Nature, Human Behavior	3
CORE	143	The Living Earth	3
CORE	144	Other Voices, Other Visions	3
*CORE	245	Individual and Social Systems	3
*CORE	246	Economic Growth and Development	3
CORE	347	Ethical Systems	3
CORE	448	Journey II: The Capstone Experience	3

#### Distribution Requirements

Humanities Menu	9
** Science and Technology Menu	6
Hemispheric and Global Diversity Menu	3
Oral Communication Menu	3

\*Choose one course

\*\*General Psychology majors must take LSC 105 (3 hrs) in the Science and Technology Menu

## Community Psychology for Liberal & Professional Studies Students

### GENERAL EDUCATION REQUIREMENTS:

54

### MAJOR REQUIREMENTS:

39

MAT	302	Applied Statistics	3
PSY	102	Introduction to Psychology	3
PSY	238	Child and Adolescent Development	3
PSY	300	Psychological Research Methods	3
PSY	303	Experimental Psychology	3
PSY	311	Interpersonal Communication	3
* PSY	316	Issues in Social Psychology	3
* PSY	326	Abnormal Psychology	3
PSY	321	Personality	3
PSY	330	Behavior Modification	3
** PSY	345	Interviewing	3
** PSY	405	Psychological Tests and Measurements	3
PSY	350	Community Psychology	3
PSY	351	Human Learning and Cognition	3
PSY	481	Practicum in Community Psychology	3

Choose one \* course and one \*\* course

### ELECTIVES:

27

### TOTAL DEGREE REQUIREMENTS:

120

## General Psychology for Liberal & Professional Studies Students

### GENERAL EDUCATION REQUIREMENTS:

### MAJOR REQUIREMENTS:

MAT	302	Applied Statistics	3
PSY	238	Child and Adolescent Development	3
PSY	300	Psychological Research Methods	3
PSY	303	Experimental Psychology	3
PSY	316	Issues in Social Psychology	3
PSY	321	Personality	3
PSY	326	Abnormal Psychology	3
PSY	351	Human Learning and Cognition	3
PSY	371	History and Theories of Psychology	3
PSY	405	Psychological Tests and Measurements	3
PSY	460	Biological Bases of Behavior	3
PSY	480	Practicum in Psychological Research	3

### ELECTIVES:

27

### TOTAL DEGREE REQUIREMENTS:

120



## BUSINESS AND ADMINISTRATIVE STUDIES

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

### Accounting

### Administrative Studies

### Business Administration

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

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

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

## General Education Requirements for Liberal & Professional Studies Students in Business and Administrative Studies Majors

### GENERAL EDUCATION REQUIREMENTS:

54

#### English Composition

LAN	111	Critical Reading & Writing I	3
LAN	112	Critical Reading & Writing II	3

#### Mathematics

MAT	110	Mathematics I	3
MAT	115	Mathematics II	3

#### Core Studies

CORE	141	Journey I: Intro to Undergrad Exp	3
CORE	142	Human Nature, Human Behavior	3
CORE	143	The Living Earth	3
CORE	144	Other Voices, Other Visions	3
CORE	245	Individual and Social Systems	3
CORE	347	Ethical Systems	3
CORE	448	Journey II: The Capstone Experience	3

#### Distribution Requirements

Humanities Menu			9
Science and Technology Menu			3
CAP	111	Computer Literacy	3
Hemispheric and Global Diversity Menu			3
Oral Communication Menu			3

## Accounting Curriculum Accounting for Liberal & Professional Studies Students

### GENERAL EDUCATION REQUIREMENTS:

54

### MAJOR REQUIREMENTS:

66

ACT	205	Principles of Accounting I	3
ACT	207	Principles of Accounting II	3
ACT	303	Cost Accounting	3
ACT	305	Intermediate Accounting I	3
ACT	306	Intermediate Accounting II	3
ACT	311	Federal Taxation I	3
ACT	312	Federal Taxation II	3
ACT	401	Advanced Accounting	3
ACT	421	Auditing	3
BUS	101	Introduction to Business	3
BUS	215	Business Law I	3
BUS	216	Business Law II	3
BUS	355	Introduction to International Business	3
BUS	409	Quantitative Methods	3
BUS	488	Business Strategy and Policy	3
CAP	113	Business Applications of Microcomputers	3
ECO	201	Principles of Macroeconomics	3
ECO	202	Principles of Microeconomics	3
FIN	301	Corporation Finance	3
MAT	302	Applied Statistics	3
MGT	205	Principles of Management	3
MKT	101	Introduction to Marketing	3

### TOTAL DEGREE REQUIREMENTS:

120

The **Computer Systems** major is designed for students who intend to combine business knowledge with an applications approach to computer science. Besides providing a background in computer functions, languages, and programming, this major focuses on the use of computers in the business environment. On the computer science level, emphasis is placed on software design, computer environment, operating systems, database management, and micro-computer applications interfacing. On the business level, areas examined include principles of economics, applied microeconomics, applied statistics, marketing, management, and organizational behavior.

### General Education Requirements for Liberal & Professional Studies Students in Computer and Information Sciences Majors

#### GENERAL EDUCATION REQUIREMENTS:

54

##### English Composition

LAN	111	Critical Reading & Writing I	3
LAN	112	Critical Reading & Writing II	3

##### Mathematics

** MAT	208	Fundamentals of Calculus	3
** MAT	302	Applied Statistics	3
** MATH	210	Calculus I	3
** MATH	220	Calculus II	3

##### Core Studies

CORE	141	Journey I: Intro to Undergrad Exp	3
CORE	142	Human Nature, Human Behavior	3
CORE	143	The Living Earth	3
CORE	144	Other Voices, Other Visions	3
* CORE	245	Individual and Social Systems	3
* CORE	246	Economic Growth and Development	3
CORE	347	Ethical Systems	3
CORE	448	Journey II: The Capstone Experience	3

##### Distribution Requirements

Humanities Menu			9
*** PHYS	240	Physics I	3
*** PHYS	250	Physics II	3
Hemispheric and Global Diversity Menu			3
Oral Communication Menu			3

\* Choose one course

\*\*Computer Engineering & Computer Science majors must take MATH 210 and MATH 220  
Computer Information Systems majors must take MAT 208 and MAT 302  
Computer Systems majors must take MATH 210 and MAT 302

\*\*\* Computer Engineering & Computer Science majors must take PHYS 240 and PHYS 250  
Computer Information Systems and Computer Systems majors are not required to take PHYS 240/250 and may choose any two courses from the Science & Technology menu on page 30

### Computer Engineering for Liberal & Professional Studies Students

#### GENERAL EDUCATION REQUIREMENTS:

#### MAJOR REQUIREMENTS:

CCS	140	Discrete Mathematics	3
CCS	160	Fundamentals of Logic Design	3
CCS	170	Introduction to Programming	3
CCS	306	Digital Design	3
CCS	330	Structured Programming (Pascal)	3
CCS	335	Assemblers/Assembly Lang Programming	3
CCS	340	Data Structures	3
CCS	355	The "C" Programming Language	3
CCS	375	Software Engineering	3
CCS	405	Computer Architecture	3
CCS	496	VLSI	3
CSEE	210	Networks I	3
CSEE	255	Engineering Lab I	3
CSEE	310	Networks II	3
CSEE	330	Electronics I	3
CSEE	335	Engineering Lab II	1
CSEE	340	Electronics II	3
CSEE	405	Networks III	3
CSEE	445	Engineering Lab III	1
CSEE	460	Microprocessor Applications	3
CSEE	470	Electrical Engineering Design	3
MATH	305	Calculus III	3
MATH	310	Differential Equations	3
MATH	450	Probability and Statistics	3

#### TOTAL DEGREE REQUIREMENTS:

120

## Computer Information Systems for Liberal & Professional Studies Students

### GENERAL EDUCATION REQUIREMENTS:

#### MAJOR REQUIREMENTS:

CCS	140	Discrete Mathematics	3
CCS	170	Introduction to Programming	3
CCS	220	Business Oriented Language (COBOL)	3
CCS	315	Advanced COBOL	3
CCS	330	Structured Programming (Pascal)	3
CCS	340	Data Structures	3
CCS	345	Distributed Data Processing	3
CCS	355	The "C" Programming Language	3
CCS	365	Methods of System Analysis	3
CCS	375	Software Engineering	3
CCS	401	Organization of Computer Environment	3
CCS	425	Networks and Data Communication	3
CCS	453	Database Management Systems	3
CCS	490	Directed Project in Computer Science	3
CCS		Electives (300 level or above)	15
ACT/BUS/ECO/FIN/MGT/MKT		Electives	9

### TOTAL DEGREE REQUIREMENTS:

120

## Computer Science for Liberal & Professional Studies Students

### GENERAL EDUCATION REQUIREMENTS:

#### MAJOR REQUIREMENTS:

CCS	140	Discrete Mathematics	3
CCS	160	Fundamentals of Logic Design	3
CCS	170	Introduction to Programming	3
CCS	293	Introduction to Artificial Intelligence	3
CCS	306	Digital Design	3
CCS	320	Organization of Programming Languages	3
CCS	330	Structured Programming (Pascal)	3
CCS	335	Assemblers/Assembly Lang Programming	3
CCS	340	Data Structures	3
CCS	355	The "C" Programming Language	3
CCS	375	Software Engineering	3
CCS	385	Modeling and Simulation	3
CCS	405	Computer Architecture	3
CCS	420	Operating Systems	3
CCS	425	Networks and Data Communications	3
CCS	453	Database Management Systems	3
CCS	460	Systems Programming	3
CCS	480	Introduction to Compilers and Interpreters	3
CCS		Electives (300 level or above)	9
MATH	450	Probability and Statistics	3

### TOTAL DEGREE REQUIREMENTS:

120

## Computer Systems for Liberal & Professional Studies Students

### GENERAL EDUCATION REQUIREMENTS:

#### MAJOR REQUIREMENTS:

CCS	140	Discrete Mathematics	3
CCS	170	Introduction to Programming	3
CCS	220	Business Oriented Language (COBOL)	3
CCS	320	Organization of Programming Languages	3
CCS	330	Structured Programming (Pascal)	3
CCS	335	Assemblers/Assembly Lang Programming	3
CCS	340	Data Structures	3
CCS	355	The "C" Programming Language	3
CCS	375	Software Engineering	3
CCS	385	Modeling and Simulation	3
CCS	401	Organization of Computer Environment	3
CCS	420	Operating Systems Concepts	3
CCS	425	Networks and Data Communications	3
CCS	453	Database Management Systems	3
CCS	460	Systems Programming	3
CCS	471	Advanced Microcomputer Applications	3
MATH	450	Probability and Statistics	3

### SPECIALTY REQUIREMENTS:

ACT/BUS/ECO/FIN/MGT/MKT Electives

### TOTAL DEGREE REQUIREMENTS:

12

12

120

## Telecommunications Specialty

This certificate program is designed for those students who are employed or are interested in working in telecommunications. This specialty focuses on the design, planning, organization, and control of data and voice communications networks, with emphasis on distributed computer networks. Students can complete this specialty in conjunction with a major concentration in order to earn a B.S. degree, or they can complete the certificate specialty without seeking a degree.

The following courses are required for this specialty:

CSTC	200	Mathematical Foundations of Telecommunications
CSTC	205	Electronics for Telecommunications
CSTC	300	Telecommunications Network Planning and Operations
CSTC	305	Telecommunications Software and Protocols
CSTC	400	Telecommunications Economics and Policy

EDUCATION

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

Elementary Education

Exceptional Education

Secondary Education

These education degree programs, are approved by the State of Florida and prepare students for teacher certification in the areas of Elementary, Exceptional, and Secondary Education. Students who have already completed a bachelor's degree in an area other than education may apply for admission to one of the education certificate programs that will prepare the student for State Teacher Certification.

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.

Any student interested in pursuing a major in Education must contact the Education office before declaring the major to ensure that the requirements for acceptance are met.

Internship Requirement

The Education Internship Program (student teaching and seminar) is offered each academic year in the Fall and Winter terms as EDU 452.

Students are eligible for the Internship if they have earned 108 credits, including the required methods courses; have passed the SAT with a minimum score of 840 or the ACT with a minimum score of 19; have a minimum QPA of 2.5; and have a minimum QPA of 2.5 in the major. Internship dates are published in Nova College class schedules.

Applications for internship should be received by March 15 for the Fall term and August 1 for the Winter term. Application forms may be obtained in the Education office or from off-campus site coordinators.

All questions about the Internship program should be directed to the Education Office. Main Campus students, call 475-7354; all other students may call 1-800-541-6682, extension 7354.

General Education Requirements for Liberal & Professional Studies Students in Education Majors

GENERAL EDUCATION REQUIREMENTS:			54
<i>English Composition</i>			
LAN	111	Critical Reading & Writing I	3
LAN	112	Critical Reading & Writing II	3
<i>Mathematics</i>			
MAT	110	Mathematics I	3
MAT	115	Mathematics II 3	
<i>Core Studies</i>			
CORE	141	Journey I: Intro to Undergrad Exp	3
CORE	142	Human Nature, Human Behavior	3
CORE	143	The Living Earth	3
CORE	144	Other Voices, Other Visions	3
* CORE	245	Individual and Social Systems	3
* CORE	246	Economic Growth and Development	3
CORE	347	Ethical Systems	3
CORE	448	Journey II: The Capstone Experience	3
<i>Distribution Requirements</i>			
Humanities Menu			9
Science and Technology Menu			6
Hemispheric and Global Diversity Menu			3
Oral Communication Menu			3

\* Choose one course

Elementary Education for Liberal & Professional Studies Students

GENERAL EDUCATION REQUIREMENTS:			54
MAJOR REQUIREMENTS:			27
EDU	336	Educational Psychology	3
EDU	342	Sociological Foundations of Education	3
EDU	434	Learning Assessment	3
EDU	435	Survey in Education of Exceptional	3
EDU	447	Teaching: Principles and Practices	3
EDU	448	Classroom Management	3
EDU	452	Internship	9
MAJOR SPECIALTY REQUIREMENTS:			30
* EDU	317	Instructional Materials	3
* EDU	412	Children's Literature	3
ELE	311	Teaching Social Studies in Elementary School	3
ELE	312	Teaching Science in Elementary School	3
ELE	313	Teaching Music in Elementary School	3
ELE	314	Teaching Art in Elementary School	3
ELE	315	Teaching Health & P.E. in Elementary School	3
ELE	316	Teaching Math in Elementary School	3
ELE	318	Teaching Language Arts	3
ELE	331	Reading Skills in Elementary School	3
ELE	332	Reading Evaluation	3
Choose one * course			

ELECTIVES:	9
TOTAL DEGREE REQUIREMENTS:	120

## Exceptional Student Education for Liberal & Professional Studies Students Learning Disabilities, K-12

**GENERAL EDUCATION REQUIREMENTS:** 54  
**MAJOR REQUIREMENTS:** 60

EDU	336	Educational Psychology	3
EDU	342	Sociological Foundations of Education	3
EDU	412	Children's Literature	3
EDU	447	Teaching: Principles & Practices	3
EDU	452	Internship	9
ELE	316	Teaching Mathematics in Elementary School	3
ELE	318	Teaching Language Arts in Elementary School	3
ELE	331	Reading Skills in Elementary School	3
ELE	332	Reading Evaluation	3
ESE	435	Survey of Exceptional Children	3
ESE	438	Educational Assessment of Exceptionalities	3
ESE	440	Introduction to Language & Speech Disorders	3
ESE	453	Development Vocab/Functional Life Skills	3
ESE	458	Classroom Mgmt of Exceptional Students	3
ESE		Electives	12

\*Majors in Emotionally Handicapped may take ESE 430 for 3 credits.

**ELECTIVES:** 6  
**TOTAL DEGREE REQUIREMENTS:** 120

## Exceptional Student Education for Liberal & Professional Studies Students Mental Handicaps, K-12

**GENERAL EDUCATION REQUIREMENTS:** 54  
**MAJOR REQUIREMENTS:** 54

EDU	342	Sociological Foundations of Education	3
EDU	336	Educational Psychology	3
EDU	412	Children's Literature	3
EDU	452	Internship	9
ELE	316	Teaching Mathematics in Elementary School	3
ELE	318	Teaching Language Arts in Elem School	3
ELE	331	Reading Skills in Elementary School	3
ELE	332	Reading Evaluation	3
ESE	406	Foundations of Mental Handicaps	3
ESE	407	Curriculum for Mentally Handicapped	3
ESE	408	Classroom Procedures—Mental Handicaps	3
ESE	435	Survey of Exceptional Children	3
ESE	438	Educational Assessment of Exceptionalities	3
ESE	440	Introduction to Language & Speech Disorders	3
ESE	453	Development Vocab/Functional Life Skills	3
ESE	458	Classroom Mgmt of Exceptional Students	3

**ELECTIVES:** 12  
**TOTAL DEGREE REQUIREMENTS:** 120

## Exceptional Student Education for Liberal & Professional Studies Students Emotional Handicaps, K-12

**GENERAL EDUCATION REQUIREMENTS:** 54  
**MAJOR REQUIREMENTS:** 57

EDU	342	Sociological Foundations of Education	3
EDU	336	Educational Psychology	3
EDU	412	Children's Literature	3
EDU	452	Internship	9
ELE	316	Teaching Mathematics in Elementary School	3
ELE	318	Teaching Language Arts in Elem School	3
ELE	331	Reading Skills in Elementary School	3
ELE	332	Reading Evaluation	3
ESE	420	Foundations of Emotional Handicaps	3
ESE	421	Behavior Mgmt and Emotional Handicaps	3
ESE	429	Educational Programs for Emot Handicapped	3
ESE	432	Precision Teaching	3
ESE	435	Survey of Exceptional Children	3
ESE	438	Educational Assessment of Exceptionalities	3
ESE	440	Introduction to Language & Speech Disorders	3
ESE	453	Development Vocab/Functional Life Skills	3
ESE	458	Classroom Mgmt of Exceptional Students	3

**ELECTIVES:** 9  
**TOTAL DEGREE REQUIREMENTS:** 120

## Secondary Education for Liberal & Professional Studies Students

**GENERAL EDUCATION REQUIREMENTS:** 54  
**MAJOR REQUIREMENTS:** 54

EDU	336	Educational Psychology	3
EDU	342	Sociological Foundations of Education	3
EDU	434	Learning Assessment	3
EDU	447	Teaching: Principles and Practices	3
EDU	448	Classroom Management	3
EDU	452	Internship	9
SEC		Teaching Secondary _____	3

**SPECIALTY:**  
According to Certification Requirements for Content Area

**ELECTIVES:** 12  
**TOTAL DEGREE REQUIREMENTS:** 120



## Exceptional Education Specialties

Nova College offers specialties in Specific Learning Disabilities, Emotional Disturbance, and Mental Retardation. Students must complete 9 credits in the specific exceptionality in which the certification is sought. Added to these are 9 credits common to the three areas.

### Specific Learning Disabilities Specialty

ESE	433	Identification and Remediation of Learning Disabilities
ESE	439	Individualization of Diagnosis and Instruction for the Learning Disabled Child
ESE	458	Classroom Management of the Exceptional Student

### Emotional Disturbance Specialty

ESE	429	Education Programming for the Emotionally Disturbed
ESE	432	Precision Teaching and Behavior Modification
ESE	458	Classroom Management of the Exceptional Student

### Mental Retardation Specialty

ESE	406	Foundations of Mental Retardation
ESE	407	Curriculum for Mental Retardation
ESE	408	Classroom Procedures for Mental Retardation

### Additional credits required in all areas of exceptionality are:

ESE	435	Survey in the Education of Exceptional Children
ESE	438	Educational Assessment of Exceptional Children
ESE	440	Introduction to Language Development and Speech Disabilities

## LIBERAL ARTS

The bachelor of science degree is offered through the Liberal Arts Department with the following major concentration:

### Legal Studies

The bachelor of arts degree is offered through the Liberal Arts Department with the following major concentration:

### Liberal Arts

The **Legal Studies** major is designed for students interested in preparing for law school or other graduate study and for those who want to pursue a liberal arts major with a legal perspective. The courses in the major area are designed to assist students in developing analytical and communication skills and an understanding of economic, political, and social contexts within which legal issues arise.

The **Liberal Arts** major is designed for students wishing to gain a broad background in the various disciplines included in the liberal arts, such as literature, the arts, history, political studies, philosophy, psychology, sociology and anthropology, as well as a concentration in one particular area. The courses in this major are intended to aid students in developing analytical and communication skills, aesthetic responsiveness, moral imagination and intellectual integrity.

## General Education Requirements for Liberal & Professional Studies Students in Liberal Arts Department Majors

GENERAL EDUCATION REQUIREMENTS:			54
<i>English Composition</i>			
LAN	111	Critical Reading & Writing I	3
LAN	112	Critical Reading & Writing II	3
<i>Mathematics</i>			
MAT	110	Mathematics I	3
MAT	115	Mathematics II	3
<i>Core Studies</i>			
CORE	141	Journey I: Intro to Undergrad Exp	3
CORE	142	Human Nature, Human Behavior	3
CORE	143	The Living Earth	3
CORE	144	Other Voices, Other Visions	3
CORE	245	Individual and Social Systems	3
CORE	347	Ethical Systems	3
CORE	448	Journey II: The Capstone Experience	3
<i>Distribution Requirements</i>			
Humanities Menu			9
Science and Technology Menu			6
Hemispheric and Global Diversity Menu			3
Oral Communication Menu			3

## Legal Studies for Liberal & Professional Studies Students

GENERAL EDUCATION REQUIREMENTS:			54
MAJOR REQUIREMENTS:			48
HUM	321	Ethics	3
LGS	201	Law in Action	3
LGS	210	The Legal Profession	3
LGS	240	Comparative Legal Systems	3
* LGS	260	Women and the Law	3
* LGS	261	Cultural Minorities and the Law	3
* LGS	262	Children and the Law	3
* LGS	263	Law and Popular Culture	3
* LGS	264	Judiciary and Democracy	3
LGS	301	Constitutional History I	3
LGS	302	Constitutional History II	3
LGS	326	Law and American Culture	3
** LGS	333	History of Political Thought I	3
** LGS	334	History of Political Thought II	3
LGS	366	Philosophy of Law	3
LGS	405	Civil and Political Liberties	3
LGS	426	Law and the American Mind	3
LGS	430	Legal Research/Writing and Mock Trial	6
LGS	441	International Law	3
*** LGS	440	Special Topic in Legal Studies	3
*** LGS	445	Capstone Course in Legal Studies	3
Choose one of four * courses			
Choose one of two ** courses			
Choose one *** option for Senior Legal Studies Project			

ELECTIVES:  
TOTAL DEGREE REQUIREMENTS:

18  
120

## Liberal Arts for Liberal & Professional Studies Students

GENERAL EDUCATION REQUIREMENTS:			54
MAJOR REQUIREMENTS			48
HUM	231	Critical Thinking	
HUM	321	Ethics	3
HUM	333	History of Political Thought I	3
HUM	334	History of Political Thought II	3
** HUM	351	American Literature	3
** HUM	356	English Literature I	3
** HUM	357	English Literature II	3
Choose one ** course			3

Students will take 6 credits from each of the 4 following menus (a total of 24 credits) and an additional 9 credits of concentration from one menu, 6 credits of which must be 300 level or above.

### MENU I: Art, Music and Film Studies

HUM	214	King Arthur in Legend and Art	3
* HUM	218	Myth and Art	3
* HUM	220	Non-Western and Modern Art	3
* HUM	240	The Theatre Arts	3
HUM	254	Introduction to Film Criticism	3
HUM	353	Films as Literature	3
* HUM	375	Music Through History	3
* HUM	381	Art and Society	3
HUM	400	Women in the Arts and Humanities	3

### MENU II: Literature and Philosophy

* HUM	206	The Self and Literature	3
* HUM	207	Politics and Literature	3
* HUM	208	Existentialism and Literature	3
* HUM	209	Literature and the Problem of Knowledge	3
HUM	230	Philosophical Issues	3
HUM	306	Women and Literature	3
HUM	322	Science and Modern Thought	3
HUM	323	Contemporary Latin American Fiction	3
* HUM	351	American Literature	3
* HUM	356	English Literature I	3
* HUM	357	English Literature II	3
HUM	355	Irish Literature	3
HUM	451	Eastern Thought	3

\* May not be used to fulfill major requirements if chosen to satisfy Humanities General Education Requirement.

### MENU III: History and Political Studies

HIS	103	American History to 1865	3
HIS	104	American History Since 1865	3
HIS	209	Early Western Society	3
HIS	211	Modern Western Society	3
HIS	321	The Great Individual in History	3
HIS	410	Emerging Nations	3
HIS	460	Studies in Revolution	3
HUM	210	Freedom and Totalitarianism	3
HUM	260	Women and Law	3
HUM	310	The American Character	3
HUM	402	Women and Political Theory	3
LGS	301	Constitutional History I	3
LGS	302	Constitutional History II	3
LGS	326	Law and American Culture	3
LGS	426	Law and the American Mind	3
LGS	441	International Law	3

\*May not be used to fulfill major requirements if chosen to satisfy Humanities General Education Requirement.

### MENU IV: Humanity and Society

HUM	201	The Individual and Society	3
ITS	216	Introduction to International Studies	3
ITS	331	Theory & Practice of International Relations	3
LGS	240	Comparative Legal Systems	3
LGS	261	Cultural Minorities and the Law	3
PSY	336	Psychology of Women	3
SOC	202	Introduction to Sociology	3
SOC	221	Folklore	3
SOC	222	The Modern City	3
SOC	231	Contemporary Life Styles	3
SOC	311	Women & Society: Cross Cultural Perspec	3

### ELECTIVES:

### TOTAL DEGREE REQUIREMENTS:

18  
120

### Communications Specialty

The undergraduate speciality in communications will prepare students a) to have an understanding of the liberal arts and an appreciation of the value of learning, b) to develop ideas and communicate them effectively to the appropriate audience, and c) to have a preparation in the essential skills necessary for the communications professions.

To complete the speciality, students must take one of the first three introductory courses: COM 201, COM 202, or COM 203, in conjunction with the remaining four courses, for a total of fifteen hours.

COM	201	Introduction to Journalism
COM	202	Introduction to Broadcast Journalism
COM	203	Introduction to Broadcast Technology
COM	210	Mass Media
COM	251	Intermediate Telecommunication
COM	301	Ethical Issues in Communication
COM	401	Information Theory

### Legal Studies Specialty

This program is designed to provide a sound understanding of the American legal system and its interaction with other aspects of American culture. It is especially suggested for those students who plan careers in business or government or intend to go to law school. (Prerequisite: LAN 112)

LGS	201	Law in Action: Introduction to Legal Reasoning
LGS	210	The Legal Profession
LGS	301	Constitutional History I
LGS	302	Constitutional History II
LGS	333	History of Political Thought OR
LGS	326	Law and American Culture OR
LGS	426	Law and the American Mind

### Latin American & Caribbean Studies Specialty

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

The student will complete 24 credits of courses with a Latin American and Caribbean emphasis. Appropriate courses taken within the major may satisfy part of these requirements. Spanish language courses at the 200 level or above also may satisfy part of this requirement. The student will take at least 9 of the 24 required credits outside his or her major.



The student will have to demonstrate competency in an appropriate foreign language. This requirement may be satisfied either through course work or by examination.

Courses currently offered as part of the Nova College curriculum that are automatically applicable toward the specialty in Latin American and Caribbean Studies are :

SOC	112	Human Origins and Diversity
LAC	213	Latin American and Caribbean Studies
LAN	223	Intermediate Spanish
LAC	240	Comparative Legal Systems
BUS	355	Introduction to International Business
LGS	261	Cultural Minorities and the Law
HUM	323	Contemporary Latin American Fiction
HIS	410	Emerging Nations
LGS	441	International Law
LAC	485-488	Field Study in Latin America
LAC	491-498	Advanced Special Topics

In addition to the above mentioned courses, a large number of existing courses may be approved by the Program Coordinator as applicable toward the specialty in Latin American and Caribbean Studies.

### Women's Studies Specialty

The Women's Studies program is designed to explore the challenges and issues that confront women in society. An interdisciplinary program, it covers such topics as business, law, philosophy, science, literature, anthropology, psychology, gerontology and the arts. Students may complete a specialty with five of the courses offered for a total of 15 credits. For most instances, the Women's Studies courses may satisfy humanities electives in the core curriculum. Individual courses are also open to the general student population.

Courses that may be used towards earning a Women's Studies Specialty are:

WMS	260	Women and Law
WMS	305	Feminist Theory
WMS	302	Women's Studies Practicum
WMS	306	Women and Literature
WMS	311	Women and Society: Cross Cultural Perspectives
WMS	319	Women and Aging
WMS	324	Women and Business
WMS	336	Psychology of Women
WMS	400	Women in the Arts and Humanities
WMS	402	Women and Political Theory
WMS	405	Women and Science

## MATH, SCIENCE AND TECHNOLOGY

The bachelor of science degree is offered through the Math, Science and Technology department with the following major concentrations:

### Life Sciences (Pre-Medical)

#### Ocean Studies

The **Life Sciences** major, with a premedical emphasis, provides a strong curriculum in biology with significant study in the physical sciences. This major can provide the basis for graduate study in specialized fields of biology, for professional training in medical fields and for teaching. Professional careers in the medical fields and in biology involve graduate study beyond the baccalaureate degree; therefore, both the core and the major have been designed to meet the admission requirements of many medical, dental and veterinary schools and of schools for graduate study in the biological sciences. The curriculum for this major does not appear in this catalog as it is currently in the final stages of development.

The **Ocean Studies** major is designed to prepare students for a career or further graduate study. The curriculum consists of a set of core courses in physical and natural science leading to a specialty in marine biology which is designed as a solid basis for entering the field of ocean science as well as preparation for further graduate study in this area.

## General Education Requirements for Liberal & Professional Studies Students in Math, Science and Technology Majors

### GENERAL EDUCATION REQUIREMENTS: 48

#### English Composition

LAN	111	Critical Reading & Writing I	3
LAN	112	Critical Reading & Writing II	3

#### Mathematics

MAT	120	Precalculus I	3
MAT	208	Fundamentals of Calculus I	3

#### Core Studies

CORE	141	Journey I: Intro to Undergrad Exp	3
CORE	142	Human Nature, Human Behavior	3
CORE	143	The Living Earth	3
CORE	144	Other Voices, Other Visions	3
* CORE	245	Individual and Social Systems	3
* CORE	246	Economic Growth and Development	3
CORE	347	Ethical Systems	3
CORE	448	Journey II: The Capstone Experience	3

#### Distribution Requirements

Humanities Menu	9
Hemispheric and Global Diversity Menu	3
Oral Communication Menu	3

\* Choose one course

## Life Science for Liberal & Professional Studies Majors

### GENERAL EDUCATION REQUIREMENTS: 48

#### MAJOR REQUIREMENTS: 61

HUM	322	Science & Modern Thought	3
LGS	201	Law in Action	3
LSC	150	Biology I/Lab	4
LSC	151	Biology II/Lab	4
LSC	231	Animal Structure/Function II/Lab	4
LSC	360	Genetics/Lab	4
LSC	435	Cellular & Molecular Biology/Lab	4
LSC	440	Developmental Biology/Lab	4
LSC	445	Biochemistry/Lab	4
MAT	302	Applied Statistics	3
PHY	230	General Chemistry I/Lab	4
PHY	231	General Chemistry II/Lab	4
PHY	235	Applied Physics I/Lab	4
PHY	236	Applied Physics II/Lab	4
PHY	330	Organic Chemistry I/Lab	4
PHY	331	Organic Chemistry II/Lab	4

### ELECTIVES: 12

### TOTAL DEGREE REQUIREMENTS: 121

## Ocean Studies for Liberal & Professional Studies Majors

### GENERAL EDUCATION REQUIREMENTS: 48

#### MAJOR REQUIREMENTS: 60

HUM	322	Science & Modern Thought	3
LSC	150	Biology I/Lab	4
LSC	151	Biology II/Lab	4
LSC	230	Animal Structure-Function I/Lab	4
LSC	231	Animal Structure-Function II/Lab	4
LSC	320	General Ecology/Lab	4
LSC	340	Microbiology/Lab	4
LSC	360	Genetics/Lab	4
MAT	302	Applied Statistics	3
OCE	250	Introductory Oceanography/Lab	3
OCE	400	Oceanography Seminar I	1
OCE	401	Oceanography Seminar II	1
OCE	402	Oceanography Seminar III	1
PHY	230	General Chemistry I/Lab	4
PHY	231	General Chemistry II/Lab	4
PHY	235	Applied Physics I/Lab	4
PHY	236	Applied Physics II/Lab	4
PHY	325	Bio-organic Chemistry/Lab	4

### SPECIALTY REQUIREMENTS: 18

LSC	330	Cellular and Molecular Biology	4
OCE	450-452	Directed Research Project I-III	6
PHY	205	Physical Geology/Lab	4
PHY	215	Historical Geology/Lab	4

### TOTAL DEGREE REQUIREMENTS: 126



## CAREER DEVELOPMENT STUDIES



Adult undergraduate learners are people who often have limited access to higher education, whether they are employed managers, technicians with “terminal” education, service workers who need specific training and career credentials, housewives who have full-time commitments, teacher aides who want to become teachers, or individuals seeking career changes who are trapped by their present responsibilities. These people are faced with changing careers; transitional roles; new technology; increasing information demands; and intellectual, leisure, cultural, and social needs. Usually they are returning to education to increase their competency in a variety of adult roles and to expand their career opportunities.

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

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

**Uniqueness.** The following characteristics help to make the Career Development Studies programs effective:

**Flexible Course Scheduling.** Because most of our students are busy working or raising families during the day, our courses meet principally in the evening and on weekends. Flexible scheduling provides students with the opportunity to enroll frequently throughout the year.

Courses in the 8 and 9 week terms meet once each week in 4 and 41/2 hour sessions. Courses in 16-week terms meet for two hours each week.

Occasionally it becomes necessary to close classes because of capacity enrollments or to cancel classes because of insufficient enrollment. In these cases, the College makes every effort to notify the affected students prior to the first class meeting, thereby allowing these students to register for other courses if they so desire.

**Convenient Locations.** Nova undergraduates meet on the main campus of Nova University in Fort Lauderdale, and at various off-campus locations including Clearwater, Cocoa Beach, Ft. Pierce, Gainesville, Jacksonville, Miami, Ocala, Orlando, Tampa, West Palm Beach, and a number of corporate sites.

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

**Student Population.** Ninety percent of our students are over twenty-one years old. Sixty per cent are over thirty. Most have families and jobs. They are rich in experience and very diverse in background. They are highly motivated and very interested in helping each other succeed. Most have attended college previously and are now finishing a bachelor's degree in anticipation of new opportunities and possibly graduate education.

**Responsive Counseling.** The staff of the College 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. Counselors are available in the evening by appointment.

**Experiential Learning.** Through RECALL (review and evaluation of career and lifelong learning) the College allows students to gain credit for certain learning experiences they have had throughout a lifetime. Most credit from previous college work is transferable. Credit can also be gained from the CLEP testing program and from past experiences that have produced college level learning. As much as ninety hours of college credit may be granted through RECALL.

**Special Programs.** The College has designed specialized credit and non-credit programs for working adults. Baccalaureate degree—completing programs are offered in accelerated curricula to holders of the associate degree or its equivalent. The College also has the ability to respond to special requests for training and education from business, government, and nonprofit agencies by designing career programs to meet specific needs. The bachelor of science in professional management as well as adaptations of specialty certificate and other degree programs are offered in a cluster format wherever there is sufficient interest shown by qualified students.

## ADMISSION

In keeping with a humanistic philosophy valuing individual worth and differences, the Career Development Studies program considers applicants in terms of their potential for success. Nova University admits students regardless of race, creed, color, handicap, sex, and national or ethnic origin. Applicants are required to—

1. Submit a completed application form and the \$30 nonrefundable application fee to:

Nova University Career Development Studies Program  
Office of Undergraduate Admissions  
3301 College Avenue  
Fort Lauderdale, FL 33314

2. Submit official high school or college transcript(s),
3. Speak with a counselor in person or by telephone.

### Acceptance to the Career Development Studies Programs

As soon as we have the completed application form and fee on file, and proof of high school graduation (or its equivalent), you are admitted to the Career Development Studies Program as a degree-seeking student. Acceptance into a major program of study can be effected only after you have:

1. Submitted official transcripts of all previous college work.
2. Declared a major and had your program evaluated by a counselor.
3. Completed required placement tests and/or competency tests.
4. (Freshmen—new students) completed 30 semester hours at Nova with at least a 2.0 Q.P.A. Transfer students must complete 12 semester hours at Nova with at least a 2.0 Q.P.A.
5. Met any additional requirements as specified by an academic department for a particular major.\*

\*Education majors must have a score of 840 on the S.A.T. or 20 on the A.C.T. (effective September 1, 1991).

When your official transcripts have been received, your credentials will be evaluated and you will be notified of your status. After the initial evaluation of your program, an advisor or a counselor will be available to help you update your curriculum sheet each time you register.

**Special Student.** You may want to take one course or several courses or a specialty program without enrolling for a degree program. In this case, indicate "special student" on the application form. You may then register for a course after submitting an application and application fee. As a Special Student you are not eligible for a degree unless you follow the regular admissions procedures.



## INTERNATIONAL STUDENTS

International Students are required to obtain a Student (F-1) Visa or an Exchange Visitor (J-1) Visa. Students are not permitted to study in the United States on a Visitor (B-2) Visa.

International students must—

1. Submit all secondary school and college level transcripts. Transcripts must be in official English language translation (this applies to transcripts that are not already in English). Applicants must have the equivalent of an American high school diploma.
2. Achieve a score of 500 or higher on the TOEFL exam or 400 on the SAT (verbal section). If you do not achieve the required score, you may wish to enroll in Nova University's American Culture and Language Institute (see page 4).
3. Submit a letter from a financial institution indicating that you are able to meet all costs of your education without financial aid from Nova University. The minimum amount is determined by the budget prepared by the Nova University Office of Student Financial Aid. A notarized letter from a sponsor is required if you are sponsored by a public or private organization or an individual. The financial guarantee must include provisions for any dependents who will be residing in the United States with you.
4. Purchase medical insurance (J-1 Visas only). Contact the international student advisor for further information concerning insurance.

After all of the above information is received and you are accepted, an acceptance letter will be sent to you. An I-20 will be issued after we receive a \$200 tuition deposit.

## INFORMATION AND COUNSELING

Choosing a college is not a paper process; it requires a dialogue with people who are knowledgeable about the many choices to be made. We strongly urge you to talk with one of our counselors either in person or by phone. We would like to help you answer three important questions: whether you should go to college, where you should go to college, and when you should go to college. These questions have career, financial, and academic implications for you. Our counselors have talked with thousands of individuals facing the same decisions. For many potential students Nova has been the answer; to others, Nova is not the appropriate match for their needs, but other recommendations are made. Please take this opportunity to make the right decision.

Call 475-7034 (in Fort Lauderdale) for an application or a personal counseling appointment. From Dade, call 940-6447, extension 7034; students from other locations should call 1-800-541-6682, extension 7034.

## COMBINED MAJORS, MINORS, AND SPECIALTIES

The Career Development Studies Program offers you the opportunity to acquire substantial credit in a second major or specialty area. You should check with an advisor as to which majors may be combined. Whenever requirements for a specialty or permissible second major are completed, you need to request, through a student action form, that this information be made a permanent part of your official academic transcript. By judiciously selecting elective courses or by the completion of a few additional credits, you can acquire recognizable competence in more than one academic area.

## SECOND BACHELOR'S DEGREE

If you have a bachelor's degree from a regionally accredited institution other than Nova University, you may earn a second bachelor's degree from Nova by completing a minimum of 30 additional credits in the Career Development Studies Program. At least 50 per cent of all credits required in the selected major must be taken at Nova.

## TRANSFER CREDITS

The Career Development Studies Program welcomes students who have earned college credits at another regionally accredited college or university. Students who plan to transfer to Nova should contact a Nova counselor to discuss how prior college credits can be used for their Nova degree. Community college students should contact a Nova counselor as early in their college career as possible so they can choose courses for their associate's degree that will transfer to Nova and be appropriate for their intended bachelor's degree.

Transfer students must submit official academic transcripts from their previous colleges. Their previous academic work will then be evaluated. The College will transfer a maximum of 90 eligible credits (including credit for CLEP, Proficiency Examinations, and prior experiential learning) toward their degrees (a maximum of 66 credits can be transferred from a community college). The remaining credits must be earned at Nova in regular academic offerings. At least 50% of the credits in the student's major area and specialty must be earned at Nova in regular academic offerings.

Evaluation of CLEP examinations, transfer credits, and experiential learning will be made upon admission but will be recorded on the student's permanent record only after the student has registered for and completed 12 credits at Nova. Experiential Learning or CLEP process must be started during the first 16 weeks at Nova.

Under exceptional circumstances students may be permitted to take courses at another college while enrolled at Nova. However, credit will be transferred only if there is prior written approval from the academic director or



program advisor and an earned grade of "C" or better. Students taking courses at more than one center within Nova University must also receive written approval from a counselor.

## TESTING CREDITS

Students may earn college credit through the College Level Examination Program (CLEP), Proficiency Examination Program (PEP), and Advanced Placement Examinations (AP).

CLEP is administered at Nova University through the College Board. To receive credit through CLEP exams at Nova, a student must score in at least the 50th percentile. Before applying to take any of the CLEP tests, a student should consult an academic counselor to be sure that the credits granted through the exams are applicable to the student's course of study.

Requests for AP and PEP credit should be discussed with the Testing Specialist in the Testing Center.

## PORTFOLIO CREDITS

At Nova, what a student can do with learning is more important than how it was learned. If a student can demonstrate knowledge and skills comparable to those of a college-trained student and if those skills are appropriate to the student's course of study, the College will award academic credit for those skills and that knowledge.

To earn credit for prior experiences outside the traditional college classroom, the student must be able to state and document the skills and knowledge, and the skills and knowledge must be measurable.

Applications and counseling for prior learning credit are available from the Advising Center. Call 475-7527.

## INTERNSHIP REQUIREMENT

The Education Internship Program (student teaching and seminar) is offered each academic year in the Fall and Winter terms as EDU 452. Students are eligible for the Internship if they have earned 108 credits, including the required methods courses; have passed the SAT with a minimum score of 840 or the ACT with a minimum score of 19; have a minimum QPA of 2.5; and have a minimum QPA of 2.5 in the major. Internship dates are published in Nova College class schedules.

Applications should be received by March 15 for the Fall term and August 1 for the Winter term. Application forms may be obtained in the Education office or from off-campus site coordinators.

All questions about the Internship should be directed to the Education Office. Main Campus students, call 475-7354; all other students may call 1-800-541-6682, extension 7354.

## ACADEMIC INFORMATION

### REQUIREMENTS

**Skill Requirements.** Students are expected to demonstrate skills appropriate for college work in all courses at Nova. Before or during the first term of enrollment, students will complete placement tests in writing and mathematics and will be advised as to appropriate course selection based on test results. The placement test must be taken before completion of no more than six semester hours. Students needing further development of skills required for College work will be counseled as to opportunities available for assistance. While a student is acquiring these skills, his or her enrollment is limited to courses APPROVED BY AN ADVISOR, generally at the 100 and 200 levels. The passing of placement tests is prerequisite to enrollment in many courses including all initial mathematics and language courses.

**English and Mathematics Requirements.** All students are required to take the appropriate English composition and/or mathematics courses during their first term of enrollment at Nova. Freshmen must enroll in and successfully complete their English and mathematics sequence of courses in consecutive trimesters. If a student is unable to complete one of these courses successfully, he or she must re-enroll for the next term. Assistance in writing and math are provided by the Learning Resource Center.

**Accelerated Course Expectations.** To ensure that students can obtain maximum benefit from the Nova course format, most Career Development courses have assignments to be completed before the first meeting. These assignments are posted on the Student Services Bulletin Board and are available through academic offices during registration. The course outline is distributed at the first class meeting.

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

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



## GRADES

Grade		Quality Points
A	Excellent	4.0
A-		3.7
B+		3.3
B	Good	3.0
B-		2.7
C+		2.3
C	Satisfactory	2.0
C-		1.7
D+		1.3
D	Marginal	1.0
F	Failure	0.0
W	Withdrawn Without Penalty	—
I	Incomplete	—
P	Pass	—
NG	No Grade (not assigned by instructor)	—
AU	Audit	—

**Quality Point Averages** A student's academic standing for a specific term is the quality point average (QPA). The QPA is calculated by dividing the total quality points earned by the total quality point credits in a term. The student's overall academic standing is the cumulative quality point average (CQPA). The CQPA is calculated by dividing the total quality points earned by the total quality point credits.

**Progress/Grade Reports** Students will be provided a progress/grade report at the end of every term. A copy of the report will be placed in the student's permanent file maintained by the school. Students are protected by legal provisions that prohibit the release of personally identifiable information to other than legally authorized persons and to inspect, review, and challenge such information as provided by law.

**Standards of Progress for VA Students** VA students are expected to satisfactorily complete the programs within the number of training hours approved by the State Approving Agency for Veterans Training. They also must meet any academic, skill and/or technical requirements of their particular program. If at any point in time it is determined that a VA student cannot satisfactorily complete the program within the approved number of hours, the student's VA educational benefits will be terminated for unsatisfactory progress.

A VA student who, at the end of any 16-week period, has not attained and maintained satisfactory progress will be placed on academic probation for the next 16-week period. Should the student not attain and maintain satisfactory progress by the end of the probationary 16-week period, the student's VA edu-

cation benefits will be terminated for unsatisfactory progress.

A student whose VA educational benefits have been terminated for unsatisfactory progress may petition the school to be recertified after one 16-week period has elapsed. The school may recertify the student for VA educational benefits only if there is a reasonable likelihood that the student will be able to attain and maintain satisfactory progress for the remainder of the program.

**Repeated Courses** A student may repeat a course to improve the grade in that course, but credit toward graduation will be granted only once. Both enrollments and both grades will remain on the transcript. One enrollment will have a notation that the course has been repeated. The higher grade will be counted in the student's Quality Point Average.

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

A student who is absent at the final examination without prior approval will not receive an Incomplete grade.

**Withdrawal** A student will be administratively withdrawn if he or she misses both the first and second class meetings. After the Change of Registration Period, a student may withdraw from a course before the 7th week of an 8- or 9-week course and before the 15th week of a 16-week course. Withdrawal will NOT be accepted within two weeks of the final class meeting. A student who stops attending class will receive a grade of A through F based on required course work.

A Withdrawal Form must be received and date-stamped by the Registrar's Office before that deadline. Such a withdrawal will appear on the transcript but not be included in the QPA. A student considering withdrawal is encouraged to meet with the instructor and/or program advisor. Foreign students are encouraged to speak to the International Student Advisor prior to submitting a Withdrawal Form as it may affect immigration status. Financial aid recipients should speak to an advisor from the Office of Financial Planning and Resources.

## SATISFACTORY ACADEMIC PROGRESS

To remain in good academic standing, undergraduate students must maintain the minimum quality point average or higher on all credits attempted (quality point average on a 4.0 scale), each semester. In addition to the mini-



minimum quality point average (see next page) for a baccalaureate degree, students must conform to the degree requirements of their declared major.

## PROBATION AND SUSPENSION

**Student Responsibility** Students are responsible to adhere to the policies set forth in this catalog. Probation and suspension are effective as soon as grades are submitted by the instructors. Students who fall under either category as a result of these grades may be asked to withdraw from courses already begun in a succeeding term of registration.

**Academic Probation** Students failing to earn the minimum quality point average or higher after their first 12 credits of work attempted or to maintain at least the minimum quality point average thereafter will be placed on probation by the Academic Progress Committee. Academic probation is removed when the student earns a cumulative quality point average above the minimum quality point average based on the number of credits earned.

### Qualitative Requirements

1-29 credits: 1.50 GPA

30-59 credits: 1.85 GPA

60+ credits: 2.00 GPA

and the QPA requirement of the particular major

**Progress Probation** Students failing to complete at least 70% of their attempted credits each academic year will be placed on probation by the Academic Progress Committee. Progress probation is removed when the student completes at least 70% of the attempted credits in a subsequent trimester. Students attempting less than 12 credits in the academic year will be evaluated on their previous registrations.

Students are encouraged to seek counseling when their academic progress places them in danger of probation.

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

**Suspension** To avoid suspension, a student on probation must maintain the minimum quality point average as stated above and complete at least 70% of all courses attempted for each trimester of subsequent enrollment until probation is lifted. Otherwise the student will be placed on suspension for one trimester. Following this suspension, the student must request permission to be readmitted. Failure of a student to maintain the minimum quantity and quality point requirements in each of the two terms subsequent to being readmitted will result in FINAL SUSPENSION.

**Appeal** Any student placed on probation or suspension may file a petition for review by the Academic Progress Committee. A student placed on final

suspension may, after a two-term absence, request to be readmitted.

## TEXTBOOKS

Books should be picked up before the first class since Career Development students usually have an assignment to be completed for the first class meeting. The local bookstore carrying required textbooks is:

Nova Books, Inc.

6508 S.W. 39th Street

Davie, Florida 33314

Phone: 583-5860

At off-campus locations, books are made available through Nova site coordinators.

## CERTIFICATES

Students who wish to apply for a certificate upon completion of a specialty must notify the appropriate academic director. To be eligible to receive a certificate, a student must have a 2.25 GPA in the specialty course work. Students will receive their certificates when curriculum requirements have been satisfied and all financial and other obligations to the University have been met.

## INDEPENDENT STUDIES AND TUTORIALS

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

## LENGTH OF PROGRAM

One of the hallmarks of the Career Development Studies Program is its flexible scheduling. Students, with approval, may take more than a full academic load (12-15 credits) during a semester. On the other hand, students may take one course during a semester or even none if outside responsibilities make that option advisable. It is, therefore, difficult to predict how long any student will take to fulfill his or her academic goals. Many students who are employed full time receive as much credit in a year as they would attending a traditional daytime institution. For some, graduation is possible in less than four years of academic work.

# CAREER DEVELOPMENT PROGRAMS OF STUDY

## BEHAVIORAL SCIENCES

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

### Applied Professional Studies

### Community Psychology

### General Psychology

Psychology is the study of individuals, including their behavior, thought processes, and emotions. The psychology majors emphasize scientific research and applications to significant areas of human activity.

The **Applied Professional Studies** major offers a flexible program for adults who have gained significant professional experience and/or who have earned a large number of college credits towards their particular career goal. This program allows students to select a program of studies that best fits their career plans.

To be able to enroll in this major a student must:

- 1) have a minimum of 45 transfer credits,
- 2) have completed an 18 credit concentration before coming to Nova and
- 3) submit a rationale for acceptance into this program explaining his or her educational and career goals.

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

The **General Psychology** major provides academic training and preparation for doctoral studies in Psychology. It meets usual prerequisites for Psy.D. and Ph.D. programs in Psychology.

Either of these majors may be combined with law school preparatory courses or with courses leading to certification in Secondary Education, as well as with prerequisite courses for admission to graduate studies in Speech and Language Pathology.

The Behavioral Sciences Department also supervises the **Advocacy Specialty, the Speech and Language Pathology Specialty, the Paralegal/Legal Assistant Specialty, and the Substance Abuse Studies Specialty**. For each of these specialties, a certificate is granted upon completion, and this is noted on the student's academic transcript. The courses in each specialty program may be taken in conjunction with a student's baccalaureate studies, or they may be taken by individuals who simply wish to earn a certificate in one of these fields. A minimum GPA of 2.25 must be obtained for the courses comprising the certificate.



# Applied Professional Studies for Career Development Studies Students

## GENERAL DISTRIBUTION:

LAN	111	Critical Reading & Writing I	3
LAN	112	Critical Reading & Writing II	3
LAN	201	Fundamentals of Public Speaking	3
MAT	102	Introductory Algebra (or higher)	3
MAT	133	Mathematical Way of Thinking	3
CAP	111	Computer Literacy	3
HUM	Electives		6
LSC/PHY	Electives		6
PSY	Elective		3
Liberal Arts Elective: COM/ECO/GEO/HIS/HUM/LAN/LGS/LSC/MAT/PHY/POL/PSY/SOC			3

## GENERAL EDUCATION SPECIFIED ELECTIVES:

(Choose one course from each of the following areas)

### ETHICAL ISSUES

HUM	321	Ethics	3
BUS	410	Business Ethics	3

### ENVIRONMENTAL ISSUES

GEO/PHY	226	Conservation of Natural Resources	3
LSC/PHY	104	Environmental Studies	3
LSC	222	Marine Biology	3

### INTERNATIONAL AND CROSS-CULTURAL ISSUES

BUS	355	International Business	3
HIS/LAC	410	Emerging Nations	3
HUM/ITS	216	Introduction to International Studies	3
ITS/PHY	332	The Political Economy of Development	3
LAC	213	Latin American & Caribbean Studies	3
LAC	411	The Economic Crisis in Latin America	3
SOC	112	Human Origins and Diversity	3
SOC/WMS	311	Women & Society: Cross Cultural Perspectives	3

### SOCIAL ISSUES/ADVOCACY

CMS/SOC	251	Social Problems	3
CMS/SOC	300	Advocating Change: Crucial Issues	3
HIS/LGS	261	Cultural Minorities and the Law	3
HUM/WMS	305	Feminist Theory	3
HUM/WMS	402	Women and Political Theory	3

### Concentration I (Transferred)

### Concentration II(Taken at Nova)

Concentration II, taken at Nova, may consist of the specialties or approved concentrations listed below:

- Advocacy
- Business Concentration
- Latin American and Caribbean Studies Specialty
- Legal Assistant/Paralegal Studies Specialty
- Psychology Concentration
- Speech and Language Pathology Specialty
- Substance Abuse Studies Specialty
- Women's Studies Specialty

### ELECTIVES:

### TOTAL DEGREE REQUIREMENTS:

36

9

18

18

39

120

# Community Psychology for Career Development Students

## GENERAL DISTRIBUTION:

LAN	111	Critical Reading & Writing I	3
LAN	112	Critical Reading & Writing II	3
LAN	201	Fundamentals of Public Speaking	3
MAT	133	Mathematical Way of Thinking	3
CAP	111	Computer Literacy	3
PSY	102	Introduction to Psychology	3
LSC/PHY	Electives		6
MAT	102	Introductory Algebra (or higher)	3
MAT	302	Applied Statistics	3
HUM	Electives		6
SOC	Electives		6
Liberal Arts Electives: COM/ECO/GEO/HIS/HUM/LAN/LGS/LSC/MAT/PHY/POL/PSY/SOC			6

## MAJOR REQUIREMENTS:

PSY	238	Child and Adolescent Development	3
PSY	300	Psychological Research Methods	3
PSY	303	Experimental Psychology	3
PSY	311	Interpersonal Communication	3
PSY	321	Personality	3
PSY	326	Abnormal Psychology	3
PSY	316	Issues in Social Psychology	3
PSY	330	Behavior Modification	3
*PSY	345	Interviewing	3
PSY	350	Community Psychology	3
PSY	351	Human Learning and Cognition	3
*PSY	405	Psychological Tests and Measurements	3

Choose one \* course

### ELECTIVES:

### TOTAL DEGREE REQUIREMENTS:

39

120

## General Psychology for Career Development Students

### GENERAL DISTRIBUTION:

LAN	111	Critical Reading & Writing I
LAN	112	Critical Reading & Writing II
LAN	201	Fundamentals of Public Speaking
MAT	133	Mathematical Way of Thinking
CAP	111	Computer Literacy
PSY	102	Introduction to Psychology
LSC	105	Concepts in Biology
LSC/PHY		Elective
MAT	105	College Algebra
MAT	302	Applied Statistics
HUM		Electives
SOC		Electives
Liberal Arts Electives: COM/ECO/GEO/HIS/HUM/LAN/LGS/LSC/MAT/PHY/POL/PSY/SOC		

### MAJOR REQUIREMENTS:

PSY	238	Child and Adolescent Development
PSY	300	Psychological Research Methods
PSY	303	Experimental Psychology
PSY	316	Issues in Social Psychology
PSY	321	Personality
PSY	326	Abnormal Psychology
PSY	351	Human Learning and Cognition
PSY	371	History and Theories of Psychology
PSY	405	Psychological Tests and Measurements
PSY	460	Biological Bases of Behavior
PSY	480	Practicum in Psychological Research

### ELECTIVES:

### TOTAL DEGREE REQUIREMENTS:

48

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39  
120

## Legal Assistant/Paralegal Studies Specialty

This program was designed for those who wish to acquire the skills and knowledge necessary to pursue careers as legal assistants/paralegals. The program is also appropriate for students who are pursuing business, teaching, or law-related careers, and for others who desire to understand our legal system and enhance their legal knowledge and skills.

The six required courses for a Legal Assistant/Paralegal Studies Specialty are:

LEG	215	Introduction to Law and the Legal Profession
LEG	225	Legal Fundamentals I
LEG	226	Legal Fundamentals II
LEG	325	Legal Research and Writing
LEG	335	Legal Documents and Drafting
LEG	345	Fundamentals of Litigation and Advocacy

## Speech and Language Pathology Specialty

The series of six courses which constitutes this specialty is designed to provide the undergraduate student with an understanding of the basic processes involved in hearing, speech and language, as well as the disorders which can occur in these areas. Through completion of the course work in this specialty, students will meet prerequisite requirements for admission to Nova's Master's degree program in Speech and Language Pathology.

The required courses for a Speech and Language Pathology Specialty are:

SLP/LSC	400	Introduction to Hearing, Speech and Language Disorders
SLP/LSC	410	Neuro Anatomy and Physiology
SLP	420	Anatomy and Physiology of Vocal and Hearing Mechanisms
SLP	430	Phonetics
SLP	440	Hearing and Speech Science
SLP	450	Speech and Language Development
SLP	470	Directed Observation

Note: The Master's program in Speech-Language Pathology holds accreditation from the Educational Standards Board of the American Speech-Language-Hearing Association.



## Substance Abuse Studies Specialty

This program is designed to meet the needs of those who wish to develop a broad base of knowledge concerning substance abuse problems, resources available for managing these problems, and modes of treatment of the individual substance abuser. This specialty is appropriate for students employed in or wishing to enter the field of substance abuse treatment, as well as any students who feel that the knowledge base provided in this program will be useful to them in their careers (management, teaching, etc.). Students completing these courses with at least a 2.25 GPA will be awarded the Substance Abuse Studies Program Certificate.

The specialty in Substance Abuse Studies incorporates six courses:

PSY/EDU	362	Drug Prevention and Education
PSY/SOC	355	Substance Abuse and the Family
PSY/MGT	356	Substance Abuse in Business and Industry
PSY	357	Psychology and Physiology of Substance Abuse
PSY	358	Rehabilitation Strategies in Substance Abuse Treatment
PSY	359	Self-Help Groups

## BUSINESS AND ADMINISTRATIVE STUDIES

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

### Accounting

### Administrative Studies

### Business Administration

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

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

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

Specialties offered to students enrolled in these majors are: **Banking and Finance, Computer Science, Customer Service, Human Resource Management, International Business, and Marketing**. Students will receive a specialty certificate upon completion of any of the specialties. Contact the Business and Administrative Studies Department for more information.

The **Professional Management** major is offered with an option for the following specialties: **Banking & Finance, Business, Computer Applications, and Health Care Services**.

The **Professional Management** major is designed for people working in technical or professional fields who are advancing into supervisory and management positions. Holders of the community college associate degree or equiv-

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The **Professional Management** major is designed for people working in technical or professional fields who are advancing into supervisory and management positions. Holders of the community college associate degree or equiv-



alent college credit who have had to meet additional general requirements when seeking a higher degree are now able to transfer 90 semester hours of credit toward the bachelor of science degree in Professional Management (BPM)\*. Sixty-six semester hours of credit in management, behavioral science, computers, and humanities will be required. Courses are scheduled to meet the needs of the working student.

\*The curriculum for the bachelor of science degree in Professional Management provides only the upper level courses. Applicants must have at least 30 credits to be accepted into the program.

The accelerated, career-based, 66-credit-hour curriculum is offered in the cluster format with five or six courses (fifteen to eighteen hours) of credit completed approximately every six months. The course work for the bachelor of science degree in Professional Management can be completed in twenty-seven months. Classes meet one evening per week and approximately every third Saturday.

The **Specialty in Banking and Finance** is designed for those students who are currently employed by banks, savings and loan associations, brokerage houses, credit unions, and finance companies or those who would like to pursue a career with financial institutions.

The **Specialty in Business** is applicable to people who want a general business and management background.

The **Specialty in Computer Applications** is designed for those students who are interested in business applications of computers. The curriculum focuses on the use of computers in decision making, information management, and office automation.

The **Specialty in Customer Service** is designed for those students working in a customer service capacity or for managers who work in a heavily customer service oriented environment.

The **Specialty in Health Care Services** is designed for registered nurses and other health care professionals. The program will enable those students to draw from their specialized backgrounds and to develop professionally and personally. All nurses who have passed the licensing examination for registered nurse (R.N.) will receive a minimum of 45 credit hours for prior experiential learning credit. Therapist and technician training will be assessed on an individual basis.

## General Distribution Requirements for Career Development Students in Business and Administrative Studies Majors

### GENERAL DISTRIBUTION REQUIREMENTS:

LAN	111	Critical Reading and Writing I	3	45
LAN	112	Critical Reading and Writing II	3	
LAN	201	Fundamentals of Public Speaking	3	
MAT	133	Mathematical Way of Thinking	3	
CAP	111	Computer Literacy	3	
HUM		Electives	6	
LSC/PHY		Electives	6	
PSY		Elective	3	
ECO	201	Principles of Macroeconomics	3	
ECO	202	Principles of Microeconomics	3	
MAT	102	Introductory Algebra (or higher)	3	
Liberal Arts Electives: COM/ECO/GEO/HIS/HUM/			6	
LAN/LGS/LSC/MAT/PHY/POL/PSY/SOC				

### Accounting for Career Development Students

#### GENERAL DISTRIBUTION REQUIREMENTS:

#### MAJOR REQUIREMENTS:

ACT	205	Principles of Accounting I	3	60
ACT	207	Principles of Accounting II	3	
ACT	303	Cost Accounting	3	
ACT	305	Intermediate Accounting I	3	
ACT	306	Intermediate Accounting II	3	
ACT	311	Federal Taxation I	3	
ACT	312	Federal Taxation II	3	
ACT	401	Advanced Accounting	3	
ACT	421	Auditing	3	
BUS	101	Introduction to Business	3	
BUS	215	Business Law I	3	
BUS	216	Business Law II	3	
BUS	355	Introduction to International Business	3	
BUS	409	Quantitative Methods	3	
BUS	488	Business Strategy and Policy	3	
CAP	113	Business Applications of Microcomputers	3	15
FIN	301	Corporation Finance	3	
MAT	302	Applied Statistics	3	
MGT	205	Principles of Management	3	120
MKT	101	Introduction to Marketing	3	

#### ELECTIVES:

#### TOTAL DEGREE REQUIREMENTS:

In addition to the transfer and graduation policies for all majors, Accounting students should be aware that to qualify for graduation, a student must earn at least a 2.25 GPA in his or her major and at least a 2.25 GPA in accounting prefix courses. Transfer grades do not count in GPA scores. A student may transfer only 50% of major or accounting prefix courses.

## Administrative Studies for Career Development Students

### GENERAL DISTRIBUTION REQUIREMENTS:

45

### MAJOR REQUIREMENTS:

33

ACT	205	Principles of Accounting I	3
BUS	101	Introduction to Business	3
BUS	215	Business Law I	3
BUS	355	Introduction to International Business	3
BUS	488	Business Strategy and Policy	3
FIN	301	Corporation Finance	3
MAT	302	Applied Statistics	3
MGT	205	Principles of Management	3
MGT	315	Personnel Administration	3
MGT	317	Organization Behavior	3
MKT	101	Introduction to Marketing	3

### ELECTIVES:

42

### TOTAL DEGREE REQUIREMENTS:

120

## Business Administration for Career Development Students

### GENERAL DISTRIBUTION REQUIREMENTS:

45

### MAJOR REQUIREMENTS:

60

ACT	205	Principles of Accounting I	3
ACT	207	Principles of Accounting II	3
BUS	101	Introduction to Business	3
BUS	215	Business Law I	3
BUS	216	Business Law II	3
BUS	355	Introduction to International Business	3
BUS	409	Quantitative Methods	3
BUS	461	Research Methods	3
BUS	488	Business Strategy and Policy	3
FIN	301	Corporation Finance	3
MAT	302	Applied Statistics	3
MGT	205	Principles of Management	3
MGT	315	Personnel Administration	3
MGT	317	Organization Behavior	3
MKT	101	Introduction to Marketing	3

### SPECIALTY REQUIREMENTS

15

### ELECTIVES:

15

### TOTAL DEGREE REQUIREMENTS:

120

## Banking and Finance Specialty

This program is designed for those students who are currently employed by banks, savings and loan associations, brokerage houses, credit unions, and finance companies or those who would like to pursue a career with financial institutions. Course work does not duplicate an associate degree in this area and most, if not all, associate level credits are transferable to this program. Students can complete this specialty in conjunction with a major concentration in order to earn a B.S. degree, or they can complete the certificate specialty without seeking a degree.

The following courses are required for this specialty (prerequisites: ACT 205, ECO 201, ECO 202, FIN 301):

ECO 321	Monetary Theory and Policy
ECO 421	Business Cycles and Forecasting
FIN 311	Financial Management
FIN 315	Banking and Financial Institutions
FIN 411	Principles of Investment

## Computer Science Specialty

This program is designed for those students who are employed or interested in working in different business data processing areas and who would like to augment a business major with a concentration in the rapidly expanding field of computer technology. This specialty focuses on the management of information systems and business applications of computers. Students can complete this specialty in conjunction with a major concentration in order to earn a B.S. degree, or they can complete the certificate specialty without seeking a degree.

The following courses are required for this specialty (prerequisite: MAT 102):

CAP 113	Business Applications of Microcomputers
CCS 150	Introduction to Computer Organization
CCS 170	Introduction to Computer Programming
CCS 220	Business Oriented Language (COBOL)
MGT 366	Management Information Systems

### Human Resource Management Specialty

This program is designed for those students who are employed in the fields of personnel, training and development, labor relations, and related areas or those who would like to pursue a career in human resource management. Course work does not duplicate an associate degree in this field and most, if not all, associate level credits are transferable to this program. Students can complete this specialty in conjunction with a major concentration in order to earn a B.S. degree, or they can complete the certificate specialty without seeking a degree.

The following courses are required for this specialty (prerequisites: MGT 205, MGT 315, MGT 317):

BUS 305	Organization Theory
MGT 302	Organizational Communication
MGT 425	Human Resource Management
MGT 445	Labor Relations
MGT 491-498	Advanced Special Topics

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### International Business Specialty

This program is designed in recognition of the fact that South Florida is a major international trade area. Students who are employed by multinational companies, exporters, importers, freight forwarders, customs brokers, transportation firms, wholesalers, and manufacturers or those who would like to pursue a career in international business should choose this specialty. Course work does not duplicate an associate degree in this field and most, if not all, associate level credits are transferable to this program. Students can complete this specialty in conjunction with a major concentration in order to earn a B.S. degree, or they can complete the certificate specialty without seeking a degree.

The following courses are required for this specialty (prerequisites: ACT 205, BUS 355, ECO 201, ECO 202, FIN 301, MGT 205, MKT 101):

ECO 355	International Economics
FIN 455	International Finance
MGT 355	International Management
MKT 353	International Marketing
MKT 455	Export/Import Marketing

### Marketing Specialty

This program is designed for those students who are employed in the fields of advertising, sales, promotion, retailing, wholesaling, and related areas or those who would like to pursue a career in marketing. Course work does not duplicate an associate degree in this field and most, if not all, associate level credits are transferable to this program. Students can complete this specialty in conjunction with a major concentration in order to earn a B.S. degree, or they can complete the certificate specialty without seeking a degree.

The following courses are required for this specialty (prerequisites: MGT 317, MKT 101):

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

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### Nonspecialty Option

The nonspecialty option is offered only to those students in the Business Administration major who do not want to take one of the mentioned specialties and are interested in a general business degree. Those students may take 15 credits at the 300 and/or 400 levels of the following categories: ACT, BUS, ECO, FIN, MGT, and MKT.



## General Distribution Requirements for Professional Management Students

### FRESHMAN AND SOPHOMORE REQUIREMENTS:

(earned outside the cluster program)  
LIBERAL ARTS ELECTIVES  
GENERAL ELECTIVES

### GENERAL DISTRIBUTION REQUIREMENTS:

#### INTRODUCTORY SKILLS

LAN	215	Argumentative Writing	3
LAN	312	Public Communication for the Professions	3
MAT	133	Mathematical Way of Thinking	3
PSY	311	Interpersonal Communication	3

#### MANAGEMENT OF ORGANIZATION

MGT	205	Principles of Management	3
MGT	315	Personnel Administration	3
MGT	317	Organization Behavior	3

#### LIBERAL ARTS

ECO	315	Macroeconomics for Managers	3
HUM	201	The Individual and Society	3
HUM	351	American Literature	3
HUM	321	Ethical and Moral Judgments OR	3
HUM	381	Art and Society	3

#### FUNCTIONAL MANAGEMENT

ACT	205	Principles of Accounting	3
*BUS	302	Business Communications	3
BUS	461	Research Methods	3
CAP	111	Computer Literacy	3
MAT	302	Applied Statistics	3
MKT	101	Introduction to Marketing	3

\*Not required in the Banking and Finance Specialty

## Professional Management with Banking and Finance Specialty

### GENERAL DISTRIBUTION REQUIREMENTS:

### SPECIALTY REQUIREMENTS:

BUS	488	Business Strategy and Policy	3
ECO	321	Monetary Theory and Policy	3
ECO	421	Business Cycles and Forecasting	3
FIN	301	Corporation Finance	3
FIN	315	Banking and Financial Institutions	3
FIN	411	Principles of Investment	3

### TOTAL DEGREE REQUIREMENTS:

The curriculum for the bachelor of science degree in Professional Management provides only the upper level courses. Students must have earned at least 30 credits /to be eligible to enter the program.

## Professional Management with Business Specialty

### GENERAL DISTRIBUTION REQUIREMENTS:

### SPECIALTY REQUIREMENTS:

BUS	325	Business, Government and Society	3
BUS	355	Introduction to International Business	3
BUS	488	Business Strategy and Policy	3
FIN	301	Corporation Finance	3
MGT	415	Legal Environment of Management	3

### TOTAL DEGREE REQUIREMENTS:

The curriculum for the bachelor of science degree in Professional Management provides only the upper level courses. Students must have at least 30 credits to be eligible to enter the program.

## Professional Management with Computer Applications Specialty

### GENERAL DISTRIBUTION REQUIREMENTS:

### SPECIALTY REQUIREMENTS:

CAP	116	Advanced Microcomputer Applications	3
CAP	165	Fundamentals of Computers and Data Processing	3
CAP	235	Computer Applications Environment	3
CAP	375	Current Issues in Information Management	3
MGT	366	Management Information Systems	3

### TOTAL DEGREE REQUIREMENTS:

The curriculum for the bachelor of science degree in Professional Management provides only the upper level courses. Students must have at least 30 credits to be eligible to enter the program.

## Professional Management with Customer Service Specialty

### GENERAL DISTRIBUTION REQUIREMENTS:

### SPECIALTY REQUIREMENTS:

MKT	2901	Special Topics: Customer Svc Theory & Practice	3
MKT	2902	Special Topics: Public Relations	3
MKT	431	Consumer Behavior	3
MKT	4901	Special Topics: Customer Service Practicum	3
PSY	311	Interpersonal Communication	3

### TOTAL DEGREE REQUIREMENTS:

The curriculum for the bachelor of science degree in Professional Management provides only the upper level courses. Students must have at least 30 credits to be eligible to enter the program.

## Professional Management with Health Care Services Specialty

### GENERAL DISTRIBUTION REQUIREMENTS:

### SPECIALTY REQUIREMENTS:

HUM	318	Biomedical Ethics	3
MGT	401	Health Care Organization and Administration	3
MGT	402	Legal Aspects of Health Care Administration	3
SOC	302	Community Services System	3
SOC	303	Transcultural Issues in Health Care	3

### TOTAL DEGREE REQUIREMENTS:

The curriculum for the bachelor of science degree in Professional Management provides only the upper level courses. Students must have at least 30 credits to be eligible to enter the program.



## COMPUTER AND INFORMATION SCIENCES

The bachelor of science degree is offered through the Center for Computer and Information Sciences in the following areas:

### Computer Engineering

### Computer Information Systems

### Computer Science

### Computer Systems

**Computer Engineering** concentrates on the architecture, design, and development of computer hardware. The curriculum is consistent with the Association of Computing Machinery (ACM) recommendations for model curricula in computer science and engineering. Areas covered in the curriculum include fundamentals of logic analysis and design, computer architecture, circuit design, firmware, networks, digital signal processing, microprocessor applications, and the tradeoff between hardware and software engineering in computer systems. The major also requires specific prerequisites and corequisites in mathematics, including discrete mathematics, differential and integral calculus, and probability and statistics.

**Computer Information Systems** prepares the student for a career in business applications as a programmer/analyst, systems analyst, or an information center specialist. Emphasis is placed on programming languages, data structures, distributed data processing, application software analysis, systems analysis and design, database management, and information systems organization. The Computer Information Systems curriculum is consistent with combined recommendations of a model information systems curriculum outlined by the Association for Computing Machinery (ACM) and the Data Processing Management Association (DPMA).

**Computer Science** deals with the systematic study of algorithms and data structures. The curriculum is consistent with the Association for Computing Machinery (ACM) recommendations for model curricula in computer science and engineering. The curriculum integrates theory, abstraction, and design to bridge the gap between hardware and software issues. The computer science major encompasses software engineering, operating systems design, database management, programming language organization, and computer architecture. This concentration requires specific prerequisites and corequisites in mathematics, including discrete mathematics, differential and integral calculus, and probability and statistics.

The **Computer Systems** major is designed for students who intend to combine business knowledge with an applications approach to computer science. Besides providing a background in computer functions, languages, and programming, this major focuses on the use of computers in the business environment. On the computer science level, emphasis is placed on software design,

computer environment, operating systems, database management, and micro-computer applications interfacing. On the business level, areas examined include principles of economics, applied microeconomics, applied statistics, marketing, management, and organizational behavior.

### General Distribution Requirements for Career Development Students in Computer Science and Engineering Majors

#### GENERAL DISTRIBUTION REQUIREMENTS:

LAN	111	Critical Reading and Writing I	24
LAN	112	Critical Reading and Writing II	3
LAN	201	Fundamentals of Public Speaking	3
GEO/HIS/POL/PSY/SOC Electives			3
Liberal Arts Electives			9
HUM		Electives	6
		Electives	6

### Computer Engineering for Career Development Students

#### GENERAL DISTRIBUTION REQUIREMENTS:

ADDL COMPUTER ENGINEERING CORE REQUIREMENTS:	24
	12

MATH	210	Calculus I	3
MATH	220	Calculus II	3
PHYS	240	Physics I	3
PHYS	250	Physics II	3

#### MAJOR REQUIREMENTS:

CCS	140	Discrete Mathematics	69
CCS	160	Fundamentals of Logic Design	3
CCS	170	Introduction to Programming	3
CCS	306	Digital Design	3
CCS	330	Structured Programming	3
CCS	335	Assemblers/Assembly Lang Programming	3
CCS	340	Data Structures	3
CCS	355	The "C" Programming Language	3
CCS	375	Software Engineering	3
CCS	405	Computer Architecture	3
CCS	496	VLSI	3
CSEE	210	Networks I	3
CSEE	255	Engineering Lab I	1
CSEE	310	Networks II	3
CSEE	330	Electronics I	3
CSEE	335	Engineering Lab II	1
CSEE	340	Electronics II	3
CSEE	405	Networks III	3
CSEE	445	Engineering Lab III	1
CSEE	460	Microprocessor Applications	3
CSEE	470	Electrical Engineering Design	3
MATH	305	Calculus III	3
MATH	310	Differential Equations	3
MATH	450	Probability and Statistics	3
CCS		Elective	3

#### ELECTIVES:

#### TOTAL DEGREE CREDIT REQUIREMENTS:

15  
120

## Computer Information Systems for Career Development Students

### GENERAL DISTRIBUTION:

#### ADDL COMPUTER INFO SYSTEMS CORE REQUIREMENTS:

Liberal Arts	Elective
LSC/PHY	Electives
MAT 150	Precalculus
MAT 302	Applied Statistics

#### MAJOR REQUIREMENTS:

CCS 140	Discrete Mathematics
CCS 170	Introduction to Programming
CCS 220	Business Oriented Language (COBOL)
CCS 315	Advanced COBOL
CCS 330	Structured Programming
CCS 340	Data Structures
CCS 345	Distributed Data Processing
CCS 355	The "C" Programming Language
CCS 365	Methods of Systems Analysis
CCS 375	Software Engineering
CCS 401	Organization of the Computer Environment
CCS 425	Networks and Data Communications
CCS 453	Database Management Systems
CCS 490	Directed Project in Computer Science
CCS	Electives (300 level or above)
ACT/BUS/ECO/FIN/MGT/MKT Electives	

#### ELECTIVES:

#### TOTAL DEGREE REQUIREMENTS:

24

15

3

6

3

3

66

3

3

3

3

3

3

3

3

3

3

3

3

3

3

15

9

15

120

## Computer Science for Career Development Students

### GENERAL DISTRIBUTION:

#### ADDL COMPUTER SCIENCE CORE REQUIREMENTS:

Liberal Arts	Elective
MATH 210	Calculus I
MATH 220	Calculus II
PHYS 240	Physics I
PHYS 250	Physics II 3

#### MAJOR REQUIREMENTS:

CCS 140	Discrete Mathematics
CCS 160	Fundamentals of Logic Design
CCS 170	Introduction to Programming
CCS 293	Introduction to Artificial Intelligence
CCS 306	Digital Design
CCS 320	Organization of Programming Languages
CCS 330	Structured Programming
CCS 335	Assembler and Assembly Language Programming
CCS 340	Data Structures
CCS 355	The "C" Programming Language
CCS 375	Software Engineering
CCS 380	Modeling and Simulation
CCS 405	Computer Architecture
CCS 420	Operating System Concepts
CCS 425	Networks and Data Communications
CCS 453	Database Management Systems
CCS 460	Systems Programming
CCS 480	Introduction to Compilers and Interpreters
CCS	Electives (300 level or above)
MATH 450	Probability and Statistics

#### ELECTIVES:

#### TOTAL DEGREE REQUIREMENTS:

24

15

3

3

3

3

66

3

3

3

3

3

3

3

3

3

3

3

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3

3

3

3

3

9

3

15

120

## Computer Systems for Career Development Students

### GENERAL DISTRIBUTION:

### ADDL. COMPUTER SYSTEMS CORE REQUIREMENTS:

MAT	450	Probability and Statistics	3
MATH	210	Calculus I	3
LSC/PHY/PHYS		Electives	6

### MAJOR REQUIREMENTS:

CCS	140	Discrete Mathematics	3
CCS	170	Introduction to Programming	3
CCS	220	Business Oriented Language (COBOL)	3
CCS	293	Introduction to Artificial Intelligence	3
CCS	320	Organization of Programming Languages	3
CCS	330	Structured Programming	3
CCS	335	Assemblers and Assembly Language	3
CCS	340	Data Structures	3
CCS	355	The "C" Programming Language	3
CCS	375	Software Engineering	3
CCS	401	Organization of Computer Environment	3
CCS	420	Operating Systems	3
CCS	425	Networks and Data Communications	3
CCS	453	Database Management Systems	3
CCS	460	Systems Programming	3
CCS	471	Advanced Microcomputer Applications	3

### SPECIALTY REQUIREMENTS:

ACT	205	Principles of Accounting I	3
BUS	101	Introduction to Business	3
ECO	201	Principles of Macroeconomics	3
ECO	202	Principles of Microeconomics	3
FIN	301	Corporate Finance	3
MGT	205	Principles of Management	3
MGT	315	Personnel Administration	3

### ELECTIVES:

### TOTAL DEGREE REQUIREMENTS:

### Telecommunications Specialty

This certificate program is designed for those students who are employed or are interested in working in telecommunications. This specialty focuses on the design, planning, organization, and control of data and voice communications networks, with emphasis on distributed computer networks. Students can complete this specialty in conjunction with a major concentration in order to earn a B.S. degree, or they can complete the certificate specialty without seeking a degree.

The following courses are required for this specialty:

CSTC 200	Mathematical Foundations of Telecommunications
CSTC 205	Electronics for Telecommunications
CSTC 300	Telecommunications Network Planning and Operations
CSTC 305	Telecommunications Software and Protocols
CSTC 400	Telecommunications Economics and Policy

## EDUCATION

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

### Elementary Education

### Secondary Education (English/Mathematics/Social Studies)

These education degree programs are approved by the State of Florida and prepare students for teacher certification in the areas of Elementary, Exceptional, and Secondary Education. Students who have already completed a bachelor's degree in an area other than education may apply for admission to one of the education certificate programs that will prepare them for State Teacher Certification. The role of the College for Career Development is to provide the courses that will lead to specific teacher certification. Actual teacher certification is awarded by the State Department of Education, NOT by Nova University.

Any student interested in pursuing a major in Education must contact the Education academic office before declaring an Education major to ensure that the requirements for acceptance are satisfied.

### Core Requirements for Career Development Students in Education Majors

### GENERAL DISTRIBUTION:

LAN	111	Critical Reading and Writing I	3
LAN	112	Critical Reading and Writing II	3
LAN	201	Fundamentals of Public Speaking	3
CAP	111	Computer Literacy	3
PSY	102	Introduction to Psychology	3
PSY	238	Child and Adolescent Development	3
HUM		Electives	6
LSC/PHY		Electives	6
MAT	102	Introductory Algebra (or higher)	3
MAT	133	Mathematical Way of Thinking	3
Liberal Arts Electives: ECO/GEO/HIS/PHY/POL/PSY/SOC			9
(6 hours must be in GEO/HIS/SOC)			



## Elementary Education for Career Development Students

### GENERAL DISTRIBUTION:

#### MAJOR REQUIREMENTS:

EDU	336	Educational Psychology	3
EDU	342	Sociological Foundations of Education	9
EDU	452	Internship	3
EDU	447	Teaching: Principles and Practices	3
EDU	448	Classroom Management	3

#### MAJOR SPECIALTY:

EDU	317	Instructional Materials	3
EDU	434	Learning Assessment	3
ELE	311	Teaching Social Studies in Elementary School	3
ELE	312	Teaching Science in Elementary School	3
ELE	313	Teaching Music in Elementary School	3
ELE	314	Teaching Art in Elementary School	3
ELE	315	Teaching Health & PE in Elementary School	3
ELE	316	Teaching Math in Elementary School	3
ELE	318	Teaching Language Arts	3
ELE	331	Reading Skills in Elementary School	3
ELE	332	Reading Evaluation 3	3

### ELECTIVES:

#### TOTAL DEGREE REQUIREMENTS:

45

21

3

3

9

3

3

3

33

3

3

3

3

3

3

3

3

3

3

3

3

3

21

120

## Exceptional Student Education for Career Development Students Learning Disabilities, K-12

### GENERAL DISTRIBUTION:

#### MAJOR REQUIREMENTS:

EDU	336	Educational Psychology	3
EDU	342	Sociological Foundations of Education	3
EDU	412	Children's Literature	3
EDU	452	Internship	9
ELE	316	Teaching Mathematics in Elementary School	3
ELE	318	Teaching Language Arts in Elementary School	3
ELE	331	Reading Skills in Elementary School	3
ELE	332	Reading Evaluation	3
ESE	433	Identification/Remediation of Lrng Disab	3
ESE	435	Survey of Exceptional Children	3
ESE	438	Educational Assessment of Exceptionalities	3
ESE	439	Individ Diagnos/Instruc of Lrng Disabled	3
ESE	440	Introduction to Language & Speech Disorders	3
ESE	444	Materials & Methods for Teaching Lrng Disabled	3
ESE	453	Development of Vocabulary/Functional Life Skills	3
ESE	458	Classroom Management of Exceptional Students	3

45

54

3

3

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21

120

### ELECTIVES:

#### TOTAL DEGREE REQUIREMENTS:

## Exceptional Student Education for Career Development Students Mental Handicaps, K-12

### GENERAL DISTRIBUTION:

#### MAJOR REQUIREMENTS:

EDU	336	Educational Psychology	3
EDU	342	Sociological Foundations of Education	3
EDU	412	Children's Literature	3
EDU	452	Internship	9
ELE	316	Teaching Mathematics in Elementary School	3
ELE	318	Teaching Language Arts in Elementary School	3
ELE	331	Reading Skills in Elementary School	3
ELE	332	Reading Evaluation	3
ESE	406	Foundations of Mental Handicaps	3
ESE	407	Curriculum for Mentally Handicapped	3
ESE	408	Classroom Procedures—Mental Handicaps	3
ESE	435	Survey of Exceptional Children	3
ESE	438	Educational Assessment of Exceptionalities	3
ESE	440	Introduction to Language & Speech Disorders	3
ESE	453	Development of Vocabulary/Functional Life Skills	3
ESE	458	Classroom Management of Exceptional Students	3

45

54

3

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3

### ELECTIVES:

#### TOTAL DEGREE REQUIREMENTS:

21

120

## Exceptional Student Education for Career Development Students Emotional Handicaps, K-12

### GENERAL DISTRIBUTION:

#### MAJOR REQUIREMENTS:

EDU	336	Educational Psychology	3
EDU	342	Sociological Foundations of Education	3
EDU	412	Children's Literature	3
EDU	452	Internship	9
ELE	316	Teaching Mathematics in Elementary School	3
ELE	318	Teaching Language Arts in Elementary School	3
ELE	331	Reading Skills in Elementary School	3
ELE	332	Reading Evaluation	3
ESE	420	Foundations of Emotional Handicaps	3
ESE	421	Behavior Management and Emotional Handicaps	3
ESE	429	Educational Programs for Emot Handicapped	3
ESE	432	Precision Teaching	3
ESE	435	Survey of Exceptional Children	3
ESE	438	Educational Assessment of Exceptionalities	3
ESE	440	Introduction to Language & Speech Disorders	3
ESE	453	Development of Vocabulary/Functional Life Skills	3
ESE	458	Classroom Management of Exceptional Students	3

45

54

3

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3

### ELECTIVES:

#### TOTAL DEGREE REQUIREMENTS:

21

120

97

98

## Secondary Education for Career Development Students

### GENERAL DISTRIBUTION: MAJOR REQUIREMENTS:

EDU	342	Sociological Foundations of Education	3
EDU	336	Educational Psychology	3
EDU	434	Learning Assessment	3
EDU	447	Teaching: Principles and Practices	3
EDU	448	Classroom Management	9
EDU	452	Internship	3
SEC	—	Teaching Secondary	3

45  
27

### SPECIALTY:

According to Certification Requirements for Content Area

27

### ELECTIVES:

TOTAL DEGREE CREDITS REQUIREMENTS:

21  
120

## Exceptional Education Specialties

The Education Program offers specialties in Specific Learning Disabilities, Emotional Disturbance, and Mental Retardation.

Students must complete 9 credits in the specific exceptionality in which the certification is sought. Added to these are 9 credits common to the three areas.

### SPECIFIC LEARNING DISABILITIES SPECIALTY

ESE 433	Identification & Remediation of Learning Disabilities
ESE 439	Individualization of Diagnosis and Instruction for the Learning Disabled Child
ESE 458	Classroom Management of the Exceptional Student

### EMOTIONAL DISTURBANCE SPECIALTY

ESE 429	Education Programming for the Emotionally Disturbed
ESE 432	Precision Teaching and Behavior Modification
ESE 458	Classroom Management of the Exceptional Student

### MENTAL RETARDATION SPECIALTY

ESE 406	Foundations of Mental Retardation
ESE 407	Curriculum for Mental Retardation
ESE 408	Classroom Procedures for Mental Retardation

Additional credits required in all areas of exceptionality are:

ESE 435	Survey in the Education of Exceptional Children
ESE 438	Educational Assessment of Exceptional Children
ESE 440	Intro to Language Development and Speech Disabilities

## LIBERAL ARTS

The bachelor of science degree is offered through the Liberal Arts Department with the following major concentrations:

### General Studies

The **General Studies** major is offered for those students who may have spent a number of years outside the academic environment but wish to pursue a liberal studies education, focusing on ethics, multicultural relations, social and environmental concerns, literature and the arts. Within the curriculum, students will be able to achieve both a breadth of knowledge and expertise in particular areas of study.

## Core Requirements for Career Development Students in Liberal Arts Majors

### GENERAL DISTRIBUTION REQUIREMENTS: COMMUNICATIONS AND HUMANITIES

45

CAP	111	Computer Literacy	3
HUM	231	Ethics	3
HUM		Electives	6
LAN	111	Critical Reading and Writing I	3
LAN	112	Critical Reading and Writing II	3
LAN	201	Fundamentals of Public Speaking	3
LSC/PHY		Electives	6
MAT	102	Introductory Algebra	3
MAT	133	Mathematical Way of Thinking	3
PSY		Elective	3
ECO/GEO/HIS/HUM/LAC/LAN/LGS/LSC/MAT/PHY/POL/PSY/SOC		Electives	9

## General Studies for Career Development Students

### GENERAL DISTRIBUTION REQUIREMENTS: MAJOR REQUIREMENTS:

Students will take five (5) courses in each of three of the four available areas:

#### Area I: Human Development

HIS	321	The Great Individual in History	3
HIS	333	History of Political Thought I	3
HIS	334	History of Political Thought II	3
HUM	310	The American Character	3
HUM	315	Philosophical Issues	3
PSY	238	Child and Adolescent Development	3
PSY	239	Adulthood and Aging	3
PSY	326	Abnormal Psychology	3
PSY	336	Psychology of Women	3
PSY	351	Human Learning and Cognition	3

#### Area II: Environmental Problems

HIS	460	Studies in Revolution	3
HUM	210	Freedom and Totalitarianism	3
HUM	305	Feminist Theory	3
LAC	261	Cultural Minorities and the Law	3
LSC	104	Environmental Studies	3
LSC	320	General Ecology	3
OCE	250	Oceanography	3
PSY	316	Social Psychology	3
PSY	354	Substance Abuse: Historical & Legal Perspectives	3
PSY	355	Substance Abuse and the Family	3
SOC	231	Contemporary Life Styles	3

#### Area III: International and Multicultural Studies

BUS	355	International Business	3
FIN	455	International Finance	3
HIS	410	Emerging Nations	3
HUM	220	Non-Western and Modern Art	3
HUM	451	Eastern Thought	3
LAC	213	Latin American and Caribbean Studies	3
LAC	323	Contemporary Latin American Fiction	3
MGT	355	International Management	3
POL	201	Comparative Government	3
SOC	112	Human Origins and Diversity	3
SOC	311	Women & Society: Cross Cultural Perspectives	3

CONTINUED ON THE NEXT PAGE

## General Studies for Career Development Students, CONTINUED

#### Area IV: Comparative Literature and the Arts

HUM	214	King Arthur in Legend and Art	3
HUM	218	Myth and Art	3
HUM	220	Non-Western and Modern Art	3
HUM	240	The Theatre Arts	3
HUM	306	Women and Literature	3
HUM	351	American Literature	3
HUM	356	English Literature I	3
HUM	357	English Literature II	3
HUM	355	Irish Literature	3
HUM	375	Music Through History	3
HUM	381	Art and Society	3
HUM	400	Women in the Arts and Humanities	3
LAC	323	Contemporary Latin American Fiction	3
SOC	221	Folklore	3

#### ELECTIVES:

30

#### TOTAL DEGREE REQUIREMENTS:

120

### Latin American & Caribbean Studies Specialty

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

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

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

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

Courses currently offered as part of the Nova curriculum that are automatically applicable toward the specialty in Latin American and Caribbean Studies are—

SOC	112	Human Origins and Diversity
LAC	213	Latin American and Caribbean Studies
LAN	223	Intermediate Spanish
LAC	240	Comparative Legal Systems
BUS	255	Introduction to International Business
LGS	261	Cultural Minorities and the Law
HUM	323	Contemporary Latin American Fiction
HIS	410	Emerging Nations
LGS	441	International Law
LAC	485-488	Field Study in Latin America
LAC	491-498	Advanced Special Topics



In addition to the above mentioned courses, a large number of existing courses may be approved by the Program Coordinator as applicable toward the specialty in Latin American and Caribbean Studies.

### Women's Studies Specialty

The Women's Studies program is designed to explore the challenges and issues that confront women in society. An interdisciplinary program, it covers such topics as business, law, philosophy, science, literature, anthropology, psychology, gerontology and the arts. Students may earn a specialty certificate by completing five of the courses offered for a total of 15 credits. For most instances, the Women's Studies courses may satisfy humanities electives in the core curriculum. Individual courses are also open to the general student population.

Courses that may be used towards completing a Women's Studies Specialty are:

WMS	260	Women and Law
WMS	305	Feminist Theory
WMS	302	Women's Study Practicum
WMS	306	Women and Literature
WMS	311	Women and Society: Cross Cultural Perspectives
WMS	319	Women and Aging
WMS	324	Women and Business
WMS	336	Psychology of Women
WMS	400	Women in the Arts and Humanities
WMS	402	Women and Political Theory
WMS	405	Women and Science



## COURSE DESCRIPTIONS

Course numbers in parentheses indicate that course was previously offered with a different prefix or course number. Course names in parentheses indicates that course was previously offered under a different name. See ACT 205, ACT 207. Courses marked with an asterisk fulfill the Gordon Rule.

### ACCOUNTING (ACT)

**ACT 205 Principles of Accounting I/3 sem. hrs.** (Formerly called Introduction to Financial Accounting; ACT 101, 203, 209) Conceptual framework of accounting including the entity concept, materiality, unit of measure, continuity, and periodicity. Basic double entry bookkeeping including journalizing of transactions, posting, preparing a trial balance, adjusting, closing, and basic financial statement presentation.

**ACT 207 Principles of Accounting II/3 sem. hrs.** (Formerly called Introduction to Managerial Accounting; ACT 102, 206, 210) A continuation of ACT 205. Includes corporate structure, stockholders, equity, long-term liabilities, department and branch accounting, costing methods, cost-volume-profit analysis, and financial statement analysis. **Prerequisite:** ACT 205.

**ACT 303 Cost Accounting/3 sem. hrs.** (ACT 111, 211) Role of cost accounting as a tool for managerial decision making. Cost-volume-profit analysis, job order costing, and absorption costing. Application of these skills to the overall operation of a business. **Prerequisite:** ACT 207.

**ACT 305 Intermediate Accounting I/3 sem. hrs.** (ACT 201) A continuation and expansion of Principles of Accounting. The concepts underlying valuation, accounting for leases, accounting for warranty costs. Application of these concepts to financial statement presentation. **Prerequisite:** ACT 207.

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

**ACT 308 Cooperative Education/no credit.** Work placement for a period of 16-18 weeks. The placement will be directly related to the student's program of study.

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

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

**ACT 401 Advanced Accounting/3 sem. hrs.** (ACT 301) A continuation and expansion of Intermediate Accounting II. Accounting principles for consolidations and combinations, accounting for branches, accounting for liquidations. Accounting for nonprofit organizations and other selected topics. **Prerequisite:** ACT 306.

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

**ACT 490 Advanced Special Topics: Practicum in Individual Federal Taxation/3 sem. hrs.** Training in preparation of Tax Forms 1040, 1040A & 1040 EZ. Students will organize and operate IRS-sponsored volunteer income tax assistance center at Nova to serve members of the local community.

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

### BUSINESS (BUS)

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

**BUS 115 Microcomputer Applications/3 sem. hrs.** Theory/application of programs for microcomputers used in management. Database programs, electronic spread sheets, telecommunications will be included. Laboratory-oriented course. **Prerequisite:** CAP 111. Identical to CAP 115.

**BUS 116 Advanced Microcomputer Applications/3 sem. hrs.** A continuation of BUS 115. Emphasis on the use of the microcomputer in the management setting. Hands-on use of computer programs, designed specifically for managers. **Prerequisite:** CAP 115. Identical to CAP 116.

**BUS 213 Business Applications of Microcomputers/3 sem. hrs.** (BUS 113) Theory and application of programs for microcomputers that are useful in the business environment. Accounting, database management, and information system management programs will be included. Computer laboratory-oriented course. **Prerequisites:** ACT 205, CAP 111. Identical to CAP 213.

**BUS 215 Business Law I/3 sem. hrs.** (BUS 201) The fundamentals of business law. Contract law, property law, and negotiable instruments as these areas apply to business organizations. Credit cannot be obtained for both BUS 215 and LEG 225.

**BUS 216 Business Law II/3 sem. hrs.** (BUS 202) 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 235 Computer Applications Environment/3 sem. hrs.** A survey of the uses of computers in business and science. Emphasis on specific business applications. Procedures for identifying and selecting hardware and software. **Prerequisite:** CS 165. Identical to CAP 235.

**BUS 302 Business Communications/3 sem. hrs.** Study of strategy and implementation of effective written and oral business communications. Topics include persuasive messages, delivery of good news and bad news, sales letters, collection messages, design of business reports and oral presentations, use of visual aids, and effective memos. **Prerequisite:** LAN 111. Identical to MGT 490.

**BUS 305 Organization Theory/3 sem. hrs.** (BUS 311) Emphasizes modern organizations, their structure and systems. The special problems of large research and development organizations; project and/or program management; matrix management; venture management; contingency management. **Prerequisite:** MGT 205.

**BUS 308 Cooperative Education/no credit.** Work placement for a period of 16-18 weeks. Placement will be directly related to the student's program of study.

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

**BUS 324 Women and Business/3 sem. hrs.** A study to examine various obstacles faced by women in the business community and explore techniques used by successful female corporate executives and entrepreneurs to overcome these obstacles. Identical to WMS 324.



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

**BUS 355 Introduction to International Business/3 sem. hrs.** (BUS 255, MGT 491) Survey of the field that includes the legal and cultural environment of international business; international financial system; management of international operations; personnel and labor relations; international marketing; international economics, trade, and finance; multinational enterprise; international accounting. **Prerequisite:** BUS 101.

**BUS 375 Current Issues in Information Management/3 sem. hrs.** Computer topics of importance to the data processing business manager. Flow of data, distributed processing, decision support systems, modeling. Emphasis is on information as a company resource and source information management practices. **Prerequisite:** CAP 300. Identical to CAP 375.

**BUS 409 Quantitative Methods/3 sem. hrs.** (BUS 321) Emphasis on specific decision making tools and their applications in various business situations. How to solve problems of cost-volume-profit analysis; linear programming; Markov-chain gaming; the assignment problem; the transportation problem; PERT and other network models; decision theory; inventory problems; computer simulation; and waiting line models. **Prerequisite:** MAT 302.

**BUS 410 Business Ethics/3 sem. hrs.** Examines the nature of morality and the theories of normative ethics. Identifies a variety of ethical issues and moral challenges within the corporation. Focuses on moral problems involving consumers, the environment, the professions, and the role of the corporation in our society.

**BUS 461 Research Methods/3 sem. hrs.** (BUS 499) This course introduces a set of conceptual tools and techniques that will be applied to the analysis and proposed solution of real problems in an organization setting.

Students will submit a research proposal as part of the course requirements. **Prerequisites:** LAN 111 or LAN 311; MAT 302.

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

**BUS 488 Business Strategy and Policy/3 sem. hrs.** (BUS 498) An integrative senior year course in which the disciplines of management, finance, behavioral sciences, and marketing will focus on the solution of specific business problems. Case studies will be employed in this course. **Prerequisites:** ECO 201, ECO 202, and FIN 301; LAN 201 or LAN 312; and Senior Standing.

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

**BUS 499 Independent Study in Business/1-12 sem. hrs.** (BUS 197, 297, 397, 497) 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 and Division Director.

## COMMUNICATIONS (COM)

**COM 201 Introduction to Journalism/3 sem. hrs.** Training in the elements of reporting with emphasis on the modern news story. Students will learn the elements of news, the style and structure of news writing, and the technology of newspaper production. **Corequisite:** LAN 111.

**COM 202 Introduction to Broadcast Journalism/3 sem. hrs.** Training in the elements of broadcast reporting with emphasis on the modern electronic news story. Students will learn the elements of broadcast news, the style and structure of broadcast news writing, and the technology of radio productions. **Corequisite:** LAN 111 or COM 203.

**COM 203 Introduction to Broadcast Technology/3 sem. hrs.** Students will be trained in using the equipment appropriate to modern broadcasting conditions in television and/or radio, including broadcast equipment and computer-oriented broadcasting devices. **Corequisite:** LAN 111.

**COM 251 Intermediate Telecommunication/3 sem. hrs.** Students will be introduced to technological skills and tools that will assist them in modern communications, such as electronic publishing, electronic graphics, mainframe networks, electronic databases, etc. **Prerequisite:** CAP 111 or equivalent.

**COM 301 Ethical Issues in Communication/3 sem. hrs.** Students will explore ethical issues specific to the communications industry.

**COM 401 Information Theory/3 sem. hrs.** Students will examine the theoretical foundations of the "information society", information theory, by examining the works of major theorists such as Claude Shannon and those who he has influenced. **Prerequisite:** Senior standing or permission of instructor.

## COMMUNITY SERVICE (CMS)

**CMS 251 Social Problems/3 sem. hrs.** Focuses upon a number of contemporary social problems, analyzing causative factors and exploring alternative solutions. Examines the role of community services agencies in the amelioration of some of these problems. Identical to SOC 251.

**CMS 300 Advocating Change: Crucial Issues/3 sem. hrs.** An exploration of the major issues of concern to advocacy groups today. Includes environmental issues, human rights, disarmament & peace movements, constitutional and civil rights, con-

sumer advocacy, the needs of special populations (elderly, handicapped, abused children, etc.), political and legal reform efforts, & other socially relevant causes. Identical to SOC 300.

**CMS 310 Introduction to Legal Process for Advocates/3 sem. hrs.** An introduction to the structure and process of the American legal system, with an emphasis upon applications to advocacy issues. Includes the role of the lawyer, the adversary system, civil and criminal process, federal and state court systems, and the fundamentals of legal analysis.

**CMS 400 Research and Evaluation in Community Services/3 sem. hrs.** The collection and analysis of data relevant to community services functions. Includes research design, review of relevant literature, and the formulation and testing of hypotheses. Also covers the evaluation of service delivery programs.

**CMS 450 Administration of Community Service Programs/3 sem. hrs.** An overview of community service institutions, including those concerned with health, welfare, the administration of justice, and rehabilitation. Covers the interrelationship of programs and agencies, the analysis of service delivery problems, and methods for improving the administration of community services.

## COMPUTER APPLICATIONS (CAP)

**CAP 111 Computer Literacy/3 sem. hrs.** (COM 105, 1058, COR 134, CS 111) Introduction for the nontechnical person. Computer literacy, principles of computer operation, uses of computers in small businesses, schools, social service agencies, hospitals. Hands-on experience with microcomputers and specialized software.

**CAP 114 Computer Applications for Health Care Administrators/3 sem. hrs.** (CS 114) Theory and applications of programs for computers that are useful in the health care environment. The course will include discussion of computerized monitoring and testing in addition to hands-on experience with microcomputers.



**CAP 115 Microcomputer Applications/3 sem. hrs. (CS 115)** Theory and application of programs for microcomputers that are used in management. Database programs, electronic spread sheets, telecommunications will be included. A laboratory-oriented course. **Prerequisite:** CAP 111. Identical to BUS 115.

**CAP 116 Advanced Microcomputer Applications/3 sem. hrs. (CS 116)** A continuation of CAP 115. Emphasis on the use of the microcomputer in the management setting. Hands-on use of computer programs designed specifically for managers. **Prerequisite:** CAP 115. Identical to BUS 116.

**CAP 213 Business Applications of Microcomputers/3 sem. hrs. (CS 113, CAP 113)** Theory and applications of programs for microcomputers that are useful in the business environment. Accounting, database management, and information system management programs will be included. Computer laboratory course. **Prerequisites:** ACT 205, CAP 111. Identical to BUS 213.

**CAP 235 Computer Applications Environment/3 sem. hrs. (CS 235)** A survey of the uses of computers in business and science. Emphasis on specific business applications. Procedures for identifying and selecting hardware and software. **Prerequisite:** CAP 165. Identical to BUS 235.

**CAP 300 Computer Security, Ethics, and Auditing/3 sem. hrs. (CS 300)** Issues of security, privacy, and control from the viewpoint of the computer user. Emphasis on procedures for protecting systems from unauthorized use, theft, vandalism, and natural disasters. Ethical issues in computer usage are covered. **Prerequisite:** CAP 235

**CAP 375 Current Issues in Information Management/3 sem. hrs. (CS 375)** Computer topics of importance to the data processing business manager. Flow of data, distributed processing, decision support systems, modeling. Emphasis is on information as a company resource and source information management practices. **Prerequisite:** CCS 345. Identical to BUS 375.

## COMPUTER ENGINEERING (CSEE)

**CSEE 210 Networks I/3 sem. hrs. (EE 210)** Definitions of charge, current, voltage, resistance, capacitance, and inductance. Study of Ohm's law, Kirchhoff's laws, nodal analysis, and mesh analysis. Principles of superposition, maximum power theorem, Thevenin's theorem and Norton's theorem. **Prerequisites:** PHY 250 and MAT 220.

**CSEE 255 Engineering Laboratory I/1 sem. hr. (EE 255)** Basic laboratory to complement Networks I. **Prerequisite or Corequisite:** CSEE 210.

**CSEE 305 Electronics for Computer Science Majors/3 sem. hrs. (EE 305)** An introduction to network analysis and electronic circuitry. Definitions of circuit parameters and components: voltage, current, resistance, capacitance, and inductance. Fundamental circuit analysis techniques, series and parallel combinations of components, transistor and diode characteristics and their applications in logic circuits, differences in existing manufacturing technologies for VLSI such as C-MOS, N-MOS, P-MOS. Intended as a special survey course for CS majors but will not meet CE majors' requirements.

**CSEE 308 Cooperative Education (No credit) (EE 308)** Work placement for a period of 16-18 weeks. The placement will be directly related to the student's program of study.

**CSEE 310 Networks II/3 sem. hrs. (EE 310)** Phasors, sinusoidal steady-state analysis, rms value, average power, balanced three-phase circuits, resonance, frequency response, two-port networks, and Laplace transforms are studied. **Prerequisites:** CSEE 210 and MATH 310.

**CSEE 330 Electronics I/3 sem. hrs. (EE 330)** Introduction to the physical theory of semiconductor devices, diodes, diode circuit applications, transistor characteristics, transistor equivalent circuits, and single-stage amplifiers. **Prerequisite:** CSEE 310.

**CSEE 335 Engineering Lab II/1 sem. hr. (EE 335)** Laboratory work to complement electronics theory course. **Prerequisite or Corequisite:** CSEE 330.

**CSEE 340 Electronics II/3 sem. hrs. (EE 340)** Analysis and design of single-stage and multi-stage amplifiers, difference amplifiers, and operational amplifiers. Frequency response and other performance criteria with feedback. Oscillators. **Prerequisite:** CSEE 330.

**CSEE 405 Networks III/3 sem. hrs. (EE 405)** Continuation of Networks II emphasizing Laplace transforms for solving advanced network problems. **Prerequisites:** CSEE 310, CSEE 340, MATH 305 and MATH 310.

**CSEE 430 Fundamentals of Communication Systems/3 sem. hrs. (EE 430)** Fourier series & transforms, modulation systems, sampling, digital data transmission, noise, channel capacity, design & analysis of communication systems. **Prerequisites:** CSEE 340, CSEE 405.

**CSEE 445 ENGINEERING LAB III/1 sem. hr. (EE 445)** Lab work to complement electronics theory course. **Prerequisite:** CSEE 405.

**CSEE 460 Microprocessor Applications/3 sem. hrs. (EE 460)** Applications in the design of microprocessor-based circuits. **Prerequisites:** CCS 306 and CCS 335.

**CSEE 470 Electrical Engineering Design/3 sem. hrs. (EE 470)** Application of design techniques to special projects in electrical engineering. **Prerequisite:** CSEE 405.

## COMPUTER SCIENCE (CCS)

**CCS 140 Discrete Mathematics/3 sem. hrs. (CS 140)** An introduction to the concepts and techniques of discrete mathematical structures which are used in the theory and application of computer science. Topics covered include logic, set theory, relations, functions, recurrence relations, matrices, algebraic structures, and graph theory. **Prerequisite:** CCS 170 and demonstrated competency equivalent to MAT 150.

**CCS 150 Introduction to Computer Organization/3 sem. hrs. (CS 150)** An introduction to principles of digital computer operation and organization, data representation, the central processing unit, memory, input/output devices, number systems and logic systems. **Prerequisite:** MAT 102 or consent of instructor.

**CCS 160 Fundamentals of Logic Analysis and Design/3 sem. hrs. (CS 160)** An introduction to elementary digital logic circuits, Boolean algebra, Karnaugh maps, digital counters, and other basic circuit elements. Number set modules, binary, octal and hexadecimal number systems are investigated and related to digital computing structures. **Prerequisite:** CCS 140.

**CCS 165 Fundamentals of Computers and Information Processing/3 sem. hrs. (CS 165)** An introduction to various types of computer hardware. Steps in designing, programming, and implementing computer systems. Basic computer terminology.

**CCS 170 Introduction to Programming/3 sem. hrs. (CS 170)** An introduction to good programming techniques including flowcharting, code design, debugging techniques and documentation, problem solving methods, pseudocode and algorithm development to be used in the design of computer programs. The Pascal language will be taught as part of this course. The topics covered in Pascal are: global declaration, local declaration, data types, arithmetic operations, scoping rules, subprogramming, control flow, loops, and input/output procedures.

**CCS 180 Introduction to UNIX/3 sem. hrs.** Introduction to the basic concepts of the UNIX operating system. Topics include system commands, system editors, awk, sed, introduction to Shell programming languages, text formatting tools, use of a modem and terminal software, and system maintenance utilities. **Prerequisite:** Demonstrated competency equivalent to CCS 170.

**CCS 210 FORTRAN/3 sem. hrs. (CS 210)** A study of the FORTRAN programming language with the emphasis on problem solving techniques. Topics covered will include an introduction to structured programming, the structure of the FORTRAN language, input and output of data through formatted I/O, iteration control, array handling, and subprogramming. **Prerequisite:** CCS 170.

**CCS 220 Business Oriented Language (COBOL)/3 sem. hrs. (CS 220)** A study of the COBOL programming language with emphasis on business applications. Students apply a structured, multi-phase program development process that features a series of steps involving understanding of a problem, formal problem definition, design methodologies, program specification, breakdown, & files using COBOL. **Prerequisite:** CCS 170.

**CCS 235 Computer Applications Environment/3 sem. hrs.** A survey of the uses of computers in business and science. Emphasis on specific business applications. Procedures for identifying and selecting hardware and software. **Prerequisite:** CCS 165.

**CCS 291, 292, 294-299 Special Topics in Computer Science/3 sem. hrs. (CS 291-299)** Topics in computer science that are not included in regular course offerings & may be taken without prerequisites. Specific content is announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.

**CCS 293 Introduction to Artificial Intelligence/3 sem. hrs. (CS 293)** Introduction to the basic concepts & techniques of artificial intelligence & expert systems. Topics include the philosophical implications of machine intelligence, psychological modeling, natural language processing, problem solving, search strategies, heuristic methods and knowledge representation and expert systems. **Prerequisite:** CCS 340.

**CCS 300 Computer Security, Ethics and Auditing/3 sem. hrs.** Issues of security, privacy, and control from the viewpoint of the computer user. Emphasis on procedures for protecting systems from unauthorized use, theft, vandalism, and natural disasters.

Ethical issues in computer usage are covered. **Prerequisite:** CCS 235.

**CCS 306 Digital Design/3 sem. hrs. (CS 306)** Register transfer level design of digital computers, data transfer hardware, organization of the central processing unit, design of the controller, and a complete design example. **Prerequisites:** CCS 169 and CSEE 305.

**CCS 308 Cooperative Education (no credit) (CS 308)** Work placement for a period of 16-18 weeks. Placement will be directly related to the student's program of study.

**CCS 315 Advanced COBOL/3 sem. hrs. (CS 315)** A study of advanced COBOL programming using structured techniques. Topics to be covered include table handling, sequential and indexed file processing, data base access, editing, sorting, and the Report Writer. **Prerequisite:** CCS 220.

**CCS 320 Organization of Programming Languages/3 sem. hrs. (CS 320)** Development of an understanding of the organization of programming languages, introduction to formal study of programming language specification and analysis, comparison of two or more high level modern programming languages. **Prerequisites:** CCS 210, CCS 330 and CCS 340.

**CCS 330 Structured Programming/3 sem. hrs. (CS 330)** Introduction to the use of structured design, algorithm development, debugging techniques with a highly structured language such as Pascal. The use of highly structured languages is expected to speed the implementation of the program and greatly improve its reliability. The differences between functions and procedures; string functions and operations; data type concepts and classifications; records and sets; arrays and character strings, sort, recursion, files (sequential and random), pointers, and linked lists will be stressed. **Prerequisite:** CCS 170.

**CCS 332 Introduction to File Processing/3 sem. hrs.** An introduction to the concepts and techniques of structuring data on bulk storage devices. File access techniques of structuring used on storage devices, and file input/output are covered. **Prerequisite:** CCS 355.

**CCS 335 Assemblers and Assembly Language Programming/3 sem. hrs. (CS 335)** A detailed analysis of the operation of assemblers. Assembler features, assembly language programming, and macrofacilities. Assembly language programs will be written as part of this course. **Prerequisite:** CCS 340.

**CCS 340 Data Structures/3 sem. hrs. (CS 340)** Introduction to the concepts & techniques for handling lists, stacks, queues, sorting & searching techniques, binary trees, AVL trees, trees & graphs, & hashing. **Prerequisites:** CCS 330, CCS 355.

**CCS 345 Distributed Data Processing/3 sem. hrs. (CS 345)** An examination of the features and impact of distributed systems in the business environment. **Prerequisites:** CCS 340 and MAT 302 or MAT 450.

**CCS 355 The "C" Programming Language/3 sem. hrs. (CS 355)** A study of the "C" Programming language that includes variable types, expressions, control-flow constructions, functions, recursive functions, arrays, pointers, structures, unions, and I/O. **Prerequisite:** CCS 330 or consent of instructor.

**CCS 356 The C++ Programming Language/3 sem. hrs.** An introduction to the study of object-oriented programming using the C++ language with emphasis on the design and implementation of programs. Topics include data types and operations, online and overload functions, class types and members, access and protection of members and friends of a class, constructors and destructors, and vertical functions. **Prerequisites:** CCS 355 and CCS 362 or consent of instructor.

**CCS 362 Advanced "C" Programming Language/3 sem. hrs.** The Advanced "C" Programming Language course expands CCS 355. Topics include advanced pointers, structures and unions, doubly linked

lists, hash tables with doubly linked lists, I/O, "C" preprocessor, "C" code portability, and ANSI standards for "C". **Prerequisite:** CCS 355.

**CCS 365 Methods of System Analysis/3 sem. hrs. (CS 365)** An overview of systems development with emphasis on techniques and tools of system documentation and logical system specification. **Prerequisite:** CCS 345.

**CCS 370 Software Design/3 sem. hrs. (CS 370)** Algorithm analysis, software design, management of large software projects, functional specification, design and testing phase of large scale projects, quality control. **Prerequisite:** CCS 340.

**CCS 375 Software Engineering/3 sem. hrs.** An introduction to the process of developing software systems. Software life-cycle models, quality factors, requirements analysis and specification, software design (functional design and object-oriented design), implementation, testing, management of large software projects. **Prerequisites:** CCS 140, CCS 355.

**CCS 380 Probability and Statistics/3 sem. hrs.** Probability function, random events, expectation, conditional probability distribution functions, foundations of statistics. **Prerequisite:** MAT 210. Identical to MATH 450.

**CCS 385 Modeling and Simulation/3 sem. hrs.** This course introduces students to principles & techniques needed in system modeling and simulation. Topics include problem representation and model-based simulation. **Prerequisite:** MATH 450.

**CCS 401 Organization of the Computer Environment/3 sem. hrs. (CS 401)** Management of the computer environment, personnel, customer interface, budgeting, coordination, policy development, staffing, department interface, hardware and software selection planning, maintenance, and management. **Prerequisite:** requires Senior standing.



**CCS 405 Computer Architecture/3 sem. hrs.** (CS 405) Analysis and design of computer systems, the interrelation of software and hardware design in the final computer system, the interrelation between the operating system and the architecture of computer systems, concurrent processes and resource allocation. **Prerequisites:** CCS 306 and CCS 340.

**CCS 420 Operating System Concepts/3 sem. hrs.** (CS 420) Methods in the analysis & design of large-scale systems, including concepts of semaphores, processes, linear address space, resource allocation, protection, basic topics in operating system development. **Prerequisite:** CCS 355.

**CCS 425 Networks and Data Communications/3 sem. hrs.** An introduction to basic data communication concepts terms and types of transmissions, multiplexing, line protocols and switching techniques. The course also covers the details of public switched networks as well as local area networks, wide area networks, and OSI network environments. **Prerequisite:** Requires senior standing.

**CCS 435 Introduction to Robotics/3 sem. hrs.** Principles & concepts of modern robots & automated systems are developed: robot's intelligence, drive methods, motion control, software and hardware support. **Prerequisite:** Requires senior standing.

**CCS 445 Introduction to Digital Signal Processing/3 sem. hrs.** Difference equations, Discrete Fourier Transform and Fast Fourier Transform, frequency discrimination filtering, spectral analysis and estimation, signal modeling, optimum mean squared error filtering, and system identification. **Prerequisite:** Requires senior standing.

**CCS 453 Database Management/3 sem. hrs.** Concepts and structures necessary to design and implement a database system, including logical and physical file organization and data organization techniques, data models, networks, data integrity and file security. Topics covered include: logical and user's viewpoint, and theoretical foundations and physical system implementation. **Prerequisite:** CCS 340.

**CCS 460 Systems Programming/3 sem. hrs.** (CS 460) A study of various system programming techniques, hardware-software interface, software controlled hardware. A comparison of several existing computer systems will be made. **Prerequisites:** CCS 335 and CCS 340.

**CCS 465 Introduction to Interactive Computer Graphics/3 sem. hrs.** The principles of interactive computer graphics are presented. Emphasis will be placed on mastering the concepts of two-dimensional graphics including the basic transformations (scale, translate, rotate), perspective, hidden-line removal and hardware support devices. The two-dimensional concepts will be extended to include three-dimensional concepts including smoothing algorithms, animation and a variety of related topics.

**CCS 471 Advanced Microcomputer Applications Interfacing/3 sem. hrs.** (CS 471) This course will deal with the hands-on use of a microcomputer utilizing word processor, spreadsheet, database interfacing with programming languages, and introduction to decision support system construction and expert systems. **Prerequisite:** requires Senior standing.

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

**CCS 481 Ada Programming Language/3 sem. hrs.** (CS 481) Fundamentals of Ada including details of its historical development and its similarities to Pascal. Emphasis on the special features of Ada including data abstractions, multitasking, exception handling, encapsulation, and generics. **Prerequisite:** CCS 340.

**CCS 483 Advanced UNIX/3 sem. hrs.** The advanced UNIX course expands CCS 180, Introduction to UNIX. Topics include advanced Bourne Shell and Korn Shell techniques. Also covered are advanced awk techniques, system calls in "C", lex, yacc, ar, and make. **Prerequisites:** CCS 180 and CCS 340.

**CCS 485 Theory of Computation/3 sem. hrs.** (CS 485) Theoretical approach to computer science. Topics include correctness, automata and Turing machines, finite state machines, and grammars. **Prerequisite:** requires Senior standing.

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

**CCS 493 Modern Digital Control Systems/3 sem. hrs.** Sampling of continuous-time systems and discrete-time systems, analysis of discrete time systems including process oriented models and disturbance models, design methods, including translation of analog designs, state space methods, pole-placement methods, and input-output methods, with discussion of optimal design, identification, and adaptive control. **Prerequisite:** Requires Senior standing.

**CCS 496 VLSI Design/3 sem. hrs.** CMOS devices, transistor theory, processing technology, performance estimation with circuit logic, system design using structured techniques, symbolic layout using MAGIC, automated tools and simulation using SPICE. **Prerequisite:** Senior standing.

## CORE STUDIES IN LIBERAL STUDIES (COR)

**COR 115 Society and Symbol/6 sem. hrs.** An intensive experience of the arts in the context of their original culture. Students will be introduced to the notion of the dynamic relationship between a particular culture and its artifacts through an intellectual and aesthetic immersion in two cultural watersheds, Periclean Athens and Renaissance Florence (these may vary).

**\*COR 116 Change and Tradition/6 sem. hrs.** An interdisciplinary study of the place of change and tradition in the individual and social and political history. Students will investigate the use of growth as a metaphor in explaining personal change and historical transformations, and focus on the nature of revolution and reaction in the transformative process.

**\*COR 118 Individual and Institutions/6 sem. hrs.** A study of the nature of institutions and the reciprocal relationship between persons and institutions. Assumes special responsibility for the goal of developing a sense of community and social responsibility among students and faculty.

**\*COR 119 Human Nature and the Individual/6 sem. hrs.** Investigates the vast human effort expended in pursuit of human nature. Through reasoned argument, empirical analysis, or imaginative creations, students of human nature have shared their visions. In this study, we draw on their contributions to enrich our understanding of humanity, others we know, and ourselves.

**COR 120 Essence and Existence/6 sem. hrs.** Philosophers and artists, and, more recently, psychologists have sought to discover the grounds governing the relation of human consciousness to the world. Since the early Greeks, thinkers have explored the relation of being to becoming; essence to existence; consciousness to its object, to explain the metaphysical, logical, and psychological relations that provide the possibility for human experience.

**\*COR 217 Science, Technology & Society/6 sem. hrs.** The Science, Technology, and Society core study uses a thematic, interdisciplinary approach to accomplish its basic mission - to introduce students to some of the general processes and concepts of science and technology, analyze their historical context and philosophic implications, and evaluate the impact on society and the individual.

**COR 220 Wealth and Poverty/6 sem. hrs.** We find ourselves in a world which at once exhibits extreme opulence and extensive poverty. Are we to understand social development within the context of this polarity? Is economic deprivation a necessary condition of the human experience? Do we look toward social reorganization or psychological reorientation to alter the reality?



**COR 225 Nature's Planet/6 sem. hrs.** The interrelationship of the various fields of science is most evident when applied to the earth — with ecology, geochemistry and geophysics as just three of many examples. This study area will use those basic science concepts that cross discipline boundaries to explain and interpret the nature of our planet and its life forms.

**COR 305 First, Second and Third World/6 sem. hrs.** A study of the dynamics of nation building set within a comparative social and historical context. Students will study the processes and problems of emerging nations in the post World War II era, and focus on perceptions, aspirations and ideals of indigenous peoples of developing nations. The goal is to establish in the student a global consciousness.

**COR 310 Leadership and Qualities of Greatness/6 sem. hrs.** A study of the nature and role of leadership in socio-political movements and institutional contexts. Through analysis of the ideas set forth in the literature on this subject, students will seek the qualities which distinguish greatness and determine the place of the leader in history and the socio-political environment.

### **CORE STUDIES IN LIBERAL & PROFESSIONAL STUDIES (CORE)**

**CORE 141 Journey I: Introduction to the Undergraduate Experience/3 sem. hrs.** This interdisciplinary course is the first course all freshmen will encounter at Nova. It provides an academic and social context for examining the intellectual and personal issues of the freshman experience.

**CORE 142 Human Nature, Human Behavior/3 sem. hrs.** An examination of the biological and environmental influences that shape the individual. An analysis of classic and contemporary sources will help the student think critically about basic theories and issues such as nature versus nurture, the mind-body dichotomy, cognitivism, behaviorism and the scientific exploration of behavior.

**CORE 143 The Living Earth: An Environmental Perspective/3 sem. hrs.** Students will study the science of ecology and the impact of humans on the environment. They will gain an understanding of the cause and effect relationships that operate in nature and the responsibility that must be assumed in order to ensure sustainability of the living earth.

**CORE 144 Other Voices, Other Visions: Multi-cultural Perspectives/3 sem. hrs.** This course examines the role of "world view", encourages an appreciation of different people and cultures, and fosters respect for diversity on local, national, and international environments.

**CORE 245 Individual and Social Systems/3 sem. hrs.** A study of the nature of institutions and the reciprocal relationship between persons and institutions. Emphasizes in particular the goal of developing a sense of community and social responsibility among students and faculty.

**CORE 246 Economic Growth and Development/3 sem. hrs.** An examination of theory, economic history, and policies which affect national and global economies. A wide variety of issues will be covered such as population, distribution of wealth, third world debt, and global productivity.

**CORE 347 Ethical Systems/3 sem. hrs.** An examination of ethical systems which instruct in matters related to moral action, moral judgment and responsibility. Ways of viewing contemporary moral issues such as abortion, euthanasia and racial discrimination are among individual topics.

**CORE 448 Journey II: The Capstone Experience/ 3 sem. hrs.** This course provides a context for the systematic examination and interpretation of the portfolio begun in Journey I, assisted by literature on personal ethnography and self-assessment.

## **ECONOMICS (ECO)**

**ECO 201 Principles of Macroeconomics/3 sem. hrs. (COR 121)** A study of basic economic concepts, emphasizing analysis of the aggregate economy. Fundamental concepts of national income and its determination, economic fluctuations, monetary and fiscal policies, and economic growth. Students may not receive credit for this course and ECO 315.

**ECO 262 Principles of Microeconomics /3 sem. hrs.** The processes of price determination output and resources allocation in perfect and imperfect competition. Topics include labor economics, international trade and finance, and alternative economic systems.

**ECO 315 Macroeconomics for Managers/3 sem. hrs. (ECO 203, 215)** An examination of basic economic concepts emphasizing analysis of current economic issues of the aggregate economy. An historical overview of economic philosophers provides perspective to the modern emphasis. Students may not get credit for this course and ECO 201.

**ECO 321 Monetary Theory and Policy/3 sem. hrs. (FIN 321)** The structure and function of the American banking system, the Federal Reserve System, and the function of monetary policy in the regulation of the national economy. **Prerequisites:** ECO 201, 202.

**ECO 355 International Economics/3 sem. hrs.** Theory and practice of trade, comparative advantage, trade barriers, balance of payments, economic development, regional economic integration. **Prerequisites:** ECO 201, 202.

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

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

## **EDUCATION (EDU)**

**EDU 141 Personal Career Development/3 sem. hrs.** The process of career development applied to the student identifying vocational interests and aptitudes, obtaining information about occupations, gaining experiences through practicums and cooperative education, and establishing career plans. Useful for students adjusting to the college role. Identical to MGT 141 and PSY 141.

**EDU 203 Basic Skills Review/3 sem. hrs.** A comprehensive course to broaden the student's knowledge base in the social sciences and the natural sciences; and to strengthen math computation and reading comprehension skills through a basic review of those subject areas. Also covered are useful test-taking techniques and critical thinking skills in preparation for the ACT examination.

**EDU 226 Administration of Early Childhood Programs/3 sem. hrs.** A survey course identifying the responsibilities of early childhood administration and the competencies needed to discharge them successfully.

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

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

**EDU 336 Educational Psychology/3 sem. hrs.** Principles of psychology and their application in education. Consideration of learning, individual differences, development, and teacher effectiveness. **Prerequisite:** PSY 102.

**EDU 340 Administrative Leadership & Decision Making for Early Childhood/3 sem. hrs.** A review of various leadership styles and decision-making techniques as they apply to the administrator's responsibilities in finance and budget, program development and evaluation, and home and school relationships.

**EDU 341 Curriculum Decisions of Early Childhood Programs/3 sem. hrs.** Study of curricula and activities to meet the student population's needs, with subsequent decisions as to appropriate methods, necessary materials, & use of time & space. Leadership in staff development to implement the decisions is included.

**EDU 342 Sociological Foundations of Education/3 sem. hrs. (EDU 222)** A study of major sociological changes of the past 50 years and their impact on education.

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

**EDU 351 Computer Applications for the Classroom Teacher/3 sem. hrs.** A comprehensive course treating the spectrum of conceptual understanding for computer use in education, technical skills for computer operation as it relates to elementary education, & application of computer skills & teaching techniques to content areas.

**EDU 360 Substance Abuse Intervention in the Schools/3 sem. hrs.** This course covers the classification and identification of drugs, as well as the behavioral criteria for recognizing alcohol and drug abuse. Attention is given to prevention, intervention and counseling techniques, as well as legal issues related to student drug use. Also covered is the use of appropriate educational resources and services to assist students who show

signs of alcohol or drug abuse. Identical to PSY 360.

**EDU 361 Educational Strategies for Drug Prevention Programs/3 sem. hrs.** This course focuses upon the development of effective drug prevention programs. Appropriate instructional techniques for substance abuse will be covered, as well as an examination of the drug prevention resources available. In addition, methods for evaluating the effectiveness of drug education programs will be examined. Identical to PSY 361.

**EDU 362 Drug Prevention and Education/3 sem. hrs.** This course covers the classification and identification of drugs, as well as the behavioral criteria for recognizing alcohol and drug abuse. Specific attention is paid to prevention, education, and intervention strategies within the home, the school, and the community. Methods for evaluating the effectiveness of these strategies are also examined. Identical to PSY 362.

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

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

**EDU 417 Adolescent Literature/3 sem. hrs.** A study of the type of literature available for the adolescent with an emphasis on text selection and presentation. Students will examine ways of incorporating literature into the curriculum. **Prerequisite:** LAN 111.

**EDU 419 Rhythm and Dance in Elementary Curricula/3 sem. hrs.** This course is designed to prepare students to select & plan meaningful rhythm & dance experiences for elementary students.

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

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

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

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

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

**EDU 447 Teaching: Principles and Practices/3 sem. hrs.** Principles of effective teaching, different teaching styles, micro-techniques, and use of materials.

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

**EDU 452 Internship/9 sem. hrs.** Comprehensive review and practical application of educational philosophy, method, and strategy through a seminar and a nine-week supervised studentteaching assignment. **Prerequisite:** Written consent of Program Director.

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

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

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

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

## **ELEMENTARY EDUCATION (ELE)**

**ELE 110 Introduction to Early Childhood Education I/3 sem. hrs.** Meeting the physical and intellectual needs of the preschool child. Characteristics of the learning environment conducive to safety and good health, as spelled out in state & 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 health self-concept. Stages in language development and implementation to assure optimum growth for the individual child. Identification of the children's strengths and their potential contributions to their positive self-image.

**ELE 112 Introduction to Early Childhood III/3 sem. hrs.** Promoting development through management skills & 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.** Study of content, including conservation of natural resources, methodology, program development, appropriate activities, and evaluative techniques for elementary social studies.

**ELE 312 Teaching Science in Elementary Schools/3 sem. hrs.** Content and methods for teaching science in the elementary school; "hands-on" approaches, resources, material and ideas drawn from the student's experiences will all be discussed. **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.** The 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. **Prerequisites:** MAT 133 and Applied Arithmetic Test.

**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. **Prerequisites:** ELE 331 and basic personal reading skills to be evaluated by the program.

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

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

## **ENGLISH AS A SECOND LANGUAGE (ESL)**

**ESL 104 English as a Second Language/3 sem. hrs.** Intended for students from non-English backgrounds who have been admitted to Level IV of the Intensive English Program. Credit awarded for successful completion of Level IV subject matter: reading and writing skills at a level sufficient for study at a college or university where English is the language of instruction, and speaking/listening skills at an advanced, pre-professional level.

## **EXCEPTIONAL STUDENT EDUCATION (ESE)**

**ESE 406 Foundations of Mental Handicaps/3 sem. hrs. (EDU 406)** A study of the biological, psychological, and sociological foundations of mental handicaps. **Prerequisite:** ESE 435.

**ESE 407 Curriculum for Mental Handicaps/3 sem. hrs. (EDU 407)** Study of the development of curricula appropriate for various levels of mental handicaps including teaching techniques and materials for implementation. **Prerequisite:** ESE 435.

**ESE 408 Classroom Procedures for Mental Handicaps/3 sem. hrs. (EDU 408)** A study of management techniques, teaching strategies, and instructional materials appropriate for educational programs for the trainable and educable mentally handicapped. **Prerequisite:** ESE 435.

**ESE 420 Foundations of Emotional Handicaps/3 sem. hrs. (EDU 420)** Information about the nature and needs of the emotionally handicapped with emphases on etiology, prevention, intervention, and utilization of community services. **Prerequisite:** ESE 435.

**ESE 429 Educational Programming for the Emotionally Handicapped/3 sem. hrs. (EDU 429)** Study of program designs for curricula objectives with delivery formats appropriate for emotionally handicapped students. **Prerequisite:** ESE 435.

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

**ESE 432 Precision Teaching/3 sem. hrs. (EDU 432)** Specialized curriculum for emotionally handicapped students with emphases on curriculum development and identification, evaluation, modification, and use of commercial materials and programs. **Prerequisite:** ESE 435.

**ESE 433 Identification & Remediation of Learning Disabilities/3 sem. hrs. (EDU 433)** Discussion of the nature and variety of learning disabilities, as well as techniques for their identification & remediation & for the assessment of learning potential. **Prerequisite:** EDU 435.

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

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

**ESE 439 Individualization of Diagnosis and Instruction for the Learning Disabled Child/3 sem. hrs. (EDU 439)** Skills for the diagnosis of various learning disabilities and the planning of individual programs for the learning disabled child. Various models of curricula, and instructional and individual classroom designs for learning disabled children will be discussed with an emphasis on the techniques needed for developing individualized programs for learning disabled children. **Prerequisite:** ESE 435.

**ESE 440 Introduction to Language Development and Speech Disabilities/3 sem. hrs. (EDU 440)** A study of language development and various speech and language disorders in children, with an emphasis on the assessment of individual problems and programming for their remediation within the classroom. **Prerequisite:** ESE 435.

**ESE 444 Materials & Methods for Learning Disabled Children/3 sem. hrs. (EDU 444)** This course outlines specialized curriculum and instructional materials for teaching specific learning disabled students, with emphases on curriculum standards and resources. **Prerequisite:** ESE 435.



**ESE 450 The Gifted Student: Nature and Needs/3 sem. hrs. (EDU 450)** A study of the characteristics of the gifted and talented, identification of procedures, and the utilization of assessed strengths and weaknesses to maximize educational and social growth.

**ESE 451 Educational Procedures for the Gifted/3 sem. hrs. (EDU 451)** A study of learning styles of the gifted and matching teaching strategies appropriate to their needs and interests with an attempt to parallel opportunities for cognitive and affective growth.

**ESE 453 Vocational/Functional Life Skills/3 sem. hrs. (EDU 453)** Personal and social skills for exceptional students with an emphasis on employability skills, career awareness, and transition planning for adult living. Emphasis is also placed on teaching major competencies necessary from kindergarten to late adulthood for vocational and social needs. **Prerequisite:** ESE 435.

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

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

## FINANCE (FIN)

**FIN 100 Academy of Finance/3 sem. hrs.** A series of five courses given by the Broward County School Board to Juniors and Seniors in high school.

**FIN 203 Financial and Accounting Management in Health Care/3 sem. hrs. (HCS 403)** Using accounting information to make managerial decisions. Topics include third party payers, volume forecasting, budgeting procedures, and rate setting techniques. Offered in HCS only.

**FIN 213 Personal Finance/3 sem. hrs. (FIN 101)** Survey of personal financial strategy. Provides guidelines in many areas including borrowing money, investments, insurance, home ownership taxes, and consumer rights.

**FIN 301 Corporation Finance/3 sem. hrs. (FIN 211)** Financial management as it applies to organizations. Ratio analysis, leverage, cash budgeting, capital structure, and other concepts of financial management applied to business organizations. **Prerequisite:** ACT 205.

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

**FIN 315 Banking and Financial Institutions/3 sem. hrs.** Nature of the operation in commercial banks, savings and loan associations, and savings banks. Structure and function of the loan, mortgage, bond, investment, trust, marketing, audit, and other departments within the institutions. Impact of federal and state agencies and their regulations upon these institutions.

**FIN 411 Principles of Investments/3 sem. hrs. (FIN 331)** Investment management is emphasized including financial statements & portfolio management. How to: analyze financial statements, use rating services such as Moody's and Standard & Poor's, and compare growth and income investments. **Prerequisite:** ECC 201.

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

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

## GEOGRAPHY (GEO)

**GEO 205 Survey of Geography/3 sem. hrs.** Study of geographic characteristics, area relationships, and major regional problems and their impact on the western world. Study of physical, human, economic, and political resources.

**GEO 222 The Modern City/3 sem. hrs.** Origins of the city. Cities as physical, social, and economic systems. Comparative studies of cities. Identical to SOC 222.

**GEO 226 Conservation of Natural Resources/3 sem. hrs. (SSI 426)** 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 world and the nonwestern world. Identical to PHY 226.

**GEO 228 Introduction to Oenology: The World of Wines/3 sem. hrs.** Study of major wine regions of the western world. Examines fundamentals of wine history, vine cultivation, and wine production. Course will teach students about the varieties of wines from different wine regions and will provide students with guidelines for selecting and enjoying wines for various occasions. **Prerequisite:** Legal drinking age.

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

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

## HISTORY (HIS)

**HIS 103 American History to 1865/3 sem. hrs. (HIS 201, SSI 201)** American history from its colonial origins through the Civil War. Special emphasis is given to analyzing and evaluating the major forces and ideas that have shaped American political, social, and economic life.

**HIS 104 American History Since 1865/3 sem. hrs. (HIS 202, SSI 202)** American history from Reconstruction to the present. Special emphasis is given to analyzing and evaluating the major forces and ideas that have shaped American political, social, and economic life.

\* **HIS 105 The American Experience/3 sem. hrs. (COR 104)** An examination of several of the key structures and ideas that have shaped the development of the United States as a particular political, social, and cultural entity.

**HIS 209 Early Western Society/3 sem. hrs.** A historical study of the major political, social, economic, philosophical and religious movements shaping western society in the period preceding the rise of modern states.

\* **HIS 210 Roots of Western Society/3 sem. hrs. (COR 103, HIS 101)** A historical examination of western society prior to the rise of modern nations emphasizing such interdisciplinary subjects as politics, social order, economics, and the religious and philosophical ideas that have created the western heritage.

**HIS 211 Modern Western Society/3 sem. hrs. (HIS 102, SSI 102)** A historical examination of modern western society since the rise of modern nations emphasizing political, social, and economic movements, and the religious and philosophical ideas that have shaped its development.

**HIS 261 Cultural Minorities and the Law/3 sem. hrs.** A study of the position of traditional & black societies within the legal systems of American nations. Topics to be discussed will include the relationship between American Indians and American justice, the legal position of blacks in American societies, and the legal position of Mexican-Americans in North American society from 1848 to present. Identical to LGS 261.

**HIS 301 Constitutional History I/3 sem. hrs.** A study of the origin and development of the American constitutional system from the colonial period to 1870. The course will examine seminal decisions of the United States Supreme Court during this period in their political, social, and economic context. Identical to LGS 301. **Prerequisite:** LGS 201.

**HIS 302 Constitutional History II/3 sem. hrs.** Continuation of the study of the constitutional system of the United States. The course covers the period 1870 to the present with special emphasis on Supreme Court decisions in the areas of federal-state relations, individual liberties, and civil rights. Identical to LGS 302. **Prerequisite:** LGS 301.

**HIS 321 The Great Individual in History/3 sem. hrs.** (HUM 380) The role of the great individual in historical events. Included is an examination of the qualities which make the great individual and the extent to which the great individual influences the course of history.

**HIS 333 History of Political Thought I/3 sem. hrs.** (HIS 310, HIS/LGS/POL 330, POL 401) A study of the classic works of political philosophy from the ancients through the early modern period (eg., Plato, Aristotle, Machiavelli, Hobbes) with special attention being paid to the social, political and economic environments from which these works emerged. Identical to HUM 333, LGS 333 and POL 333.

**HIS 334 History of Political Thought II/3 sem. hrs.** A study of the classic works of political philosophy from the early modern period through the present (eg., Locke, Rousseau, Mill, Marx, Dewey) with special attention being paid to the social, political

and economic environments from which these works emerged. Identical to HUM 334, LGS 334, POL 334.

**HIS 405 Civil and Political Liberties/3 sem. hrs.** A survey of the philosophical basis and actual development of civil and political liberties in the United States. The course primarily examines the leading United States Supreme Court cases in the area. Identical to LGS 405. **Prerequisites:** LGS 201, 302.

**HIS 410 Emerging Nations/3 sem. hrs.** Using a selected developing nation or nations as a focal point, the course provides an interdisciplinary overview of systems and societies, patterns of development, and issues and problems of emerging nations. Topics vary according to instructor. Identical to LAC 410.

**HIS 426 Law and the American Mind/3 sem. hrs.** The study of the development of American jurisprudence and legal thought within the context of the American intellectual climate. The course seeks the relationship between the patterns of legal thought and the changing American mind. Identical to LGS 426.

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

**HIS 440 The Historical Imagination/3 sem. hrs.** This course will select a major historical issue or period in history, United states or non-United states, and examine major trends in the historical writings about the issue or period. The course will have two objectives. First, students will increase their knowledge of an issue or period, and second, they will gain insights into how and why histories differ in their interpretations.

**HIS 441 International Law/3 sem. hrs.** Introduction to basic legal principles governing relations between nations. Topics include recognition of states, jurisdiction, human rights, treaties/agreements, law of the sea, claims against nations. Identical to LGS 441. **Prerequisites:** LGS 201, 302.

**HIS 460 Studies in Revolution/3 sem. hrs.** (SSI 460) Major forces that have shaped the revolutionary impulse from the 18th through the 20th century. Emphasis upon the great revolutions: American, French, Russian, Chinese - the background, the underlying reasons, ideals, patterns of their growth, and their effects upon the course of history. Identical to POL 460.

**HIS 2900-3000 Special Topics in History /3 sem. hrs.** Topics in history not included in regular course offerings; may be taken without prerequisites. Specific content is announced in the course schedule for a given term. Students may re-enroll for Special topics covering differing content.

## HUMANITIES (HUM)

**HUMANITIES I (HUM 105)** The Humanities I requirement must be met by taking one of the following courses: HUM 218, HUM 220, HUM 240, HUM 375 or HUM 381. Please consult your advisor for assistance with course selection.

**HUMANITIES II (HUM 204)** The Humanities II requirement must be met by taking one of the following courses: HUM 206, HUM 207, HUM 208, or HUM 209. Please consult your advisor for assistance with course selection.

**HUM 161 Youth Orchestra of Florida/1 sem. hr.** Participation in the Youth Orchestra of Florida requires attendance at rehearsal and group performances. **Prerequisite:** Audition.

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

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

**HUM 173 Nova Community Singers III/1 sem. hr.** Continued participation in Community Singers. Rehearsals and performances. **Prerequisite:** Audition.

**HUM 201 The Individual and Society/3 sem. hrs.** (HUM 101) An interdisciplinary study of humanistic values and insights, focusing on the principal questions of the individual and his/her place in society. Drawing from thought in literature, drama, philosophy, and poetry, the course seeks to find the balance among the individual, his/her desires, and the requirements of society.

**HUM 206 The Self & Literature/3 sem. hrs.** An examination of various issues of personal identity; selfhood, alienation, identity crises, and the relation of the self to the other as evidenced in imaginative and philosophical works.

**HUM 207 Politics and Literature/3 sem. hrs.** A study of philosophical themes of a political nature that arise in works of literature. Such themes as the nature of justice, the democratic process, the nature of a political community, and the impact of the economy on social formations might be discussed.

**HUM 208 Existentialism and Literature/3 sem. hrs.** An examination of the major existentialist writers, including sources of existentialism found in earlier literary and philosophical movements. The course emphasizes existentialist themes in contemporary literature, and addresses our "Being and Becoming" in the world.

**HUM 209 Literature & the Problem of Knowledge/3 sem. hrs.** This course uses literary and philosophical texts to explore questions about the nature of knowledge. The course will examine how the worlds of imaginative literature and philosophy engage one another & how each provides answers to the challenge of skepticism.

**HUM 210 Freedom & Totalitarianism/3 sem. hrs.** (HUM 200, 411) An interdisciplinary humanities approach to philosophical, psychological, and social aspects of freedom, totalitarianism, and related issues. Special interest in trends of modern society.



**HUM 214 King Arthur in Legend & Art/3 sem. hrs.** An exploration of the origins & development of the legend of King Arthur and the Knights of the Round Table in literature, art, music and film from the Dark Ages to the 20th century.

\* **HUM 218 Myth and Art/3 sem. hrs.** (Formerly HUM 105). This course explores the relations between verbal and visual arts, focusing on the myths and epics of the early Mediterranean world and the literature and arts of later periods, such as the Renaissance and Baroque, when the classical myths were re-examined and reinterpreted.

\* **HUM 220 Non-Western and Modern Art /3 sem. hrs.** This course focuses primarily on Asian, Oceanic, African and Amerindian arts, their discovery by the West and their effects on the development of 20th century art.

**HUM 221 Folklore/3 sem. hrs.** The study of traditional culture, or knowledge which is learned informally within groups and communities. Folklore forms such as folk tales, myths, legends, ballads, customs, crafts, architecture, and food-ways provide examples of how traditional culture functions in the lives of individuals and their communities. Identical to SOC 221.

**HUM 230 Philosophical Issues/3 sem. hrs.** (HUM 315) An examination of such classic philosophical issues as: what is the nature of the human individual; what is reality; how do we know; what is truth; what constitutes beauty; are our wills free or determined; does God exist and how would we know; what is the relation between minds and bodies?

**HUM 231 Critical Thinking/3 sem. hrs.** (HUM 320) A study of the basic conceptual tools needed to recognize, formulate, and evaluate arguments. Topics include inductive and deductive reasoning, truth and validity, analogies, definitions, fallacies, and paradoxes.

\* **HUM 240 The Theatre Arts/3 sem. hrs.** (HUM 217) Course focuses on the arts of the theatre including drama, music, dance, play production, with a study of plays representing major theatrical trends.

**HUM 254 Introduction to Film Criticism/3 sem. hrs.** (HUM 354) An examination of film as an art form. Topics include the "grammar" of film, film genres, the documentary, the avant garde film, and critical approaches to film. **Prerequisite:** LAN 111.

**HUM 260 Women and Law/3 sem. hrs.** (HUM 314) This course examines sexbased discrimination in American society. It includes a historical/ sociological analysis of the evolution of laws affecting women in employment, education, health/ welfare, property ownership, and criminal justice. It also investigates public policy issues that affect women's lives. The course focuses on the role of the law to promote or hinder constructive social change. Identical to LGS 260.

**HUM 262 Children and the Law/3 sem. hrs.** A survey on the philosophical, sociological and legal doctrines that control the legal status of children in society. The course will cover the topics of delinquency, dependency, neglect, abuse, and special educational needs. Identical to LGS 262.

**HUM 263 Law and Popular Culture/3 sem. hrs.** This course examines how the legal system is presented in various popular media, particularly film. Attention will be paid to the conflict between the aesthetic requirements, the medium in question, and actual practices of the legal profession. Identical to LGS 263.

**HUM 264 Judiciary & Democracy/3 sem. hrs.** Exploration of theory/practice of an independent judiciary within democratic government. Course will focus on role of judges in anglo-American common law jurisdictions. Identical to LGS 264.

**HUM 302 Women's Study Practicum/3 sem. hrs.** Experience working in student's major area or other area of interest that addresses or concerns itself with issues related to women. Identical to WMS 302.

**HUM 305 Feminist Theory/3 sem. hrs.** This course will study assumptions relative to gender issues: how we bring certain assumptions to our reading of text and in what ways we are influenced by them. This course will also address how gender-related assumptions shape the fields & professions of modern American Society. Identical to WMS 305.

**HUM 306 Women and Literature/3 sem. hrs.** Works will be studied to acquaint students with the rich and extensive contributions of women to the various literary genres (autobiography, poetry, fiction). Identical to WMS 306.

**HUM 310 The American Character/3 sem. hrs.** (SSI 356) The nature of the American character within the context of modern personality theory, seeking the underlying social and historical forces that have shaped the American. An evaluation of character values expressed in certain strands of American philosophy and literature.

**HUM 318 Biomedical Ethics/3 sem. hrs.** (HCS 301) Surveys the concepts, issues, conflicts, and technical decisions with moral problems in health care. Identification of problems health care professionals face in human, moral, and ethical conflicts. Offered in HCS only.

**HUM 321 Ethics/ 3 sem. hrs.** (Formerly Ethical & Moral Judgments) A philosophical examination of major problems in ethics including such questions as: what makes an act morally right or wrong; what is the relation of fact to value; what things are intrinsically valuable? Other topics include moral responsibility; the good life; and contemporary moral issues such as abortion, euthanasia, racial discrimination, pornography and animal rights.

**HUM 322 Science & Modern Thought/3 sem. hrs.** An examination of the role of science in the modern world including the nature of the scientific object, the nature of the scientific method and scientific revolutions, the relation of scientific revolutions, the relation of science to other modes of knowing, and the relation of science to technology. **Prerequisite:** LAN 111.

**HUM 323 Contemporary Latin American Fiction/3 sem. hrs.** A survey of Latin American fiction from 1940 to present. Lectures in English; students may read books and write papers in English or Spanish. **Prerequisite:** LAN 112 or its equivalent. Identical to LAC 323.

**HUM 326 Law and American Culture/3 sem. hrs.** Explores the relationship of law to American culture at different historical moments. Emphasis placed upon the cultural values, world view, and assumptions of the culture as it shapes the legal mind. Identical to LGS 326.

**HUM 333 History of Political Thought I/3 sem. hrs.** (HIS 310, HIS/LGS/POL 330, POL 401) A study of the classic works of political philosophy from the ancients through the early modern period (eg., Plato, Aristotle, Machiavelli, Hobbes) with special attention being paid to the social, political and economic environments from which these works emerged. Identical to HIS 333, LGS 333 and POL 333.

**HUM 334 History of Political Thought II/3 sem. hrs.** A study of the classic works of political philosophy from the early modern period through the present (eg., Locke, Rousseau, Mill, Marx, Dewey) with special attention being paid to the social, political and economic environments from which these works emerged. Identical to HIS 334, LGS 334 and POL 334.

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

**HUM 353 Films as Literature/3 sem. hrs.** Examines ways film creates narrative, metaphor, symbol, and other aspects of language. Includes viewing of representative films and reading of film criticism.

**HUM 355 Irish Literature/3 sem. hrs.** Survey of Irish myth, epic, romance, poetry, drama and prose from Celtic Iron Age to present day, including both Gaelic works in translation and Anglo-Irish literature.



**HUM 356 English Literature I/3 sem. hrs.** A survey of English literature from Beowulf through Shakespeare within historical, political, religious and cultural contexts.

**HUM 357 English Literature II/3 sem. hrs.** A survey of English literature from the early 17th century to the present day, emphasizing major writers within their historical and cultural contexts.

**HUM 366 Philosophy of Law/3 sem. hrs.** A critical examination of basic analytic and normative questions pertaining to law. Topics include the nature of law, law and morality, legal responsibility and legal excuses, civil disobedience, the justification of criminal punishment, and the discussion of cases in relation to principles. Identical to LGS 366.

\* **HUM 375 Music Through History/3 sem. hrs.** This course investigates the particular contribution of musicians and music in Western cultures since the Middle Ages, including the basic structure of musical forms as well as the evolution of these forms.

\* **HUM 381 Art and Society/3 sem. hrs.** This course examines the roles of the arts and artists in Western society, particularly from the Renaissance to the 20th century, including painting, sculpture, architecture, music, dance, and film. Students will gain a broad perspective on the different ways in which artists and art serve society.

**HUM 400 Women in the Arts and Humanities/3 sem. hrs.** A study of the particular contributions of women in the humanities, including art, literature, music, theatre, film, and dance. Identical to WMS 400.

**HUM 402 Women and Political Theory/3 sem. hrs.** Through a study of theories of social change, this course will examine women's role in liberation movements in the third world. It will also explore what a "feminist consciousness" can contribute to political movements in our society. Identical to WMS 402.

**HUM 405 Women and Science/3 sem. hrs.** This course will look at issues in the literature of science concerning women, including the underrepresentation of women in the scientific profession, and the possibility of "male bias" in the procedures of science itself. Identical to WMS 405.

**HUM 426 Law and the American Mind/3 sem. hrs.** The study of the development of American jurisprudence and legal thought within the context of the American intellectual climate. The course seeks the relationship between the patterns of legal thought and the changing American mind. Identical to LGS 426.

**HUM 451 Eastern 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 2900-3000 Special Topics in the Humanities/3 sem. hrs.** Topics in Humanities that are not included in regular course offerings. Specific content and prerequisites are announced in the course schedule for a given term. Students may re-enroll for Special Topics covering differing content.

## LANGUAGE AND COMPOSITION (LAN)

**LAN 100 Language Arts Lab/3 sem. hrs.** A review of basic writing skills emphasizing usage and organization based on reading and writing assignments. To prepare students for LAN 111.

\* **LAN 111 Critical Reading and Writing I/3 sem. hrs.** Instruction in the principles and skills of effective expository writing with competence. **Prerequisite:** Placement examination.

\* **LAN 112 Critical Reading and Writing II/3 sem. hrs.** A continuation of LAN 111 that includes argumentative writing and instruction in use of library. Course requires the student to develop a documented research paper. **Prerequisite:** LAN 111.

**LAN 121 Elementary Spanish I/3 sem. hrs.** Essentials of Spanish language with emphasis on grammar, vocabulary, writing, and oral skills. Introduction to Spanish culture.

**LAN 122 Elementary Spanish II/3 sem. hrs.** (LAN 121/122) Continuation of LAN 121. Essentials of Spanish language with emphasis on grammar, vocabulary, writing, and oral skills. **Prerequisite:** LAN 121.

**LAN 150 Intensive English - Level I/3 sem. hrs.** The beginning level of instruction in English as a foreign language. The course consists of classes in each of the three skill areas of the language - conversation, writing, and reading. It is designed for students who possess very limited or no knowledge of English. Offered only at Panama Center.

**LAN 201 Fundamentals of Public Speaking/3 sem. hrs.** (HUM 201) Training and practice in fundamentals of speech including methods of obtaining/organizing materials and of presenting speeches effectively.

**LAN 301 Oral Interpretation/3 sem. hrs.** (HUM 205) 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 302 Creative Writing: Poetry/3 sem. hrs.** An examination of the fundamentals of writing poetry; learning to use metrical language and seeking the universal in individual human experience. Students will read a wide variety of contemporary poems and will attempt to develop their own poetic language. **Prerequisite:** LAN 111.

**LAN 311 Writing for the Professions/3 sem. hrs.** (Formerly Business Communication) A survey of English composition skills and their applications to various writing assignments. The course emphasizes the selection and employment of appropriate styles for functional uses of written communication. Includes writing competency exam and research paper. **Prerequisite:** LAN 111.

**LAN 312 Public Communication for the Professions/3 sem. hrs.** Emphasis on public communication skills required of the person in business or other professions. Topics include: public speaking, conference speaking, visual and audio aids, listening, and public interviews. **Prerequisite:** LAN 311.

**LAN 323 Advanced Spanish/3 sem. hrs.** Improvement of literacy and conversation skills. Includes a grammar review, oral and written drill, phonetic theory and practice for speech refinement. **Prerequisite:** LAN 222 or LAN 324.

**LAN 324 Introduction to Spanish Literature/3 sem. hrs.** Selected masterworks of Spanish and/or Latin American literature read in the original and critically analyzed in Spanish. **Prerequisite:** LAN 222.

**LAN 350 Intensive English - Level III/3 sem. hrs.** The higher intermediate level of instruction in English as a foreign language. The course consists of classes in the three skill areas of the language and is designed for students who possess more than minimal skills in English. Offered only at Panama Center.

**LAN 450 Intensive English - Level IV/3 sem. hrs.** Advanced level of instruction in English as a foreign language. The course consists of classes in the three skill areas of the language and is designed for students who already possess average skills in English. Offered only at Panama Center.

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



## LATIN AMERICAN AND CARIBBEAN STUDIES (LAC)

**\* LAC 213 Latin American & Caribbean Studies/3 sem. hrs.** (COR 113) Using Latin America and the Caribbean as a focal point, the course provides an interdisciplinary overview of American systems and societies and their place in a rapidly changing, increasingly interdependent world. The goal of this course is to establish in the student a hemispheric and global consciousness.

**LAC 240 Comparative Legal Systems/3 sem. hrs.** A study of the interrelationship between cultures and legal systems; how legal systems develop as a response to and expression of the cultures from which they derive. Identical to LGS 240.

**LAC 261 Cultural Minorities and the Law/3 sem. hrs.** A study of the position of traditional and black societies within the legal systems of American nations. Topics to be discussed will include the relationship between American Indians and American justice, the legal position of blacks in American societies, and the legal position of Mexican-Americans in North American society from 1848 to present. Identical to LGS 261.

**LAC 323 Contemporary Latin American Fiction/3 sem. hrs.** A survey of Latin American fiction from 1840 to present. Lectures in English; students may read books and write reports in English or Spanish. Identical to HUM 323.

**LAC 410 Emerging Nations/3 sem. hrs.** Using a selected developing nation or nations as a focal point, the course provides an interdisciplinary overview of systems and societies, patterns of development, and issues and problems of emerging nations. Topics vary according to instructor. Identical to HIS 410.

**LAC 411 The Economic Crisis in Latin America/3 sem. hrs.** This course is intended for a broad student audience. Students acquire a basic knowledge of the debt problem in Latin America and its implications for the future economic and political well-being of the world. Origins of the

problem are examined; outlooks and prescriptions for the future are explored.

**LAC 431 Issues in International Affairs/3 sem. hrs.** This 16-week capstone course allows the student to choose an issue in international affairs of particular interest to him or her and carry out independently, library and/or empirical research. Faculty supervision is provided on an individual basis.

**LAC 485 Introduction to Field Study/3 sem. hrs.** Weekly seminars designed to introduce students to the language and culture and country(ies) to which they will travel as field study participants. This course is a required component of the total 6 semester hour field study experience.

**LAC 486 Field Study in Latin America/6 sem. hrs.** (SOC 485-488) A field experience relating to selected topics in Latin American and Caribbean Studies. Specific content and prerequisites are announced in the course schedule for a given term. Students may re-enroll in Field Study experience covering different topics and cultures. **Prerequisite:** LAC 485.

**LAC 2900-3000 Special Topics in Latin American & Caribbean Studies/3 sem. hrs.** Topics in Latin American & Caribbean Studies that are not included in regular course offerings. Specific content and prerequisites are announced in the course schedule for a given term. Students may re-enroll for special topics covering differing content.

## LEGAL ASSISTANT/ PARALEGAL STUDIES (LEG)

**LEG 215 Introduction to Law and the Legal Profession/3 sem. hrs.** Introduction to the structure and basic decisional processes of the American legal system; the role of the lawyer and the legal assistant in private firms, government agencies, and business; fundamentals of legal interviewing, law office structure, and management.

**LEG 221 Computer Applications for the Legal Profession/3 sem. hrs.** Theory and application of programs for computers that are used in the legal profession. Hands-on experience with microcomputers and specialized software utilized by the legal profession. **Prerequisite:** LEG 121 or CAP 111 or permission of the coordinator.

**LEG 225 Legal Fundamentals I/3 sem. hrs.** Fundamentals of business law; basic principles of contracts, real estate law, business organizations, and wills and trusts. Credit cannot be obtained for both LEG 225 and BUS 215.

**LEG 226 Legal Fundamentals II/3 sem. hrs.** Basic principles of tort law, criminal law, family and juvenile law.

**LEG 325 Legal Research and Writing/3 sem. hrs.** A study of the primary & secondary sources of Anglo-American law with emphasis on the function of the law library and the acquisition of research skills. An introduction to the techniques of presenting the results of research in acceptable written form. **Prerequisite:** LEG 215 or LGS 201; or permission of the coordinator.

**LEG 335 Legal Documents and Drafting/3 sem. hrs.** A workshop to develop skills in writing and preparing necessary documents, i.e., corporate papers, real estate forms, wills, bankruptcy. An introduction to civil procedure and preparation of motions, pleading, orders, etc. **Prerequisite:** LEG 215 or LGS 201; and LEG 225, or BUS 215 and BUS 216; or permission of the coordinator.

**LEG 345 Fundamentals of Litigation & Advocacy/3 sem. hrs.** Anatomy of a lawsuit. Processes and practices relative to litigation in state and federal courts. Preparation for trial; civil and criminal procedure and use of required reference materials such as Florida Rules of Civil and Criminal Procedure. **Prerequisite:** LEG 215 or LGS 201; and LEG 226, or BUS 215 and BUS 216; or permission of the coordinator.

**LEG 415 Advanced Litigation and Advocacy/3 sem. hrs.** Practices & procedures relative to trial preparation and litigation; pretrial correspondence, document prepara-

tion, negotiation of settlements, preparation of personal injury files, civil procedure. **Prerequisite:** LEG 215 or LGS 201; and LEG 226 or BUS 216; and LEG 345; or permission of the coordinator.

**LEG 425 Real Estate Practice/3 sem. hrs.** Practice and procedures related to all aspects of commercial and residential lease or sale transactions; title searches and title insurance, deeds, mortgages, mortgage foreclosures, complaint to quiet title, liens. **Prerequisites:** LEG 215 or LGS 201; and LEG 225 or BUS 215; and LEG 335; or permission of the coordinator.

**LEG 435 Wills, Trusts & Estate Planning/3 sem. hrs.** Probate/Non-Probate procedures and methods of distribution of estates; estate and gift taxes; use of wills, trusts, life insurance and miscellaneous devices and marital deduction in estate planning; charitable transfers; post-mortem estate planning. **Prerequisites:** LEG 215 or LGS 201; and LEG 225 or BUS 215; and LEG 335; or permission of the coordinator.

**LEG 445 Business Entities/3 sem. hrs.** Practices and procedures related to different types of business entities; research and document preparation, creation, operation, and dissolution. As these entities are generally legislatively created, the relevant statutes will also be reviewed and studied. **Prerequisite:** LEG 215 or LGS 201; and LEG 225 or BUS 215; LEG 325 and LEG 335; or permission of the coordinator.

## LEGAL STUDIES (LGS)

**LGS 201 Law in Action: Introduction to Legal Reasoning/3 sem. hrs.** (BUS 1028, LAW 201) Introduction to the structure & basic decisional processes of the American legal system. Course material examines the central issues and processes of the legal system in the perspective of their everyday working relationships, courts works, how to read and understand statutes, and analyzing constitutional law. **Prerequisite:** LAN 111.

**LGS 210 The Legal Profession/3 sem. hrs.** (LGS 310) A study of the historical and social development of the legal profession in America from the colonial period to the present with emphasis on the structure of legal education, ethical standards, and the public policy role of lawyers. **Prerequisite:** LGS 201.

**LGS 240 Comparative Legal Systems/3 sem. hrs.** A study of the interrelationship between cultures & legal systems; how legal systems develop as a response to and expression of the cultures from which they derive. Identical to LAC 240.

**LGS 260 Women and Law/3 sem. hrs.** (LGS 314) This course examines sex-based discrimination in American society. It includes a historical/sociological analysis of the evolution of laws affecting women in employment, education, health & welfare, property ownership, & criminal justice. It also investigates public policy issues that affect women's lives. The course focuses on the role of the law to promote or hinder constructive social change. Identical to HUM 260.

**LGS 261 Cultural Minorities and the Law/3 sem. hrs.** A study of the position of traditional and black societies within the legal systems of American nations. Topics to be discussed will include the relationship between American Indians and American justice, the legal position of blacks in American societies, and the legal position of Mexican-Americans in North American society from 1848 to present. Identical to LAC 261, HIS 261.

**LGS 262 Children and the Law/3 sem. hrs.** A survey on the philosophical, sociological and legal doctrines that control the legal status of children in society. Course covers the topics of delinquency, dependency, neglect, abuse, & special educational needs. Identical to HUM 262.

**LGS 263 Law and Popular Culture/3 sem. hrs.** This course examines how the legal system is presented in various popular media, particularly film. Attention will be paid to the conflict between the aesthetic requirements, the medium in question and actual practices of the legal profession. Identical to HUM 263.

**LGS 264 Judiciary & Democracy/3 sem. hrs.** Exploration of theory and practice of an independent judiciary within democratic government. The course will focus on the role of judges in Anglo-American common law jurisdictions. Identical to HUM 264.

**LGS 267 The Law & Psychology/3 sem. hrs.** This course will cover various issues that arise when the field of psychology interacts with the field of law. The issues range from the psychology of courtroom demeanor to more overtly legal issues such as the insanity defense, involuntary civil commitment, liability of psycho-therapists to honor patient confidentiality, and to other due process rights. Identical to PSY 267.

**LGS 281 Practicum in Community Law/1-3 sem. hrs.** Experience in applying legal studies in the community through placement in a law or law-related work experience. Supervision on-site and by the Academic Division. Credit(s) earned may not be applied to LGS 450. **Prerequisites:** LGS 201 and written approval of the Coordinator of Legal Studies major.

**LGS 301 Constitutional History I/3 sem. hrs.** A study of the origin and development of the American constitutional system from the colonial period to 1870. The course will examine seminal decisions of the United States Supreme Court during this period in their political, social, and economic context. Identical to HIS 301. **Prerequisites:** HIS 105, LGS 201.

**LGS 302 Constitutional History II/3 sem. hrs.** Continuation of the study of the constitutional system of the United States. The course covers the period 1870 to the present with special emphasis on Supreme Court decisions in the areas of federal-state relations, individual liberties, and civil rights. Identical to HIS 302. **Prerequisite:** LGS 301.

**LGS 326 Law and American Culture/3 sem. hrs.** Explores the relationship of law to American culture at different historical moments. Emphasis is placed upon the cultural values, world view, and assumptions of the culture as it shapes the legal mind. Identical to HUM 326. **Prerequisite:** LGS 302.

**LGS 333 History of Political Thought I/3 sem. hrs.** (LGS 330) A study of the classic works of political philosophy from the ancients through the early modern period (e.g., Plato, Aristotle, Machiavelli, Hobbes) with special attention being paid to the social, political & economic environments from which these works emerged. Identical to HUM 333, HIS 333 and POL 333.

**LGS 334 History of Political Thought II/3 sem. hrs.** A study of the classic works of political philosophy from early modern period through the present (e.g., Locke, Rousseau, Mill, Marx, Dewey) with special attention being paid to the social, political and economic environments from which these works emerged. Identical to HIS 334, HUM 334 and POL 334.

**LGS 366 Philosophy of Law/3 sem. hrs.** A critical examination of basic analytic and normative questions pertaining to law. Topics include the nature of law, law and morality, legal responsibility and legal excuses, civil disobedience, the justification of criminal punishment and the discussion of cases in relation to principles. Identical to HUM 366.

**LGS 405 Civil and Political Liberties/3 sem. hrs.** A survey of the philosophical basis and actual development of civil and political liberties in the United States. The course primarily examines the leading United States Supreme Court cases in the area. Identical to HIS 405. **Prerequisite:** LGS 302.

**LGS 426 Law and the American Mind/3 sem. hrs.** Study of the development of American jurisprudence & legal thought within the context of the American intellectual climate. The course seeks the relationship between the patterns of legal thought and the changing American mind. Identical to HIS 426. **Prerequisite:** LGS 302.

**LGS 430 Legal Research/Writing and Mock Trial/6 sem. hrs.** An integrated approach to the fundamentals of legal research and writing, trial advocacy, and basic evidentiary concepts. Each student is required to research and prepare written and oral arguments and prepare and try a mock trial. **Prerequisite:** LGS 201.

**LGS 440 Special Topics in Legal Studies/3 sem. hrs.** Option I Senior Research Project. Seniors in the major will be required to select a topic in Legal Studies and prepare a term paper. This option requires an additional LGS/HUM/ LAC/HIS course to complete the Senior Project requirement.

**LGS 441 International Law/3 sem. hrs.** Introduction to basic legal principles governing relations between nations. Topics include recognition of states, jurisdiction, human rights, treaties and agreements, law of the sea, and claims against nations. Identical to HIS 441. **Prerequisites:** HUM 321 and LGS 240, 302.

**LGS 445 Capstone Course in Legal Studies/3 sem. hrs.** Option II Senior Research Project. Drawing together diverse themes from legal studies, this seminar will focus on important links within the triad of law, morals, and public policy. This option requires an additional LGS/HUM/LAC/HIS course to complete the Senior Project requirement.

**LGS 491 Advanced Special Topics in Constitutional History/3 sem. hrs.** The course will examine the historical, philosophical, and legal underpinnings of two areas of Constitutional law, due process in the coerced confessions area and the privilege against self-incrimination in the Fifth Amendment area.

## LIFE SCIENCES (LSC)

**LSC 104 Environmental Studies/3 sem. hrs.** Overview of environmental science that integrates social, economic, technical, and political issues. Problems of ecological disruptions, growth of human populations, land use, energy, nuclear power, food supplies, pesticides, and pollution are covered. Identical to PHY 204.



**LSC 105 Concepts in Biology/3 sem. hrs.** (LSC 102, COR 132, SCI 2018) This course is designed to explore the major concepts in biology from the cell to the behavior of the whole integrated plant and animal. This course is intended for non-science students.

**LSC 150 Biology I/Lab/4 sem. hrs.** An introduction to the Biological Sciences for students interested in pursuing a career in this area. Includes subcellular and cellular organization, structures and function of organ systems, and population dynamics - all arranged around evolution as a major theme. Includes laboratory sessions.

**LSC 151 Biology II/Lab/4 sem. hrs.** Second in a two part sequence that includes a survey of the five kingdoms and structure and function in plants and animals. Includes laboratory sessions.

**LSC 164 Current Perspectives in Substance Abuse/3 sem. hrs.** (LSC 364) An overview of the major drugs of abuse in American society today. Includes health and legal issues related to substance abuse, and resources available for the treatment of chemical dependency and other drug-related problems. Identical to PSY 164. (Students may not receive credit for this course and for LSC/PSY 165.)

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

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

**LSC 222 Marine Biology/3 sem. hrs.** Introduction to Marine Environments of South Florida with emphasis on adaptation of local organisms to a variety of habitats including mangrove swamps, the intertidal zone, seagrass meadows, coral reefs and the Gulf Stream. Field trips to various South

Florida marine habitats will round out the course experience.

**LSC 230 Animal Structure and Function I/Lab/4 sem. hrs.** Basic invertebrate zoology including introductory anatomy, physiology, phylogeny, ecology of major animal phyla from protozoa through echinoderms with emphasis on marine organisms. First half of Animal Structure and Function Continuum. Includes laboratory sessions.

**LSC 231 Animal Structure and Function II/Lab/4 sem. hrs.** Second half of Animal Structure and Function Continuum. Basic anatomy, physiology, and ecology of the Chordates (with emphasis on marine organisms). Includes laboratory sessions.

**LSC 301 Anatomy and Physiology of the Vocal Mechanism/3 sem. hrs.** Introduction to the anatomy, physiology, and neurophysiology of the vocal mechanism.

**LSC 302 Anatomy and Physiology of Hearing/3 sem. hrs.** Introduction to the anatomy, physiology, and neuroanatomy of the auditory system.

**LSC 320 General Ecology/Lab/4 sem. hrs.** Basic principles governing the interaction of organisms and their environment including food webs, energy flow, biogeochemical cycles, factors controlling distribution and abundance, biological and species interaction, species diversity, ecosystem stability, ecological succession, and impact of man. Includes laboratory sessions.

**LSC 340 Microbiology/4 sem. hrs.** Introduction to basics of morphology, metabolism, growth, genetics, enumeration, control and public health aspects of bacteria and viruses with emphasis on marine processes and types. Includes laboratory sessions. **Prerequisite:** PHY 231.

**LSC 357 The Psychology and Physiology of Substance Abuse/3 sem. hrs.** Pharmacology and physiology of alcohol and drug use and the psychological effects of psychoactive drugs. The nature of addiction and the disease concept, diagnostic criteria for chemical dependency, and the physical and psychiatric disorders related to substance abuse. Identical to PSY 357.

**LSC 360 Genetics/Lab/4 sem. hrs.** Review of principles of Mendelian and quantitative inheritance considered at the morphological and molecular levels including a survey of population genetics and theories of natural selection and the study of amino acids and nucleotide substitutions as "evolutionary clocks." **Prerequisite:** PHY 231.

**LSC 400 Intro to Hearing, Speech, Language Disorders/3 sem. hrs.** Understanding of speech, language & hearing disorders, their classification, manifestation & etiologies. Identical to SLP 400.

**LSC 405 Philosophy and Ethics of Science/3 sem. hrs.** An examination of historical & contemporary scientific & philosophical sources to analyze the value commitments underlying the methodology, practice & social impact of science.

**LSC 410 Neuro Anatomy & Physiology/3 sem. hrs.** Introduction to anatomy & physiology of developing & mature human nervous system. Identical to SLP 410.

**LSC 435 Cellular and Molecular Biology/Lab/4 sem. hrs.** Study of the subcellular architecture and function, growth, and reproduction of prokaryotic and eukaryotic cells. Includes laboratory sessions. **Prerequisite:** PHY 231.

**LSC 440 Developmental Biology/Lab/4 sem. hrs.** Principles of human cellular differentiation, morphogenesis, and development with comparisons to lower animal forms.

**LSC 445 Biochemistry/Lab/4 sem. hrs.** Chemistry of proteins, lipids, carbohydrates, and nucleic acids; principles in enzymology, metabolism, and bioenergetics. **Prerequisite:** PHY 231.

## MANAGEMENT (MGT)

**MGT 141 Personal Career Development/3 sem. hrs.** The process of career development applied to one's self-identifying vocational interests and aptitudes, obtaining information about occupations, gaining experiences through practicums and cooperative education, and establishing career plans. Useful for students adjusting to the

college role. Identical to EDU 141 and PSY 141.

**MGT 205 Principles of Management/3 sem. hrs.** (BUS 111, 205) An overview of historical development of management theory, the distinct schools of management thought, the functions & processes of management, & the environment within which the modern manager operates.

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

**MGT 260 Public Policy and Its Administration/3 sem. hrs.** (POL 360) The nature and scope of public administration: principles, societal protection, assistance to various groups, governmental proprietary enterprises, and regulation of business. Bureaucratic organization, administration relationships, and policy making are also included.

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

**MGT 302 Organizational Communication/3 sem. hrs.** Survey course of communication in organizations. Topics covered are formal and informal communication networks, communication roles, communication audits, and organizational barriers to effective communication. Skills building emphasis.

**MGT 307 Stress Management/3 sem. hrs.** This course examines the process & complexities of stress management, its impact on the work place, and the overall quality of work life in an organization. Stressful events & conditions will be presented & analyzed from three perspectives: individual vulnerability to stressors, the environment in which that vulnerability is exposed to stressors, and the resulting behavioral symptoms. Identical to MGT 492.

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

**MGT 317 Organization Behavior/3 sem. hrs.** (BUS 241, 317) An overview of the informal, people-centered aspects of organization. Topics include: motivation, leadership style, and various human relations-oriented theories. 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:** MGT 205.

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

**MGT 356 Substance Abuse in Business and Industry/3 sem. hrs.** Scope and cost of alcohol and other drug-related problems in American business and industry today, and the role of managers and supervisors in dealing with these problems. The formulation of company policies regarding substance abuse, effective educational and intervention programs, and strategies for implementing these. Identical to PSY 356.

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

**MGT 377 Production and Inventory Control/3 sem. hrs.** Analysis of production systems, materials flow networks, methods of control and forecasting of market and resource activities. Examination of criteria for determining output, pricing (economic order quotients and capital cost), invest-

ment (capital budgeting), concept of profit centers, and cost functions. **Prerequisite:** BUS 371.

**MGT 388 Operations Management/3 sem. hrs.** Management of operations within the manufacturing sector, control of production operations, maintenance of quality of output and techniques for planning, and scheduling manufacturing operations. **Prerequisite:** MGT 377.

**MGT 401 Health Care Organization and Administration/3 sem. hrs.** (HCS 401) An examination of health care organization in the U.S. from a systems perspective. Administrative implications of the various types of health care organization models. Offered in HCS only.

**MGT 402 Legal Aspects of Health Care Administration/3 sem. hrs.** (HCS 402) A study of legal liabilities and responsibilities of health care institutions and professionals; federal, state, and local statutes for provision and regulation of health services and facilities. Offered in HCS only.

**MGT 415 Legal Environment of Management/3 sem. hrs.** A macro law course emphasizing public law and regulation of business. Examines relationships such as employer-employee, labor-management, debtor-creditor, and buyer-seller.

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

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

**MGT 490 Business Communications/3 sem. hrs.** Study of strategy and implementation of effective written and oral business communications. Topics include persuasive messages, delivery of good news and bad news, sales letters, collection messages, design of business reports and oral presentations, use of visual aids, and effective memos. **Prerequisite:** LAN 111. Identical to BUS 302.

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

## MARKETING (MKT)

**MKT 101 Introduction to Marketing/3 sem. hrs.** An overview of the field with special attention to formulating an effective marketing mix. Topics include estimation of demand, adaptation of products to markets, consumer behavior, selection of channels of distribution, & development of effective promotional and pricing strategies. Students may not receive credit for this course and MKT 391.

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

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

**MKT 291-299 Special Topics/3 sem. hrs.** Topics in marketing that are not included in regular course offerings and may be taken without prerequisites. Specific content is announced in the course schedule for a

given term. Students may re-enroll for special topics covering different content.

**MKT 301 Channels of Distribution/3 sem. hrs.** The particular role of marketing channels in establishing an effective marketing mix. Physical distribution problems as well as the role of wholesalers, retailers, and the various types of specialized middlemen. **Prerequisite:** MKT 101.

**MKT 308 Cooperative Education/no credit.** Work placement for a period of 16-18 weeks. The placement will be directly related to the student's program of study.

**MKT 321 Advertising and Sales/3 sem. hrs.** (MKT 311, 483) Introduces the basic principles and concepts of marketing communication. Focus is on the development/implementation of effective advertising campaigns and sales promotional plans for business on a local, regional, and national basis. **Prerequisite:** MKT 101.

**MKT 353 International Marketing/3 sem. hrs.** (MKT 255, 492) The scope of international marketing, the structure of multinational markets, foreign market research, international advertising and promotion, international distribution channels, international product policy, international pricing policy, export/import management. **Prerequisites:** BUS 355, MKT 101.

**MKT 431 Consumer Behavior/3 sem. hrs.** 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:** MGT 317, MKT 101.

**MKT 455 Export/Import Marketing/3 sem. hrs.** (MKT 355) Managing the export/import department; government regulations affecting imports; financing, insuring, transporting, and marketing of exported or imported raw materials and finished products; methods of purchasing foreign products and selling domestic goods abroad; joint marketing; licensing; distributor relations. **Prerequisite:** MKT 353.



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

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

## MATHEMATICS (MAT)

**MAT 101 Basic Mathematics/3 sem. hrs.** An introductory course designed to develop and enhance basic mathematical skills. Areas emphasized include: fractions, decimals, percents, ratio and proportion, measurement, and pre-algebra skills including solving equations in one variable, rules of exponents and radicals. Special emphasis will be on computation and application.

**MAT 102 Introductory Algebra/3 sem. hrs.** This course encompasses a basic review of algebra, including algebraic terminology and applications of algebraic reasoning. Topics covered are: fundamental concepts of arithmetic, linear equations and inequalities, algebraic word problems, operations with exponents and radicals, polynomial expressions and graphing linear equations. **Prerequisite:** Placement examination requirements satisfied or MAT 101.

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

\* **MAT 110 Topics in Mathematics I/3 sem. hrs.** The first in a two course sequence whose goal is to provide students a perspective on diverse areas of mathematics

and their applications. Topics included are set theory, logic, number theory, applications of linear and quadratic equations of one variable, and solutions of systems of linear equations in two or three variables via substitution, addition, and matrix methods. There will be an emphasis on problem solving throughout the course. **Prerequisite:** Placement examination requirements satisfied or MAT 101.

\* **MAT 115 Topics in Mathematics II/3 sem. hrs.** A continuation of MAT 110 beginning with linear programming and continuing with geometry network theory, probability, and statistics. In addition the sequence MAT 110/MAT 15 includes all CLAST objectives, and students needing CLAST are urged to register for it as soon after completing MAT 115 as possible. **Prerequisite:** MAT 110 completed with a grade of C- or better.

**MAT 120 Precalculus I/3 sem. hrs.** This is the first course in a two course sequence designed for the student who has a strong high school mathematics background. Students will study: Fundamental concepts of Algebra, Equations and Inequalities, Functions and Graphs, and Polynomial, Rational, Exponential and Logarithmic Functions. **Prerequisite:** Placement examination requirements satisfied.

**MAT 125 Precalculus II/3 sem. hrs.** This is the second course in the two course sequence designed for the student who has a strong high school mathematics background. Students will study: Trigonometric Functions, Analytic Trigonometry, Applications of Trigonometry, Systems of Equations and Inequalities, and Sequences and Series. **Prerequisite:** MAT 120 with a grade of C- or better.

**MAT 133 Mathematical Way of Thinking/3 sem. hrs.** (COR 133, 1018) An introduction to sets, logic, number systems, geometry, and probability and statistics. In addition, the sequence MAT 102/MAT 133 includes all CLAST objectives, and students needing CLAST are urged to register for it as soon after completing MAT 115 as possible. **Prerequisite:** MAT 102.

**MAT 143 Geometry/3 sem. hrs.** Plane Euclidean geometry starts with a vocabulary of terms, definitions, and postulates, works its way into direct and indirect proofs and finishes with similar figures, triangles, circles, and areas. The study of coordinate, solid, and nonEuclidean geometries will be left as an option (directed study) to the interested individual student. **Prerequisite:** MAT 105 or MAT 120.

**MAT 150 Precalculus/3 sem. hrs.** Review of algebra, trigonometric functions, graphs of functions, logarithms, exponents, functions of the natural number. Introduction to calculus, concept of limits, integrals. **Prerequisite:** Placement examination requirements satisfied or MAT 105 with a grade of C- or better.

**MAT 190 History of Mathematics/3 sem. hrs.** Designed primarily for secondary math education majors. Includes from the early development in mathematics to current thinking. Students will gain the perspective that mathematics is a cumulative creation of many people over time.

**MAT 201 Finite Math/3 sem. hrs.** Study of mathematical concepts and models and their practical application to problem solving techniques in the areas of business, social science, and economics. The main topics covered in this course will be review of algebra, graphs of functions, permutations, combination, probability, probability distribution, linear equations and an introduction to statistics.

**MAT 207 Number Theory/3 sem. hrs.** Designed primarily for secondary math education majors. Topics covered include divisibility, theory of primes, numerical functions, and congruence classes. **Prerequisites:** MATH 220 with a grade of C- or higher or departmental approval.

**MAT 208 Fundamentals of Calculus I/3 sem. hrs.** Includes a review of algebra and a complete discussion of differentiation and its applications including curve sketching, related rates and other applications to business, life science, and other disciplines. Exponential and logarithmic functions are also covered. This course cannot replace MATH 210. **Prerequisite:** Departmental approval or MAT 150.

**MAT 240 Abstract Algebra/3 sem. hrs.** Designed primarily for secondary math education majors. Topics covered are sets and equivalence relations, mathematical induction including permutation groups, cyclic groups, homomorphism theorems and factor groups. **Prerequisite:** Departmental approval.

**MAT 302 Applied Statistics/3 sem. hrs.** (BUS 309, MAT 201, 202, MGT 301, PSY 301) Descriptive and inferential statistics relevant to applied research, data sets, frequency distributions, probability, sampling, estimating, hypothesis testing, chi-square and ANOVA, regression and correlation, and nonparametric measures. **Prerequisites:** MAT 110 and MAT 115 OR MAT 102 and MAT 133.

## ADVANCED MATHEMATICS (MATH)

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

**MATH 220 Calculus II/3 sem. hrs.** (MAT 220) Riemann sums, the definite integral, methods of integration, continuation of exponential, logarithmic functions, inverse trigonometric functions. L'Hopital's rule and improper integrals. **Prerequisite:** MATH 210.

**MATH 303 Applied Statistics II/3 sem. hrs.** Introductory aspects of inferential statistics and experimental design are covered. Course material includes: hypothesis testing and estimation, analysis of variance, multiple comparison procedures, linear and multiple correlation and regression methods, chi-square tests, nonparametric techniques, elementary design of experiments. Stress will be placed on interpreting studies which employ these techniques. **Prerequisite:** MAT 302.



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

**MATH 310 Differential Equations/3 sem. hrs. (MAT 310)** Solving first order ordinary differential equations, exact, separable, and linear. Applications to rates and mechanics, theory of higher order linear differential equations. Methods of undetermined coefficients and variation of parameters, application to vibration, mass and electric circuits, power series solutions. Partial differential equations and their application to electronics and electrical engineering problems, solutions of initial boundary problems. Fourier series, Fourier transforms, inhomogeneous problems, introduction to numerical methods. Laplace transforms. **Prerequisite:** MATH 305.

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

**MATH 420 Linear Algebra/3 sem. hrs.** Matrices and systems of linear equations, vector spaces. Linear transformations, determinants, eigenvalues and eigenvectors, canonical forms, inner product spaces. **Prerequisite:** MATH 310.

**MATH 440 Numerical Analysis/3 sem. hrs. (MAT 440)** Solution of algebraic and transcendental equations by a number of iterative methods, discussion of convergence considerations, probability and statistical theory, numerical integrator of a number of types of problems will be discussed both in theory and in practice through the use of computer problem solving. **Prerequisites:** MATH 220 and PHYS 240, 250; CCS 210 or CCS 330.

**MATH 450 Probability and Statistics/3 sem. hrs. (MAT 450)** Probability function, random events, expectation, conditional probability distribution functions, foundations of statistics. **Prerequisite:** MATH 210.

## OCEANOGRAPHY (OCE)

**OCE 250 Introductory Oceanography/3 sem. hrs. (OCE 350)** Study of the physical & life sciences as they apply to the ocean. Oceanographic sampling, laboratory analytical techniques are covered.

**OCE 400 Oceanography Seminar I/1 sem. hr.** Participation in the science seminar series at the Nova Oceanographic Center. Intended for ocean studies majors during the last quarter of their sophomore year.

**OCE 401 Oceanography Seminar II/1 sem. hr.** Participation in the science seminar series at the Nova Oceanographic Center. Students present a 15-20 minute seminar on their research proposal. Intended for last quarter of junior year. **Prerequisite:** OCE 400.

**OCE 402 Oceanography Seminar III/1 sem. hr.** Participation in the science seminar series at the Nova Oceanographic Center. Students present a 15-20 minute seminar on their research. Intended for the last quarter of the senior year. **Prerequisite:** OCE 401.

**OCE 450 Directed Research Project I/2 sem. hrs.** Initiation of laboratory or field research in marine biology/ecology in consultation with an advisor.

**OCE 451 Directed Research Project II/2 sem. hrs.** Continuation of laboratory or field research in marine biology/ecology. **Prerequisite:** OCE 450.

**OCE 452 Directed Research Project III/2 sem. hrs.** Completion of laboratory or field research in marine biology/ecology. Cumulating with a thesis. **Prerequisite:** OCE 450.

## PERSONAL GROWTH AND DEVELOPMENT (PGD)

**PGD 101 Personal Adjustment/3 sem. hrs.** This course focuses upon personal growth and development. Various means of acquiring self-understanding are explored, as are a number of important lifemanagement and interpersonal skills.

## PHYSICAL SCIENCES (PHY, PHYS)

**PHY 102 Concepts in Physical Science/3 sem. hrs. (COR 131, SCI 2018)** Interactions of the geosphere/hydrosphere-atmosphere are used as a means of exploring basic concepts in physical science. Emphasis is on scientific processes and skills with an equal mix of field experiences, readings, and class participation. **Prerequisite:** MAT 102

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

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

**PHY 105 Introduction to Chemistry/3 sem. hrs.** Nonlaboratory course that presents an introduction to the elementary principles of chemistry. A study of the structure of matter and the transformation it undergoes.

**PHY 106 Introduction to Oceanography/3 sem. hrs.** Examination of the physical, chemical, biological, and geological properties of the world ocean will be conducted. The interdisciplinary approach will intro-

duce concepts important in understanding the development and current status of oceanographic research for the nonscience major.

**PHY 107 Introduction to Astronomy/3 sem. hrs.** An introduction to astronomy that examines in brief both the solar system and the universe. Topics include: fundamentals and history of astronomy, study of the earth, moon, planets, and optical instruments used in astronomy. In addition, the sun, stars, galaxies, and cosmology are examined.

**PHY 201 Applied Physics Lab I/1 sem. hr.** First of a two-part laboratory session which covers mechanics, thermodynamics, vibrations and waves. **Prerequisite:** MAT 150 or Precalculus equivalent.

**PHY 202 Applied Physics Lab II/1 sem. hr.** Second of a two-part laboratory session which covers electricity and magnetism, optics and modern physics. **Prerequisite:** PHY 235, MAT 150 or precalculus equivalent.

**PHY 205 Physical Geology/Lab/4 sem. hrs.** Study of the earth, its materials, surface, & interior features & processes of formation and change. Includes laboratory sessions.

**PHY 215 Historical Geology/Lab/4 sem. hrs.** Study of the earth's history through geologic time; its major geologic periods, formations and evolution as evidenced through the fossil record.

**PHY 226 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, populations, technology, growth, conservation of the environment and developmental planning as they relate to the various geographic areas of the western world and the non-western world. Identical to GEO 226.

**PHY 230 General Chemistry I/Lab/4 sem. hrs.** Basic chemical calculations, periodicity, bonding, inorganic reactions, kinetics. First half of General Chemistry Continuum. Includes laboratory sessions.

**PHY 231 General Chemistry II/Lab/4 sem. hrs.** Continuation of General Chemistry Continuum including thermodynamics, acid-base reactions, electrochemistry, and nuclear chemistry. Includes laboratory sessions. **Prerequisite:** PHY 230.

**PHY 235 Applied Physics I/Lab/4 sem. hrs.** First of a two-part series covering mechanics, thermodynamics, vibrations and waves. Includes laboratory sessions. **Prerequisite:** MAT 150 or precalculus equivalent.

**PHY 236 Applied Physics II/Lab/4 sem. hrs.** Second of a two-part series covering electricity and magnetism, optics and modern physics. Includes laboratory sessions. **Prerequisites:** PHY 235, MAT 150 or precalculus equivalent.

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

**PHY 301 Acoustics of Speech and Hearing/3 sem. hrs.** Introduction to the physics of sound and phonetics as related to speech communication.

**PHY 325 Bio-organic Chemistry/Lab/4 sem. hrs.** Introduction to structure, properties and reactions of major organic chemical groups with emphasis on those important in biochemical processes, biological macromolecules, & basics of carbohydrate, lipid and protein metabolism. Includes laboratory sessions. **Prerequisite:** PHY 231.

**PHY 330 Organic Chemistry I/Lab/4 sem. hrs.** The chemistry of carbon compounds, including their structure, nomenclature, preparation, reactions, analysis and properties. Reaction mechanisms are stressed, within a functional group framework. Includes laboratory sessions. **Prerequisite:** PHY 231.

**PHY 331 Organic Chemistry II/Lab/4 sem. hrs.** Continuation of PHY 330, Organic Chemistry I/Lab, includes laboratory sessions. **Prerequisite:** PHY 330.

**PHYS 240 Physics I/3 sem. hrs.** Basic principles of mechanics including vectors, force, equilibrium, displacement, velocity, acceleration, mass. Newton's Laws, work energy, gravitation, momentum, rotational motion, mechanics of systems of particles & rigid bodies. **Prerequisite:** MATH 220.

**PHYS 250 Physics II/3 sem. hrs.** Electrostatics, electric currents, electric fields and electric potential, AC and DC circuits, magnetic fields, capacitance, inductance, and electromagnetic waves. **Prerequisites:** MATH 220, PHY 240.

## **POLITICS AND PUBLIC AFFAIRS (POL)**

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

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

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

**POL 333 History of Political Thought I/3 sem. hrs.** (POL 310, 330, 401) A study of the classic works of political philosophy from the ancients through the early modern period (eg., Plato, Aristotle, Machiavelli, Hobbes) with special attention being paid to the social, political and economic environments from which these works emerged. Identical to HIS 333, HUM 333 and LGS 333.

**POL 334 History of Political Thought I/3 sem. hrs.** A study of the classic works of political philosophy from the early modern period through the present (eg., Locke, Rousseau, Mill, Marx, Dewey) with special attention being paid to the social, political and economic environments from which these works emerged. Identical to HIS 334, HUM 334 and LGS 334.

**POL 460 Studies in Revolution/3 sem. hrs.** (SSI 460) The major forces which have shaped revolutionary impulse in the 18th through the 20th century. Emphasis upon the great revolutions: American, French, Russian, and Chinese - the background, underlying reasons, ideals, patterns of their growth & their effects upon course of history. Identical to HIS 460.

**POL 2900-3000 Special Topics in Political Science/3 sem. hrs.** (POL 491-499) Advanced topics in politics and public affairs 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 differing content.

## **PSYCHOLOGY (PSY)**

**PSY 102 Introduction to Psychology/3 sem. hrs.** (BES 1018, COR 111, PSY 101, 111, 201) An introduction to theory, research, & applications in the field of psychology. Topics include biological bases of behavior, perception, motivation, learning and memory, psychological development, personality, social psychology, & the identification and treatment of mental illness.

**PSY 141 Personal Career Development/3 sem. hrs.** The process of career development applied to oneself: identifying vocational interests and aptitudes, obtaining information about occupations, gaining experience through practicums and cooperative education, and establishing career plans. Useful for students adjusting to the college role. Identical to EDU 141 and MGT 141.

**PSY 164 Current Perspectives in Substance Abuse/3 sem. hrs.** (PSY 364) An overview of the major drugs of abuse in American

society today. Includes health & legal issues related to substance abuse, & resources available for the treatment of chemical dependency and other drug-related problems. Identical to LSC 164. (Students may not receive credit for this course and for LSC/PSY 165)

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

**PSY 213 Family Relationship Skills/3 sem. hrs.** (BES 305, SOC 231, 331) Contemporary patterns of marriage and family living. 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. Identical to SOC 213.

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

**PSY 239 Adulthood and Aging/3 sem. hrs.** (PSY 202, 339) Developmental experiences of maturity. Physiological and psychological aspects of aging. **Prerequisite:** PSY 102.

**PSY 280 Introductory Practicum/1-6 sem. hrs.** An introductory field experience to broaden the student's education. Placement in a research setting, community agency, or human resource department. Report required. Supervision on site and by the Academic Division. **Prerequisites:** PSY 102 and prior written approval by the Division Director.

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

**PSY 300 Psychological Research Methods/3 sem. hrs.** (HSC 302, PSY 302) Research designs commonly used in psychology: observational, experimental, and quasi-experimental. Steps in doing research including use of the APA format for writing reports. **Prerequisites:** LAN 112, MAT 302, PSY 102.

**PSY 303 Experimental Psychology (Laboratory)/3 sem. hrs.** Laboratory experience in various areas of experimental psychology. Covers experiments and reports on sensation and perception, motivation, learning and memory, and the measurement of ability and personality factors. **Prerequisite:** PSY 102.

**PSY 308 Cooperative Education/no credit.** Work placement for a period of 16-18 weeks. The placement will be directly related to the student's program of study.

**PSY 311 Interpersonal Communication/3 sem. hrs.** 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 316 Issues in Social Psychology/3 sem. hrs.** Social determinants of individual behavior. Psychological issues of current social relevance such as attraction, propaganda and advertising, aggression and TV violence, prejudice, and conformity. **Prerequisite:** PSY 102 or CORE 142.

**PSY 321 Personality/3 sem. hrs.** (PSY 310) Survey of psychoanalytic, humanistic, cognitive & behavioral theories of personality. Current issues and personality research. **Prerequisite:** PSY 102 or CORE 142.

**PSY 326 Abnormal Psychology/3 sem. hrs.** (PSY 440) Diagnoses, causes, and prognoses for the various categories of psychological disorders. Case studies supplement and illustrate theory and research. **Prerequisite:** PSY 102.

**PSY 330 Behavior Modification/3 sem. hrs.** (PSY 441) Behavior modification techniques applied to diverse areas such as mild and severe behavior problems in chil-

dren and adults, behavioral medicine, organizational behavior, sports psychology, self-management. **Prerequisite:** PSY 102 or CORE 142.

**PSY 336 Psychology of Women/3 sem. hrs.** Emphasis will be on the psychological and social factors influencing women's development and behavior. Women's identity, gender-related roles, cognitive styles, value systems, and relationship patterns will be explored. Identical to WMS 336.

**PSY 345 Interviewing/3 sem. hrs.** (PSY 202, 346) General principles of effective interviewing. Skills and techniques for achieving various interview goals, with an emphasis on counseling interviews and the establishment of helping relationships.

**PSY 350 Community Psychology/3 sem. hrs.** Prevention, recognition and mobilization of individual and community resources for helping solve psychological problems. The role of psychologically trained change agents in the human services field. **Prerequisite:** PSY 102.

**PSY 351 Human Learning and Cognition/3 sem. hrs.** (PSY 320, 451) Theories and research concerning human learning and cognition. Covers conditioning, verbal learning, memory, and problem solving. **Prerequisite:** PSY 102 or CORE 142.

**PSY 354 Substance Abuse: Historical and Legal Perspectives/3 sem. hrs.** The role of alcohol and other drugs in American society today. Includes a historical overview of psychoactive drug use and abuse, the classification of drugs currently in use, and legal issues related to substance abuse. Identical to SOC 354.

**PSY 355 Substance Abuse and the Family/3 sem. hrs.** Family problems related to the abuse of alcohol and other psychoactive drugs. An examination of the changes in family functioning that accompany chemical dependency. Attention given to the concept of substance abuse as a family illness and the role of family members in the recovery process. Identical to SOC 355.

**PSY 356 Substance Abuse in Business and Industry/3 sem. hrs.** Scope and cost of alcohol and other drug-related problems in American business and industry today, and the role of managers and supervisors in dealing with these problems. The formulation of company policies regarding substance abuse, effective educational and intervention programs, and strategies for implementing these. Identical to MGT 356.

**PSY 357 The Psychology & Physiology of Substance Abuse/3 sem. hrs.** The pharmacology & physiology of alcohol & drug use and the psychological effects of psychoactive drugs. The nature of addiction and the disease concept, diagnostic criteria for chemical dependency, and the physical and psychiatric disorders related to substance abuse. Identical to LSC 357

**PSY 358 Rehabilitation Strategies for Substance Abuse/3 sem. hrs.** Focuses on the various types of therapeutic approaches that may be successfully employed in the treatment of substance abuse problems and the types of facilities available for such treatment. Covers the stages of recovery from chemical dependency, evaluation and treatment planning, and the application of specific treatment techniques.

**PSY 359 Self-Help Groups/3 sem. hrs.** Examines the history and scope of the self-help group movement in the U.S. and the role of these groups in helping people deal with life problems. Covers the structure, traditions and program of Alcoholics Anonymous as well as the utilization of AA and other groups as a resource for substance abuse rehabilitation.

**PSY 362 Drug Prevention & Education/3 sem. hrs.** This course covers the classification and identification of drugs, as well as the behavioral criteria for recognizing alcohol and drug abuse. Specific attention is paid to prevention, education, and intervention strategies within the home, the school, and the community. Methods for evaluating the effectiveness of these strategies are also examined. Identical to EDU 362.

**PSY 371 History and Theories of Psychology/3 sem. hrs.** (PSY 471) Exploration of the historical roots of psychology, and the bases and growth of psychology as a

science. Examines the major historical and contemporary theories of psychology, with an emphasis on enduring issues. **Prerequisite:** PSY 102.

**PSY 405 Psychological Tests & Measurements/3 sem. hrs.** (PSY 340, 406) Theory and use of psychological tests of ability and personality. Covers the selection, administration, scoring, and interpretation of psychological tests. **Prerequisites:** MAT 302, PSY 102.

**PSY 410 Principles of Individual Counseling/3 sem. hrs.** This course covers the essential elements of individual counseling, with a specific focus upon substance abuse problems. Includes techniques for establishing rapport, overcoming client resistance, clarifying issues, problem-solving, developing insights, and strengthening support systems. Experiential learning included. **Prerequisite:** Completion of Substance Abuse specialty and written approval by Division Director.

**PSY 415 Principles of Group Counseling/3 sem. hrs.** This course covers the essential elements of group counseling, with a specific focus upon substance abuse problems. Includes group leadership styles, facilitation skills, group dynamics, the stages of group development, and techniques for dealing with specific problems that often occur in a group setting. Emphasis on experiential learning. **Prerequisite:** Completion of Substance Abuse specialty and written approval by Division Director.

**PSY 460 Biological Bases of Behavior/3 sem. hrs.** (PSY/LSC 461) Genetic, neural, and endocrine bases of behavior. Neuroanatomy and chemical and electrical events in the nervous system. Sensory processes, motivation, emotion, and arousal. **Prerequisites:** LSC 102 or 105, PSY 102. Identical to LSC 460.

**PSY 480 Practicum in Psychological Research/1-6 sem. hrs.** Experience in doing research under the supervision of the Academic Division. Reading the relevant research literature, running subjects, analyzing data, and writing an APA format report. **Prerequisites:** PSY 300 and prior written approval by the Division Director.



**PSY 481 Practicum in Community Psychology/1-6 sem. hrs.** Experience in applying psychology in the community through placement in a human services agency. Report required. Supervision on-site and by the Academic Division. **Prerequisites:** PSY 311, 350 and prior written approval by the Division Director.

**PSY 483 Practicum in Substance Abuse Treatment/3 sem. hrs.** Experience in the application of knowledge concerning substance abuse treatment. Through placement in a treatment setting, students will gain practical experience in the substance abuse field. **Prerequisite:** Completion of Substance Abuse Studies Program and written consent of Division Director.

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

**PSY 499 Independent Study in Psychology/1-12 sem. hrs.** The student selects, and carries out independently, library and/or empirical research. Faculty supervision is provided on an individual basis. **Prerequisite:** PSY 300 and written consent of Instructor and Division Director.

## SECONDARY EDUCATION (SEC)

**SEC 311 Teaching Social Studies in Middle & 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 Middle & Secondary School/3 sem. hrs.** Content and methods for teaching science in the secondary school: "hands-on" approaches, re-

sources, material, and ideas drawn from the students' 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 Middle & 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 Middle & 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 Health and Physical Education in Middle & Secondary School/3 sem. hrs.** Curriculum, content, and methods in effective health education in the secondary school. Methods and materials for physical education. Development of teaching skills and analysis of materials and methods in programs for teaching health and physical education in the secondary schools.

**SEC 316 Teaching Mathematics in Middle & 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 Middle & Secondary School/3 sem. hrs.** Content and methods of teaching foreign language in the secondary school. Language development and expression. 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 Middle & Secondary School/3 sem. hrs.** Teaching business subjects in the secondary school. Methods and materials, program development, evaluation techniques, resources, and 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 Middle & Secondary School/3 sem. hrs.** Content and methods of teaching English in the secondary school. Language development and expression. Development of teaching skills and analysis of materials, methods, and programs for teaching English in the secondary school. Reading skills necessary for the use of appropriate materials in this content area will be identified.

**SEC 324 Teaching Speech in Middle & Secondary School/3 sem. hrs.** Content and methods of teaching speech in the secondary school including fundamentals, discussion and debate, and drama. **Prerequisite:** 18 hours in speech.

## SOCIOLOGY (SOC)

\* **SOC 112 Human Origins & Diversity/3 sem. hrs.** (BES 2028, COR 112, SOC 211) Anthropology is the integrative, holistic study of all aspects of human cultural life. This course explores the diversity of cultures throughout the world and within the United States.

**SOC 202 Introduction to Sociology/3 sem. hrs.** (BES 2018, SOC 101, 201) The nature and needs of man and society, groups and institutions, social processes, and social change. Special emphasis will be placed on American culture and the impact of technology on modern man.

**SOC 213 Family Relationship Skills/3 sem. hrs.** (BES 305, SOC 231, 331) Contemporary patterns of marriage and family living. Approaches to effective living together in family units. Covers both adult & parent-child relationships. Emphasis on communication, supportiveness, contingency management. Experiential learning included. Identical to PSY 213.

**SOC 221 Folklore/3 sem. hrs.** This is the study of traditional culture, or knowledge which is learned informally within groups and communities. Folklore forms such as folk tales, myths, legends, ballads, customs, crafts, architecture, and food-ways provide examples of how traditional culture functions in the lives of individuals and their communities. Identical to HUM 221.

**SOC 222 The Modern City/3 sem. hrs.** Origins of the city. Cities as physical, social, and economic systems. Comparative studies of cities. Identical to GEO 222.

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

**SOC 251 Social Problems/3 sem. hrs.** Focuses upon a number of contemporary social problems, analyzing causative factors and exploring alternative solutions. Examines the role of community services agencies in the amelioration of some of these problems. Identical to CMS 251.

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

**SOC 300 Advocating Change: Crucial Issues/3 sem. hrs.** An exploration of the major issues of concern to advocacy groups today. Includes environmental issues, human rights, disarmament & peace movements, constitutional and civil rights, consumer advocacy, the needs of special populations (elderly, handicapped, abused children, etc.), political and legal reform efforts, & other socially relevant causes. Identical to CMS 300.

**SOC 302 Community Services Systems/3 sem. hrs. (HCS 302)** An overview of community service institutions to assist the health care professional in meeting patients' needs. Discussion of professional issues related to community services. Offered only in HCS.

**SOC 303 Transcultural Issues in Health Care/3 sem. hrs. (HCS 303)** Concepts of the social sciences as they relate to the work of the health professional. Identification of economic, social, cultural, and environmental factors that affect health care. Offered only in HCS.

**SOC 311 Women and Society: Cross Cultural Perspectives/3 sem. hrs.** A study to explore definitions of masculine and feminine in a cross-cultural context, with an emphasis on the ways in which anthropology and science have begun to revise traditional concepts of sex roles and behavior. Identical to WMS 311.

**SOC 354 Substance Abuse: Historical and Legal Perspectives/3 sem. hrs.** The role of alcohol and other drugs in American society today. Includes a historical overview of psychoactive drug use and abuse, the classification of drugs currently in use, and legal issues related to substance abuse. Identical to PSY 354.

**SOC 355 Substance Abuse and the Family/3 sem. hrs.** Family problems related to the abuse of alcohol and other psychoactive drugs. An examination of the changes in family functioning that accompany chemical dependency. Attention given to the concept of substance abuse as a family illness and the role of family members in the recovery process. Identical to PSY 355.

**SOC 430 Juvenile Crime and Justice/3 sem. hrs.** Advanced study of special characteristics and causes of juvenile crime. Principles and practices for its prevention and control. The administration of juvenile justice. **Prerequisite:** SOC 202.

**SOC 485-488 Field Study/3-12 sem. hrs.** A field experience relating to selected topics in Latin American and Caribbean Studies. Specific content and prerequisites are announced in the course schedule for a given term. Students may re-enroll for Field Study experiences covering different topics and cultures.

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

## **SPEECH AND LANGUAGE PATHOLOGY (SLP)**

**SLP 400 Introduction to Hearing, Speech and Language Disorders/3 sem. hrs.** Understanding of speech, language and hearing disorders, their classification, manifestation and etiologies. Identical to LSC 400.

**SLP 410 Neuro Anatomy & Physiology/3 sem. hrs.** Introduction to anatomy & physiology of developing & mature human nervous system. Identical to LSC 410.

**SLP 420 Anatomy and Physiology of Vocal and Hearing Mechanisms/3 sem. hrs.** Introduction to the anatomy and physiology of the auditory and vocal mechanisms.

**SLP 430 PHONETICS/3 sem. hrs.** History, theory, and application of phonetics including sampling and transcription techniques.

**SLP 440 Hearing and Speech Science/3 sem. hrs.** Physical bases and processes of the production and perception of hearing, language, and speech. Use of instrumentation.

**SLP 450 Speech and Language Development/3 sem. hrs.** Study of prelinguistic, linguistic, and psycholinguistic variables related to normal development from infancy through adolescence. Application of analytic methods to developmental and cultural variations in speech and language.

**SLP 460 Linguistics/3 sem. hrs.** Historical, descriptive, sociolinguistic components of language.

**SLP 470 Directed Observation/3 sem. hrs.** Students must observe 25 clock hours of evaluation and management. Observation hours must precede clinical assignments and be completed under the direct supervision of a supervisor in the Communication Disorders Center.

## **TELECOMMUNICATIONS (CSTC)**

**CSTC 200 Mathematical Foundations of Telecommunications/3 sem. hrs.** Development of techniques applied to telecommunications systems for solution of problems solved by queuing theory, information theory, operations research, statistics, and topology. **Prerequisites:** MAT 150, MAT 302 and MAT 450.

**CSTC 205 Electronics for Telecommunications/3 sem. hrs. (TC 205)** An introduction to electronic systems for communications including signaling, modulation, demodulation, data transmission, switching, satellites, optical methods, test equipment, error control. **Prerequisites:** CSTC 200 and CSEE 305.

**CSTC 300 Telecommunications Network Planning and Operations/3 sem. hrs. (TC 300)** Development of techniques applied to telecommunication systems for the planning and operation of telecommunications networks. **Prerequisites:** CCS 345, CSTC 200 and CSTC 205.

**CSTC 305 Telecommunications Software and Protocols/3 sem. hrs. (TC 305)** Development of protocols by example for software support of telecommunications systems. **Prerequisites:** CCS 345 and CSTC 200.

**CSTC 400 Telecommunications Economics and Policy/3 sem. hrs. (TC 400)** Development of the economic & regulatory environment of modern telecommunications systems and the effects on planning, cost, and operations. **Prerequisites:** CCS 345 and CSTC 200.

## **WOMEN'S STUDIES (WMS)**

**WMS 260 Women and Law/3 sem. hrs.** This course examines sex-based discrimination in American society. Includes historical/sociological analysis of evolution of law affecting women in employment, education, health and welfare, property ownership, and criminal justice. It also investigates public policy issues that affect women's lives. The course focuses on the role of the law to promote or hinder constructive social change. Identical to LGS 260.

**WMS 305 Feminist Theory/3 sem. hrs.** This course will study assumptions relative to gender issues: how we bring certain assumptions to our reading of text and in what ways we are influenced by them. This course will also address how gender related assumptions shape the fields and professions of modern American Society. Identical to HUM 305.

**WMS 302 Women's Study Practicum/ Directed Project/3 sem. hrs.** Experience working in student's major area or other area of interest that addresses or concerns itself with issues related to women. Identical to HUM 302.

**WMS 305 Feminist Theory/3 sem. hrs.** This course will study assumptions relative to gender issues: how we bring certain assumptions to our reading of texts and in what ways we are influenced by them. This course will also address how genderrelated assumptions shape the fields and professions of modern American society.

**WMS 306 Women and Literature/3 sem. hrs.** Works will be studied to acquaint students with the rich and extensive contributions of women to the various literary genres (autobiography, poetry, fiction). Identical to HUM 306.

**WMS 311 Women and Society: Cross Cultural Perspectives/3 sem. hrs.** A study to explore definitions of masculine and feminine in a cross-cultural context, with an emphasis on the ways in which anthropology and science have begun to revise traditional concepts of sex roles and behavior. Identical to SOC 311.

**WMS 324 Women and Business/3 sem. hrs.** A study to examine various obstacles faced by women in the business community and explore techniques used by successful female corporate executives and entrepreneurs to overcome these obstacles. Identical to BUS 324.

**WMS 336 Psychology of Women/3 sem. hrs.** Emphasis will be on psychological & social factors influencing women's development and behavior. Women's identity, gender-related roles, cognitive styles, value systems, and relationship patterns will be explored. Identical to PSY 336.

**WMS 400 Women in the Arts and Humanities/3 sem. hrs.** A study of the particular contributions of women in the humanities, including art, literature, music, theatre, film, and dance. Identical to HUM 400.

**WMS 402 Women and Political Theory/3 sem. hrs.** Through a study of theories of social change, this course will examine women's role in liberation movements in the third world. It will also explore what a "feminist consciousness" can contribute to political movements in our society. Identical to HUM 402.

**WMS 405 Women and Science/3 sem. hrs.** This course will look at issues in the literature of science concerning women, including the underrepresentation of women in the scientific profession, and the possibility of "male bias" in the procedures of science itself. Identical to HUM 405.

**WMS 419 Women and Aging/3 sem. hrs.** This course will explore the major issues confronting women as they grow older in our society. Specific focus will be directed toward biological, social, psychological, political and economic changes which impact the mid-life and older woman.

\* Courses fulfilling the Gordon Rule are marked with an asterisk.

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## ABOUT NOVA UNIVERSITY

Nova University was chartered by the state of Florida in 1964. Numerous graduate programs offer master's, educational specialist, and doctoral degrees and postgraduate education. The College for Career Development and Nova College offer undergraduate education, and the University School, a demonstration school, serves children from early childhood through high school. In addition, nondegree, continuing education, and certificate programs are available.

From the beginning, the University has distinguished itself by its innovative outlook, its unique programs that provide both traditional and nontraditional choices in educational programs, and its research in many fields aimed at solving the problems of immediate concern to mankind.

The Nova University campus is located on a 200-acre site west of Fort Lauderdale, Florida, at 3301 College Avenue in the town of Davie.

## Nova University Degree Offerings

### DOCTORAL AND PROFESSIONAL DEGREES

#### Doctor of Business Administration in:

- Business Administration (D.B.A.)
- Business Administration-Human Resource Management (D.B.A./H.R.M.)
- Business Administration-International Management (D.B.A./I.M.)

#### Doctor of Education (Ed.D.) in:

- Adult Education
- Child and Youth Studies
- Computer Education
- Educational Leadership
- Higher Education
- Vocational, Technical, Occupational Education

#### Doctor of International Business Administration (D.I.B.A.) in:

- International Business

#### Doctor of Philosophy (Ph.D.) in:

- Clinical Psychology
- Family Therapy
- Oceanography

#### Doctor of Psychology (Psy.D.) in:

- Clinical Psychology

#### Doctor of Public Administration (D.P.A.) in:

- Public Administration

#### Doctor of Science (Sc.D.) in:

- Computer Science
- Information Science
- Information Systems
- Training and Learning

#### Juris Doctor (J.D.) in:

- Law

### SPECIALIST DEGREES

#### Educational Specialist (Ed.S.) in:

- Education (20 majors)

## MASTER'S DEGREES

Banker's Executive Master of Business Administration (M.B.A./Ex.) in:  
Business Administration

Master of Accounting (M.Acc.) in:  
Accounting

Master of Arts (M.A.) in:  
Liberal Studies

Master of Business Administration in:  
Business Administration (M.B.A.)  
Real Estate Development and Management (M.B.A./R.E.)

Master of International Business Administration (M.I.B.A.) in:  
International Business Administration

Master of Public Administration (M.P.A.) in:  
Public Administration

Master of Science (M.S.) in:  
Child and Youth Care Administration  
Child Care Administration  
Coastal Zone Management  
Computer-Based Learning  
Computer Education  
Computer Information Systems  
Computer Science  
Education (20 majors)  
Family Support Studies  
Family Therapy  
Gerontology  
Health Services Administration  
Human Resource Management  
Human Services  
Information Systems  
Information Technology and Resource Management  
Marine Biology  
Mental Health Counseling  
School Guidance and Counseling  
Speech-Language Pathology  
Training and Learning Technology

## BACHELOR'S DEGREES

Bachelor of Arts (B.A.) in:  
Liberal Arts

Bachelor of Science (B.S.) in:  
Accounting  
Administrative Studies  
Applied Professional Studies  
Business Administration  
Community Psychology  
Computer Engineering  
Computer Information Systems  
Computer Science  
Computer Systems  
Elementary Education  
Exceptional Education  
General Psychology  
General Studies  
Hospitality Management  
Legal Studies  
Life Science (Premedical)  
Ocean Studies  
Professional Management  
Secondary Education



The provisions set forth in this catalog 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 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 or she 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 of his or her accounts, academic and nonacademic, are paid.

Any Nova University student has the right to inspect and review his or her educational record. The policy of the University is not to disclose personally identifiable information contained in a student's educational record without prior written consent from the student, except: to University officials, to officials of another school in which the student seeks enrollment, to authorized representatives of federal or state agencies, to accrediting organizations, to parents of dependent students, under judicial order, to parties in a health or safety emergency, or when verifying graduation with a particular degree.

A student also has the right to petition Nova University to amend or correct any part of his or her educational record which he or she believes to be inaccurate, misleading, or in violation of the privacy or other rights of students. If the University decides it will not amend or correct a student's record, the student has a right to a hearing to present evidence that the record is inaccurate, misleading, or in violation of the privacy or other rights of students.

If these rights are violated, a student may file a complaint with the Department of Education. A student may obtain a copy of the Educational Privacy Act policy by requesting it in writing from the Office of the University Registrar, Nova University, Parker Building, 3301 College Avenue, Fort Lauderdale, Florida, 33314. A schedule of fees and a listing of types and locations of educational records is contained in this policy.

Nova University does not discriminate on the basis of handicap, sex, race, religion or national or ethnic origin in admission, access, or employment for any of its programs and activities. The University Registrar and Director of Human Resources have been designated as student and employee coordinators, respectively, to assure compliance with the provisions of applicable laws and regulations relative to nondiscrimination. Nova University programs are approved for the training of veterans and other eligible persons by the Bureau of State Approval for Veteran's Training, Florida Department of Veterans' Affairs.

The school is authorized under Federal Law to enroll nonimmigrant alien students.

The Nova University general policies on Student Relations are on file in the Office of the University Registrar.

## NOVA UNIVERSITY DRUG-FREE POLICY STATEMENT

In order to comply with the Drug-Free Schools and Communities Act (Pub. L. No. 101-226, Title 34 C.F.R., part 86), Nova University has adopted the following policy for all workplace, school, campus, and field-based programs.

The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs\* and the abuse of alcohol are prohibited in and on Nova University owned or controlled property and as a part of any of its activities. No Nova University employee or student is to report to work or school while under the influence of illicit drugs or alcohol.

There are serious health risks associated with the abuse of drugs and alcohol. If you, a fellow student, teacher, or co-worker has a problem with abuse of drugs and/or alcohol, help can be provided at the following locations:

### On Campus:

Nova University Student Counseling Service  
Mailman Building  
(305) 475-7552

Nova University Mental Health Clinics in Davie, Lauderhill, and Coral Springs

### Community:

Florida Department of Education  
Educational Prevention Center  
Knott Building  
Tallahassee, FL 32399  
(904) 488-6304

Department of Health and Rehabilitative Services  
Alcohol and Drug Abuse Program  
1317 Winewood Boulevard  
Tallahassee, FL 32399  
(904) 488-0900

When you use or deal in drugs, you also risk incarceration and/or fines. In addition to federal sanctions, Florida state statutes provide sanctions in regard to the use, possession and/or sale of illicit drugs and the abuse of alcohol. Punishment varies dependent upon the amount and type of drug and/or alcohol involved. Felony convictions range from one year to life imprisonment. Possession of not less than 20 grams of cannabis is punishable as a misdemeanor of the first degree. Punishment for a misdemeanor ranges from less than 60 days to one year imprisonment.

Under §893.13, Florida Statutes: It is unlawful for any person to sell, purchase, manufacture, deliver, or to possess with the intent to sell, purchase, manufacture, or deliver a controlled substance. Violation of this statute is a felony, and is punishable under Chapter 775 of the Florida Statutes.

Under §893.13(1) (e), Florida Statutes: It is unlawful for any person to sell, purchase, manufacture, deliver, or to possess with the intent to sell, purchase, manufacture, or deliver a controlled substance in, on, or within 1,000 feet of a public or private elementary, middle, or secondary school. Punishment for a violation of this statute may include a minimum three-year imprisonment.

\* The term "illicit drugs" refers to all illegal drugs and to legal drugs obtained or used without a physician's order. It does not prohibit the use of prescribed medication under the direction of a physician.

Under 316.1936, Florida Statutes: It is unlawful for any person to possess an open container of alco-

All Nova University faculty and staff members will, as a condition of their employment, abide by the terms of this policy. All Nova University students will, as a condition of their enrollment, abide by the terms of this policy.

Designated a narcotic under the CSA

## Federal Trafficking Penalties

As of November 18

CSA	PENALTY		Quantity	DRUG	Quantity	PENALTY	
	2nd Offense	1st Offense				1st Offense	2nd Offense
I	Not less than 10 years. Not more than life.	Not less than 5 years. Not more than 40 years.	10-99 gm or 100-999 gm mixture	METHAMPHETAMINE	100 gm or more or 1 kg <sup>1</sup> or more mixture	Not less than 10 years. Not more than life.	Not less than 20 years. Not more than life.
			100-999 gm mixture	HEROIN	1 kg or more mixture		
			500-4,999 gm mixture	COCAINE	5 kg or more mixture		
II	If death or serious injury, not less than life.	If death or serious injury, not less than 20 years. Not more than life.	5-49 gm mixture	COCAINE BASE	50 gm or more mixture	If death or serious injury, not less than 20 years. Not more than life.	If death or serious injury, not less than life.
			10-99 gm or 100-999 gm mixture	PCP	100 gm or more or 1 kg or more mixture		
			1-10 gm mixture	LSD	10 gm or more mixture		
III	Fine of not more than \$4 million individual, \$10 million other than individual.	Fine of not more than \$2 million individual, \$5 million other than individual.	40-399 gm mixture	FENTANYL	400 gm or more mixture	Fine of not more than \$4 million individual, \$10 million other than individual.	Fine of not more than \$2 million individual, \$20 million other than individual.
			10-99 gm mixture	FENTANYL ANALOGUE	100 gm or more mixture		

Drug	Quantity	First Offense		Second Offense	
		Others <sup>2</sup>	Any	Others <sup>2</sup>	Any
III	All	Any	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual, \$5 million not individual.	Not more than 30 years. If death or serious injury, life. Fine \$2 million individual, \$10 million not individual.	
			Not more than 5 years. Fine not more than \$250,000 individual, \$1 million not individual.	Not more than 10 years. Fine not more than \$500,000 individual, \$2 million not individual.	
IV	All	Any	Not more than 3 years. Fine not more than \$250,000 individual, \$1 million not individual.	Not more than 6 years. Fine not more than \$500,000 individual, \$2 million not individual.	
			Not more than 1 year. Fine not more than \$100,000 individual, \$250,000 not individual.	Not more than 2 years. Fine not more than \$200,000 individual, \$500,000 not individual.	

<sup>1</sup> Law as originally enacted states 100 gm. Congress requested to make technical correction to 1 kg. <sup>2</sup> Does not include marijuana, hashish, or hash oil.

## Federal Trafficking Penalties - Marijuana

As of November 18

Quantity	Description	First Offense	Second Offense
1,000 kg or more; or 1,000 or more plants	Marijuana Mixture containing detectable quantity	Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$4 million individual, \$10 million other than individual.	Not less than 20 years, not more than life. If death or serious injury, not less than life. Fine not more than \$8 million individual, \$20 million other than individual.
100 kg to 1,000 kg; or 100-999 plants	Marijuana Mixture containing detectable quantity	Not less than 5 years, not more than 40 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$2 million individual, \$5 million other than individual.	Not less than 10 years, not more than life. If death or serious injury, not less than life. Fine not more than \$4 million individual, \$10 million other than individual.
50 to 100 kg	Marijuana	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual, \$5 million other than individual.	Not more than 30 years. If death or serious injury, life. Fine \$2 million individual, \$10 million other than individual.
10 to 100 kg	Hashish		
1 to 100 kg	Hashish Oil		
50-99 plants	Marijuana		
Less than 50 kg	Marijuana	Not more than 5 years. Fine not more than \$250,000, \$1 million other than individual.	Not more than 10 years. Fine \$500,000 individual, \$2 million other than individual.
Less than 10 kg	Hashish		
Less than 1 kg	Hashish Oil		

## ALCOHOL AND OTHER DRUGS

Nova University, as an institution of higher education, is dedicated to the well being of all members of the University community — students, faculty, staff, and administrators. Concerned with the misuse of alcohol and other drugs (both licit and illicit), it is the policy of the University to endeavor to prevent substance abuse through programs of education and prevention.

The University recognizes alcoholism and drug abuse as illnesses or treatable disorders, and it is the University's policy to work with members of the University community to provide channels of education and assistance. However, it is the individual's responsibility to seek help. The University also recognizes that the possession and/or use of certain substances is illegal, and the University is obligated to comply with local, state, and federal laws.

- While on campus or engaged in any University related activity, members of the University community must be in a fit condition to perform appropriately. Being under the influence of alcohol and/or drugs is prohibited and may subject the individual to disciplinary action including the possibility of dismissal.
- Employees will be evaluated only on their work performance. If alcohol consumption or the use of any other drug affects an employee's performance, assistance is available. However, if an employee's performance continues to deteriorate, the University will discipline the employee based on his or her job performance. Poor job performance will lead to discharge.
- Professional assistance for substance abuse is given on a confidential, professional, and voluntary basis. The purpose of this assistance is to help the individual member of the University community, who has a substance abuse problem, lead a productive work and/or academic life free of the substance abuse.
- Members of the University community who engage in any illegal activity involving alcohol or other drugs are subject to dismissal.

## SUBSTANCE ABUSE AWARENESS, EDUCATION, AND PREVENTION

Nova University's activities in substance abuse awareness, education, and prevention exist to encourage members of the University community to avoid the use of illicit drugs, to use alcohol and other licit drugs in a responsible manner, and to avert the need for direct intervention. The specific goals of the program are the following:

- To educate all members of the community that the use and possession of certain substances are illegal and may result in adverse consequences
- To inform members of the University community concerning the physical and psychological effects of alcohol and other drugs and to develop an awareness of potential problems that can result from the use of these substances
- To support those who choose not to drink alcohol or to use other drugs
- To teach those who choose to drink alcohol to do so responsibly
- To help those who abuse alcohol or other drugs.



In order to achieve these goals, the University operates and/or engages in the following programs and activities:

1. **Alcohol and Drug Resource Center.** The Resource Center is directed by an existing staff member. Additional staff consists of student employees, practicum students, and/or student volunteers. The center has the primary responsibility for the University's prevention and education programs. It coordinates the various activities and serves as a clearinghouse for alcohol and drug information. Each academic center designates a contact person who works with the Resource Center staff to disseminate information within their centers.
2. **Advisory Committee.** There is a group of administrators, faculty, and student leaders who are appointed by the vice president for academic affairs to serve as advisers and resource persons. The committee is chaired by the director of the Alcohol and Drug Resource Center. The group meets monthly to discuss and develop program plans and activities.
3. **Alcohol and Drug Awareness Activities.** Under the direction of the Resource Center, there are regular and ongoing activities designed to disseminate information about alcohol and drug use. The audience of the information is all students, employees, and faculty of the University, both on and off campus. The awareness activities can include posters, media campaigns, films, exhibits, and literature. The University supports the National Alcohol Awareness Week and schedules activities at that time to promote awareness on campus.
4. **Student Organizations.** The student governments are encouraged to establish chapters of organizations such as BACCHUS (Boost Alcohol Consciousness Concerning the Health of University Students) and SADD (Students Against Drunk Driving).
5. **Alcohol and Drug Workshops.** Workshops are provided for student leaders and for employees as part of the University's staff development program. These workshops provide the opportunity for the participants to discuss the information they receive. Student leaders are required to complete such workshops before they can plan parties which involve drinking.
6. **Academic Courses.** Several academic centers have put identifiable units on alcohol and drugs into appropriate existing courses. Additionally, several academic centers have established elective courses in substance abuse and/or recommend students to take such courses in other centers. Assistance is available to the academic centers from the Alcohol and Drug Abuse Resource Center to ensure the substance abuse content of courses are consistent with University's policies.
7. **Orientation.** Academic centers include information on drugs and alcohol in the orientation sessions and materials for new students. The orientation provides a general orientation to the problems of substance abuse and includes a statement of the University's policy on drugs and alcohol. The information is presented in a positive manner. The Resource Center works with the academic centers to prepare the materials presented.

## SMOKING AND NONSMOKING

In accordance with the Florida Clean Indoor Air Act, the University has established the following policy.

The areas listed below **must** be designated as nonsmoking areas:

Classrooms  
Restrooms  
Water fountain areas  
Elevators  
Libraries  
Public conference and seminar rooms

Each center and department has the discretion of designating the following areas as smoking or non-smoking areas:

Private offices  
Lounges  
Private conference and meeting rooms

Open Work Areas (if all employees who are routinely assigned to work in that area at the same time agree)

Centers and departments shall post their smoking policy in a conspicuous location. Individual policies shall contain the nonsmoking areas which have been designated, as well as the discretionary smoking areas.

## COMMUNICABLE DISEASES POLICY GUIDELINES

It is the intent of the University to protect students and employees from exposure to communicable diseases which pose reasonable risk of harm to members of the University community. It is also the intent of the University to protect the rights of those infected with a communicable disease pursuant to the sick leave policy of the University. Employees and students of the University who do become infected with a communicable disease are subject to the guidelines listed below.

All employees diagnosed with any communicable disease will receive the same benefits and privileges extended to any employee under the sick leave policy, and shall be afforded confidentiality for all related issues.

The University will be flexible in its response to incidents of communicable disease, evaluating each occurrence in light of this policy and current available medical information.

## GUIDELINES

1. For the purpose of this policy, the term "employee" shall include all persons employed by the University, either full-time or part-time including adjuncts and off-site coordinators, but shall not include the following persons:
  - a. Members of the Board of Trustees
  - b. Guest lecturers
  - c. Vendors

The term "student" shall include all persons enrolled at the University, either part-time or full-time, from preschool through graduate studies.

The term "infected person" shall include students and employees who have been medically diagnosed as infected with a communicable disease.

In the event that any employee, administrator, or student has a concern about the potential for the spread of a communicable disease within the University community, those concerns should be brought to the assistant director of human resources for review consistent with the current available information on the spread of the particular communicable disease. After review and evaluation of the concerns, if there appears to be a reasonable likelihood of the spread of the disease within the University community by an infected person, the assistant director of human resources will, after notification of the issues presented to the University president, contact the Broward Health Department for recommendations of appropriate action consistent with state law.

The University will make available to its employees and students information about the transmissibility of communicable diseases and precautions which can be taken to prevent the spread of various communicable diseases.

2. An infected person can continue to work and study so long as he or she is able to continue to perform his or her regular responsibilities satisfactorily, and so long as the best available medical evidence indicates that his or her continual status does not present a health or safety threat to themselves or others. Infected employees with diseases which threaten the safety of others are eligible for the same leave of absence provisions of current University policy for sick or annual leave.
3. An infected person returning to work or school after a leave of absence for reasons related to a communicable disease must provide a statement from his or her treating physician indicating their current medical status. An employee shall submit the physician's statement to the director of human resources or a delegated representative. Students shall submit their statement to their program dean.
4. Within reason, the University shall make accommodations to the infected persons, whenever possible, to ensure continuity in employment or in the classroom. Such measures may include, subject to administrative limitations, job reassignment or class reassignment to place the infected person in a less demanding position.
5. No infected person (employee or student) may be dismissed from the University solely on the basis of a diagnosis of an infection of a contagious disease. A decision to dismiss or discharge will only be made after reasonable accommodation has been attempted and an examination of facts demonstrate that the infected person can no longer perform as required or poses a reasonable threat to the health and safety of those around him or her.
6. Disciplinary measures are available to the University when any employee fails or refuses to work at his or her assigned job with an infected person who has not been deemed to pose a present health or safety threat to self or to others. Student disciplinary measures shall range from counseling to expulsion.
7. As with any medical condition, employees must not disclose information regarding another employee or student to anyone except those employees with a medical or administrative need to know. The University shall take every precaution to ensure that confidentiality is maintained. Breach of such confidentiality by any employee shall result in disciplinary action.

## POLICY ON SEXUAL HARASSMENT

It is the intent of the University to protect all employees and students from sexual harassment. Sexual harassment is a violation of Title VII. Sexual harassment undermines the integrity of the employment and academic environment, debilitates morale, and interferes with the effectiveness of employees and students. In accordance with Equal Employment Opportunity Commission-promulgated guidelines, unwelcome sexual advances, unwanted request for favors of a sexual nature, and any other verbal or physical conduct of a sexual nature are considered sexual harassment if:

- (a) Explicit or implicit submission to sexual overtures is made a term or condition of employment
  - (b) Employment decisions are made on the basis of whether submission to or rejection of sexual overtures occurred
  - (c) An individual's work performance is unreasonably interfered with by a sexually intimidating, hostile, or offensive atmosphere.
- A. At Nova University, sexual harassment of or by employees includes:
1. Unwelcome or unwanted sexual advances. This includes unwelcome physical contact or sexual advances considered unacceptable by another individual.
  2. Requests or demands for sexual favors. This includes subtle or blatant pressures or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment status.
  3. Verbal abuse that is sex-oriented or considered unacceptable by another individual, as well as sexually derogatory comments. This includes commenting about an individual's body or appearance when such comments go beyond mere courtesy; telling jokes that are clearly unwanted and considered offensive by others; or other tasteless sexually-oriented comments or innuendoes or actions that offend others.
  4. Engaging in any type of sexually oriented conduct that would unreasonably interfere with another's work performance. This includes extending unwanted sexual attention to someone that reduces personal productivity or time available to work at assigned tasks.
  5. Creating a work environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually-oriented conversations, suggestions, requests, demands, physical contacts or attentions.

Nova University will not tolerate sexual harassment. Sexual harassment is an insidious practice. It deems individuals being treated in such manner, and creates unacceptable stress for the entire organization. Persons harassing others will be dealt with swiftly and vigorously.

Normal, noncoercive interaction that is acceptable to both parties is not considered to be sexual harassment.

All allegations of sexual harassment of or by an employee, client, or vendor will be promptly and thoroughly investigated by the Human Resources Department and should be reported promptly to the director of human resources.

- B. At Nova University, sexual harassment by employees of students is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
1. Submission to such conduct is made to appear to be a term or condition of enrollment, attendance, or participation in a class
  2. Submission to or rejection of such conduct affects academic decisions
  3. Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance or creating an intimidating, hostile, or offensive academic environment
  4. Unwelcome patting, pinching, or touching
  5. Offensive or demeaning sexual remarks, jokes or gestures.

Students aggrieved by a violation of this policy may file a grievance under their center's grievance procedure.

Any employee who violates any portion of this policy shall be subject to disciplinary action.

At Nova University, romantic and sexual relationships between a faculty member and a student are subject to the prohibition against sexual harassment.

Romantic or sexual relationships between a faculty member and a student then enrolled in the faculty member's class (including supervised student activities for which academic credit is given) may appear to be coercive and are discouraged. Even when no coercion is present, such relationships create the appearance of impropriety and favoritism which can impair the academic experience of all students in that class. It is, therefore, improper conduct for a faculty member to engage in a romantic or sexual relationship with a student then enrolled in the faculty member's class.

## INDEX

Academic Calendar	iv-v
Academic Information	
Career Development	70
Liberal & Professional Studies	34
Academic Probation	73
Academic Progress	18
Academic Rights & Responsibilities	20
Academic Standards	21
Acceptance	
Career Development Studies	66
Liberal & Professional Studies	33
Accounting Major	
Career Development	84
Liberal & Professional Studies	43
Accounting Courses	104
Accreditation	8
ACT Courses	104
Activities	24
Administrative Studies Major	
Career Development	85
Liberal & Professional Studies	44
Admission	
Career Development Studies	66
Liberal & Professional Studies	31
Advanced Mathematics Courses	137
American Culture and Language Institute	6
Appeal	73
Applied Professional Studies Major	
Career Development	77
Athletics	25
Banking & Finance Specialty	86
Behavioral Sciences	
Career Development	75
Liberal & Professional Studies	39
Books	7,74
BPM	82
Banking and Finance Specialty	89
Business Specialty	90
Computer Applications Specialty	90



<b>BPM</b>	
Core Requirements	89
Customer Service Specialty	90
Health Care Services Specialty	90
<b>Business Administration Major</b>	
Career Development	85
Liberal & Professional Studies	44
<b>BUS Courses</b>	105
<b>Business Courses</b>	105
<b>Business &amp; Administrative Studies Major</b>	
Career Development	82
Liberal & Professional Studies	42
<b>CAP Courses</b>	107
<b>Career Development</b>	64
Acceptance	66
Accounting Curriculum	84
Administrative Studies	85
Admission	66
Applied Professional Studies	77
Behavioral Science	75
BPM Banking and Finance	89
BPM Business Specialty	90
BPM Computer Applications Specialty	90
BPM Customer Service Specialty	90
BPM Health Care Services	90
Business Administration	85
Business & Administrative Studies	82
Community Psychology Major	78
Computer Engineering Major	92
Computer Information Systems Major	93
Computer Science Major	94
Computer Systems Major	95
Computer & Information Sciences	91
Education	96
Education Core Requirements	96
Elementary Education Major	97
Exceptional Student Education Major	97
General Psychology Major	79
General Studies Major	101
Liberal Arts	100

<b>Career Development</b>	
Liberal Arts Core Requirements	100
Organization	3
Professional Management	89
Programs of Study	75
Secondary Education Major	99
<b>CCS Courses</b>	109
<b>CCWEP</b>	15
<b>Certificates</b>	74
<b>Change of Registration</b>	10
<b>Chappie James Scholarship Program</b>	15
<b>CLAST</b>	18
<b>Clubs</b>	24
<b>CMS Courses</b>	107
<b>Code of Student Conduct</b>	20
<b>College Workstudy</b>	14
<b>COM Courses</b>	106
<b>Combined Majors</b>	
Career Development Studies	68
Liberal & Professional Studies	33
<b>Community Psychology Major</b>	
Career Development	78
Liberal & Professional Studies	40
<b>Commencement</b>	20
<b>Communications Courses</b>	106
<b>Communications Specialty</b>	59
<b>Community Psychology Major</b>	
Career Development	78
Liberal & Professional Studies	40
<b>Community Service Courses</b>	107
<b>Computer Applications Courses</b>	107
<b>Computer Engineering Major</b>	
Career Development	92
Liberal & Professional Studies	47
<b>Computer Engineering Courses</b>	108
<b>Computer Information Systems Major</b>	
Career Development	93
Liberal & Professional Studies	48
<b>Computer Science Major</b>	
Career Development	94
Liberal & Professional Studies	48
<b>Computer Science Courses</b>	109

Computer Science Specialty .....	86
Computer Systems Major .....	
Career Development .....	95
Liberal & Professional Studies .....	49
Computer & Information Sciences .....	
Career Development .....	91
Liberal & Professional Studies .....	45
Computing Facilities .....	7
Conduct Standards .....	22
Cooperative Education .....	8
COR Courses .....	113
Core Courses .....	113
Core Requirements: Career Development .....	
Business & Administrative Studies .....	84
Computer & Information Sciences .....	92
Education .....	96
Liberal Arts .....	100
Professional Management .....	89
Cost .....	9
Course Descriptions .....	104
Accounting .....	104
Advanced Mathematics .....	137
Business .....	105
Communications .....	106
Community Service .....	107
Computer Applications .....	107
Computer Engineering .....	108
Computer Science .....	109
Core Studies .....	113
Economics .....	115
Education .....	115
Elementary Education .....	117
English as a Second Language .....	118
Exceptional Student Education .....	119
Finance .....	120
Geography .....	121
History .....	121
Humanities .....	123
Language & Composition .....	126

Course Descriptions .....	
Latin American & Caribbean Studies .....	128
Legal Assistant/Paralegal Studies .....	128
Legal Studies .....	129
Life Sciences .....	131
Management .....	133
Marketing .....	135
Mathematics .....	136
Oceanography .....	138
Personal Growth & Development .....	139
Physical Sciences .....	139
Politics & Public Affairs .....	140
Psychology .....	141
Secondary Education .....	144
Sociology .....	145
Speech & Language Pathology .....	146
Telecommunications .....	147
Women's Studies .....	147
CSEE Courses .....	108
CSTC Courses .....	147
Deadlines, Financial Aid .....	17
Dean's List .....	36
Deferred Payments .....	10
Donor Scholarships .....	15
ECO Courses .....	115
Economics Courses .....	115
EDU Courses .....	115
Education .....	
Career Development .....	96
Liberal & Professional Studies .....	50
Education Courses .....	115
Education Internship .....	69
ELE Courses .....	117
Elementary Education Major .....	
Career Development .....	97
Liberal & Professional Studies .....	51
Elementary Education Courses .....	117
Eligibility, Financial Aid .....	17

Computer Science Specialty	86
Computer Systems Major	
Career Development	95
Liberal & Professional Studies	49
Computer & Information Sciences	
Career Development	91
Liberal & Professional Studies	45
Computing Facilities	7
Conduct Standards	22
Cooperative Education	8
COR Courses	113
Core Courses	113
Core Requirements: Career Development	
Business & Administrative Studies	84
Computer & Information Sciences	92
Education	96
Liberal Arts	100
Professional Management	89
Cost	9
Course Descriptions	
Accounting	104
Advanced Mathematics	137
Business	105
Communications	106
Community Service	107
Computer Applications	107
Computer Engineering	108
Computer Science	109
Core Studies	113
Economics	115
Education	115
Elementary Education	117
English as a Second Language	118
Exceptional Student Education	119
Finance	120
Geography	121
History	121
Humanities	123
Language & Composition	126

Course Descriptions	
Latin American & Caribbean Studies	128
Legal Assistant/Paralegal Studies	128
Legal Studies	129
Life Sciences	131
Management	133
Marketing	135
Mathematics	136
Oceanography	138
Personal Growth & Development	139
Physical Sciences	139
Politics & Public Affairs	140
Psychology	141
Secondary Education	144
Sociology	145
Speech & Language Pathology	146
Telecommunications	147
Women's Studies	147
CSEE Courses	108
CSTC Courses	147
Deadlines, Financial Aid	17
Dean's List	36
Deferred Payments	10
Donor Scholarships	15
ECO Courses	115
Economics Courses	115
EDU Courses	115
Education	
Career Development	96
Liberal & Professional Studies	50
Education Courses	115
Education Internship	69
ELE Courses	117
Elementary Education Major	
Career Development	97
Liberal & Professional Studies	51
Elementary Education Courses	117
Eligibility, Financial Aid	17



Emotional Disturbance Specialty	
Career Development	99
Liberal & Professional Studies	54
English as a Second Language Courses	118
ESE Courses	119
ESL Courses	118
Exceptional Education Specialties	
Career Development	99
Liberal & Professional Studies	54
Exceptional Student Education Courses	119
Exceptional Student Education Major	
Career Development	97
Liberal & Professional Studies	52
Fall 1991 Academic Calendar	iv
Fees	.9
Fees, American Culture & Language Institute	.7
FIN Courses	120
Finance Courses	120
Finances and Student Aid	.9
Financial Aid	12
Academic Requirements	18
Deadlines	17
Eligibility	17
Notification of Awards	18
Florida College Career Work Experience	
Program	15
Florida Student Assistance Grant	14
Florida Teacher Scholarship/Loan	14
Florida Tuition Voucher Fund	14
Florida Undergraduate Scholars Fund	14
Fordyce Scholarship	15
FSAG	14
FTV	14
General Education Requirements,	
Liberal & Professional Studies	26
Behavioral Science Majors	40
Business & Administrative Studies	
Majors	43
Computer & Information Science	
Majors	46
Education Majors	51

General Education Requirements,	
Liberal Arts Major	56
Math Science & Technology Majors	62
General Psychology Major	
Career Development	79
Liberal & Professional Studies	41
General Studies Major	
Career Development	101
GEO Courses	121
Geography Courses	121
GPA	71
Grade Point Averages	71
Grades	
Career Development	71
Liberal & Professional Studies	35
Graduation Requirements	19
Graduation with Honors	19
GSL	13
HIS Courses	121
History Courses	121
Honor Awards	16
Housing	8
HUM Courses	123
Human Resource Management Specialty	87
Humanities Courses	123
Incomplete	
Career Development	72
Liberal & Professional Studies	36
Independent Studies	37
Independent Study	74
Institute for Retired Professionals	4
Intercollegiate Athletics	25
International Business Specialty	87
International Students	
Liberal & Professional Studies	32
Career Development Studies	67
Internship Requirement	69
Internships	37
Interruption of Studies	12

IRP .....	4
IRP Endowed Scholarship Fund .....	16
Laboratory Facilities .....	7
LAC Courses .....	128
LAN Courses .....	126
Language & Composition Courses .....	126
Latin American & Caribbean Studies	
Courses .....	128
Latin American & Caribbean Studies Specialty	
Career Development .....	102
Liberal & Professional Studies .....	59
Learning Resource Center .....	7
LEG Courses .....	128
Legal Assistant/Paralegal Studies	
Courses .....	128
Legal Assistant/Paralegal Studies	
Specialty .....	80
Legal Studies	
Liberal & Professional Studies .....	56
Legal Studies Courses .....	129
Legal Studies Specialty .....	59
LGS Courses .....	129
Liberal and Professional Studies .....	26
Accounting Major .....	43
Administrative Studies Major .....	44
Admission .....	31
Behavioral Science Programs .....	39
General Education Requirements .....	40
Business Administration Major .....	44
Business & Administrative Studies	
Programs .....	42
General Education Requirements .....	43
Community Psychology Major .....	40
Computer Engineering Major .....	47
Computer Information Systems Major .....	48
Computer Science Major .....	48
Computer Systems Major .....	49
Computer & Information Sciences	
Programs .....	45
General Education Requirements .....	46

Liberal and Professional Studies	
Education Programs .....	50
General Education Requirements .....	51
Elementary Education Major .....	51
Exceptional Education Major .....	52
General Education Requirements .....	26
Hemispheric & Global Diversity Menu .....	30
Humanities Menu .....	29
Oral Communications Menu .....	30
Science & Technology Menu .....	30
General Psychology Major .....	41
Legal Studies Major .....	56
Liberal Arts Programs .....	55
General Education Requirements .....	56
Life Science Major .....	62
Math Science & Technology Programs .....	61
General Education Requirements .....	62
Ocean Science Major .....	63
Organization .....	3
Programs of Study .....	39
Required Distributions .....	29
Secondary Education Major .....	53
Liberal Arts	
Career Development .....	100
Liberal & Professional Studies .....	55
Libraries .....	5
Life Science	
Liberal & Professional Studies .....	62
Life Sciences Courses .....	131
LSC Courses .....	131
Management Courses .....	133
Marketing Courses .....	135
Marketing Specialty .....	88
MAT Courses .....	136
MATH Courses .....	137
Math Science & Technology Programs	
Liberal & Professional Studies .....	61
Mathematics Courses .....	136

Mental Retardation Specialty	
Career Development	99
Liberal & Professional Studies	54
MGT Courses	133
Minority Matching Fund Scholarships	15
Minors	
Career Development Studies	68
Liberal & Professional Studies	33
Mission	
Nova College	2
Nova University	2
MKT Courses	135
Most Promising Teacher Scholarship Program	15
NDSL	13
Nonspecialty Option	88
Nova College Honor Awards	16
Nova College Mission	2
Nova University Mission	2
OCE Courses	138
Ocean Studies Major	
Liberal & Professional Studies	63
Oceanography Courses	138
Organization	3
Organizations	24
Original Work	21
Paralegal Studies	80
Payment Policy	10
Pell Grant	13
Perkins Loan	13
Personal Growth & Development	
Courses	139
PGD Courses	139
PHY Courses	139
PHYS Courses	139
Physical Sciences Courses	139
Placement Testing	34
Plagiarism	21

POL Courses	140
Politics & Public Affairs Courses	140
Portfolio Credits	69
Privacy of Records	23
Probation	
Career Development	73
Liberal & Professional Studies	37
Professional Management Major	82
Progress/Grade Reports	35
PSY Courses	141
Psychology Courses	141
QPA	35
Quality Point Averages	35
Records, Privacy of	23
Referencing the Works of Another	
Author	21
Refunds	11
Registration	9
Registration, Change of	10
Renewal of Awards	17
Repeated Courses	
Career Development	72
Liberal & Professional Studies	36
Resources	5
Returning After Absence	12
Satisfactory Academic Progress	
Career Development	72
Liberal & Professional Studies	37
SEC Courses	144
Second Bachelor's Degree	
Career Development	68
Liberal & Professional Studies	33
Secondary Education	
Career Development	99
Liberal & Professional Studies	53
Secondary Education Courses	144



Seminole/Miccosukee Indian Scholarships	15
SEOG	13
Skill Requirements, Career Development	70
SLP Courses	146
SLS/PLUS	14
SOC Courses	145
Sociology Courses	145
Special Student	
Career Development	66
Liberal & Professional Studies	33
Specialties	
Career Development Studies	68
Exceptional Education	99
Liberal & Professional Studies	33
Specialty	
Banking & Finance	86
Communications	59
Computer Science	86
Customer Service	90
Emotional Disturbance	
Career Development	54
Liberal & Professional Studies	99
Exceptional Education	54
Human Resource Management	87
International Business	87
Latin American & Caribbean Studies	
Career Development	102
Liberal & Professional Studies	59
Legal Assistant/Paralegal Studies	80
Legal Studies	59
Marketing	88
Mental Retardation	
Career Development	99
Liberal & Professional Studies	54
Specific Learning Disabilities	
Career Development	99
Liberal & Professional Studies	54
Speech & Language Pathology	80
Substance Abuse Studies	81
Telecommunications	95

Specialty	
Women's Studies	
Career Development	103
Liberal & Professional Studies	60
Specific Learning Disabilities Specialty	
Career Development	99
Liberal & Professional Studies	54
Speech & Language Pathology Courses	146
Speech & Language Pathology Specialty	80
Sports	25
Spring/Summer 1992 Academic Calendar	v
Stafford Guaranteed Student Loan	13
Student Life	24
Student Loans	13
Substance Abuse Studies Specialty	81
Supplemental Educational Opportunity	
Grant	13
Supplemental Loans for Students/Loans for	
Parents	14
Supplementary Standards	22
Suspension	
Career Development	73
Liberal & Professional Studies	37
Suspension, Disciplinary	23
Telecommunications Courses	147
Telecommunications Specialty	
Career Development	95
Liberal & Professional Studies	49
Testing Credits	
Career Development	69
Liberal & Professional Studies	34
Textbooks	7,74
Transfer Credits	
Career Development	68
Liberal & Professional Studies	33
Tuition	9
Tutorials	
Career Development	74
Liberal & Professional Studies	37
Undergraduate Degree	19

VA Students, Standards of Progress	
Career Development	71
Liberal & Professional Studies	36
Veterans' Benefits	18
Violations of Standards	23
Winter 1992 Academic Calendar	v
Withdrawal	
Career Development	72
Liberal & Professional Studies	36
WMS Courses	147
Women's Studies Courses	147
Women's Studies Specialty	
Career Development	103
Liberal & Professional Studies	60
Workstudy	14



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