

# NON-DEPARTMENTAL

## Academic Year

2012-2013

## Department Courses and Descriptions

### Personal and Academic Development (1)

ND 101

A required non-credit, Pass/No Pass course for all incoming freshmen. Skills for ease in transition to University life. Course designed to increase understanding of one self; develop interpersonal relationship skills; explore and clarify academic/career goals. Development of time management.

### Reading Comprehension and Critical Thinking (1)

ND 102

A required non-credit, P/NP course for incoming freshmen who have demonstrated need to develop higher-level reading comprehension and critical-thinking skills. Instruction aimed at developing the inferential and applied level comprehension skills necessary for understanding college level textbooks and critical thinking skills needed for evaluating and applying textbook content.

### Personal and Academic Success (1)

ND 103

A non-credit, P/NP course recommended for first-year students placed on academic probation. The course is designed to help students improve their academic standing through self understanding, goal setting, and study skill development.

### Intro to Bibliography (1)

ND 1101

An Individualized Instruction, one-hour, Pass/No Pass course. Skills necessary for effective use of the library and greater awareness of the basic concepts and principles used in the organization of information.

### Career Planning-Goals Clarific (1)

ND 1111

Focus on self assessment and career development; investigation of various stages in career planning and job search skills enhancement; development of an awareness of internship, employment, and/or graduate and professional school opportunities. Class will offer individualized career development plan options and use of electronic and print resources.

### Univ Life: Personal and Academic Development (1)

ND 1122

An orientation to University policies, procedures, organizations, and activities; development of an awareness of personal needs within the University; Pass/No Pass.

### Academic Skills (3)

ND 301

Enrichment or deficiency course which develops the following skills: use of textbooks; note taking; methods of taking tests; use of library; ability to concentrate.

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## **Coll Preparatory Skills (3)**

ND 311

Course designed to improve vocabulary, reading rate, and comprehension to college level ability and preparation for taking standardized tests such as those required for entrance into colleges and universities.

## **Department Faculty**

[Non-Departmental Faculty Website](#)

## **Department Website**

[Non-Departmental Website](#)