

Student ID: _____
 Student Name: _____
 Advisor Name: _____

Catalog: 2025-2026 NOVA Catalog
 Program: Paralegal Studies, A.A.S.
 Minimum Credits Required: _____

Paralegal Studies, A.A.S.

CIP Code: 22.0302

NOVA Code: 2600

Purpose: The curriculum is designed to provide an individual with a sufficient level of knowledge, understanding, and proficiency to perform the tasks associated with meeting a client's needs. These tasks can be performed by a trained, non-lawyer assistant working under the direction and supervision of a lawyer. A paralegal or legal assistant will have a basic understanding of the general processes of American law, along with the knowledge and proficiency required to perform specific tasks under the supervision of a lawyer in the fields of civil and criminal law. Occupational objectives include employment in corporate law firms, government agencies, and any of the varied law-related fields. Paralegals or legal assistants are prohibited by law from offering legal services directly to members of the public.

Advising Note: It is strongly recommended that students meet with an advisor before enrolling in classes or as early as possible in their first semester of enrollment.

Completion Requirements: To remain in the program, students must complete each of the legal specialty (LGL) courses in the program with a "C" or higher. Students must complete LGL 110 Introduction to Law and the Paralegal Assistant during their first semester of enrollment and complete the other legal specialty (LGL) courses in the order outlined. Course substitutions are made on a case-by-case basis. In all cases, the grade for substituted courses must be a "C" or higher.

Special Approval Status: The Paralegal Studies Program is approved by the American Bar Association.

Transfer from Other Institutions: Students must complete 25 percent (17 credits) of their coursework at NOVA. Program guidelines require that at least 50 percent of legal specialty (LGL) credits be completed at NOVA. In addition, ABA guidelines require that at least 9 of those credits be taken in traditional (face-to-face) or synchronous remote (Zoom) format. The Paralegal Studies Program accepts the transfer of legal specialty courses completed at other institutions as long as those institutions are regionally accredited and the program director determines that the course objectives and practical skills are comparable to the courses offered in NOVA's Paralegal Studies Program. In all cases, the grade for transfer courses must be a "C" or higher.

Two Years

1st Semester

Course Name	Term Taken	Grade	Gen Ed
ENG 111 - College Composition I (3 CR.) (3 CR.) Prerequisite(s): EDE 10, or Direct Enrollment.			
LGL 110 - Introduction to Law and the Paralegal Assistant (3 CR.) (3 CR.) Prerequisite or Corequisite: ENG 111.			
LGL 117 - Family Law (3 CR.) (3 CR.)			
LGL 125 - Legal Research (3 CR.) (3 CR.)			
PHI 111 - Logic (3 CR.) ¹ (3 CR.)			
SDV 100 - College Success Skills (1 CR.) OR (1 CR.)			
SDV 101 - Orientation to (a Specific Discipline) (1 CR.) (1 CR.)			

Total 16 credits

2nd Semester

Course Name	Term Taken	Grade	Gen Ed
ENG 112 - College Composition II (3 CR.) (3 CR.) Prerequisite(s): ENG 111 or its equivalent and must be able to use word processing software.			
LGL 126 - Legal Writing (3 CR.) (3 CR.) Prerequisite(s): LGL 110 and LGL 125.			
LGL 215 - Torts (3 CR.) (3 CR.)			

LGL 218 - Criminal Law (3 CR.) (3 CR.)			
MTH 154 - Quantitative Reasoning (3 CR.) ² OR (3 CR.) Prerequisite(s): MDE 10, or placement procedures in College Catalog. Some students may be required to take MTH 154 with MDE 54.			
MTH 155 - Statistical Reasoning (3 CR.) OR Higher OR (3 CR.) Prerequisite(s): MDE 10, or placement procedures in College Catalog. Some students may be required to take MTH 155 with MDE 55.			
— — - Physical or Life Science Elective w /Lab (3-4 CR.) (3-4 CR.)			
Total 15-16 credits			
3rd Semester			
Course Name	Term Taken	Grade	Gen Ed
ITE 152 - Introduction to Digital and Information Literacy and Computer Applications (3 CR.) (3 CR.)			
LGL 115 - Real Estate Law (3 CR.) (3 CR.)			
LGL 217 - Trial Practice and the Law of Evidence (3 CR.) (3 CR.)			
LGL 235 - Legal Aspects of Business Organizations (3 CR.) (3 CR.)			
PSY 200 - Principles of Psychology (3 CR.) OR (3 CR.)			
SOC 200 - Introduction to Sociology (3 CR.) (3 CR.)			
Total 15 credits			
4th Semester			
Course Name	Term Taken	Grade	Gen Ed
— — - Approved Elective (3 CR.) ³ (3 CR.)			
CST 110 - Introduction to Human Communication (3 CR.) (3 CR.)			
LGL 225 - Estate Planning and Probate (3 CR.) (3 CR.)			
LGL 230 - Legal Transactions (3 CR.) (3 CR.)			
— — - Social / Behavioral Sciences Elective (3 CR.) ⁴ (3 CR.)			
Total 15 credits			
Total credits for the A.A.S. Degree in Paralegal Studies: 61-62 credits (includes 3 prerequisite credits)			
¹ May substitute with a humanities /fine arts courses listed under General Education Electives. ² May substitute any higher-level mathematics course or a science course (BIO, CHM, ENV, GOL, NAS, PHY). ³ Students may choose from the following approved electives: LGL 250, LGL 295 Constitutional Law, Seminar & Project Capstone in Paralegal Studies LGL 298, and LGL 290 Coordinated Internship. Students may also consider the following non-program electives: ADJ 105 or ITN 267. ⁴ See social /behavioral science courses listed under General Education Electives.			
Notes:			

Student ID: _____
Student Name: _____
Advisor Name: _____

Catalog: 2025-2026 NOVA Catalog
Program: Photography and Media, A.A.S.
Minimum Credits Required: _____

Photography and Media, A.A.S.

CIP Code: 50.0605

NOVA Code: 5020

Purpose: The curriculum is designed to prepare students for diverse career options within the field of professional photography and imaging. Students will learn to solve a wide range of visual problems with imagination and originality through the study of technique, history, theory, and aesthetics.

Recommended Preparation: Proficiency in high school English, basic computer skills, and satisfactory aptitude in visual art.

Equipment and Supplies: Photography students are required to purchase certain basic equipment and materials necessary to achieve professionally oriented objectives. Most of the equipment is purchased in the first photography class and can be used throughout the two-year program.

Two Years

1st Semester

Course Name	Term Taken	Grade	Gen Ed
ART 121 - Foundations of Drawing (3 CR.) OR (3 CR.)			
ART 131 - Two-Dimensional Design (3 CR.) (3 CR.)			
ENG 111 - College Composition I (3 CR.) (3 CR.) Prerequisite(s): EDE 10, or Direct Enrollment.			
CST 110 - Introduction to Human Communication (3 CR.) (3 CR.)			
PHT 101 - Photography I (3 CR.) (3 CR.)			
PHT 110 - History of Photography (3 CR.) (3 CR.)			
SDV 100 - College Success Skills (1 CR.) OR (1 CR.)			
SDV 101 - Orientation to (a Specific Discipline) (1 CR.) (1 CR.)			

Total 16 credits

2nd Semester

Course Name	Term Taken	Grade	Gen Ed
ART 101 - History of Art: Prehistoric to Gothic (3 CR.) OR (3 CR.)			
— — - Humanities/Fine Arts Elective (3 CR.) ¹ (3 CR.)			
PHT 102 - Photography II (3 CR.) (3 CR.)			
PHT 130 - Video I (3 CR.) (3 CR.)			
PHT 270 - Digital Imaging I (3 CR.) (3 CR.)			
— — - Social/Behavioral Sciences Elective (3 CR.) ² (3 CR.)			

Total 15 credits

3rd Semester

Course Name	Term Taken	Grade	Gen Ed
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MTH 154 - Quantitative Reasoning (3 CR.) OR (3 CR.) Prerequisite(s): MDE 10, or placement procedures in College Catalog. Some students may be required to take MTH 154 with MDE 54.			
MTH 155 - Statistical Reasoning (3 CR.) OR Higher OR (3 CR.) Prerequisite(s): MDE 10, or placement procedures in College Catalog. Some students may be required to take MTH 155 with MDE 55.			
— — - Physical or Life Science Elective w/Lab (4 CR.) ⁴ (4 CR.)			
PHT — - Elective (3 CR.) ⁵ (3 CR.)			
PHT — - Elective (3 CR.) ^{1,3,5} (3 CR.)			
PHT 201 - Advanced Photography I (3 CR.) (3 CR.) Prerequisite(s): PHT 102 or permission of the instructor.			
PHT 221 - Studio Lighting I (3 CR.) (3 CR.) Prerequisite(s): PHT 102 or approval of instructor.			
Total 15-16 credits			
4th Semester			
Course Name	Term Taken	Grade	Gen Ed
PHT — - Electives (6 CR.) ⁵ (6 CR.)			
PHT 202 - Advanced Photography II (3 CR.) (3 CR.) Prerequisite(s): PHT 102 and PHT 201 or permission of instructor.			
PHT 227 - Careers in Photography and Media (3 CR.) OR (3 CR.)			
PHT 228 - Professional Practices for Photographers (3 CR.) (3 CR.)			
— — - Humanities/Fine Arts Elective (3 CR.) ⁶ (3 CR.)			
Total 15 credits			
Total credits for the A.A.S. Degree in Photography and Media: 61-62 credits Electives should be selected with advice of a counselor or academic advisor. ¹ Approved humanity/fine Arts Electives: ART 102, ART 215, ART 150, ART 250, or division approval for other humanities/fine arts courses listed under General Education Electives. ² See social/behavioral science courses listed under General Education Electives. ³ Approved ART electives: ART 116, ART 121, ART 130, ART 131, ART 140, ART 153, ART 223, or division approval for other ART courses. ⁴ See physical and life science courses listed under General Education Electives. ⁵ Approved PHT electives: PHT 103, PHT 104, PHT 106, PHT 131, PHT 206, PHT 211, PHT 222, PHT 231, PHT 235, PHT 247, PHT 249, PHT 271, PHT 274. ⁶ See humanities/fine arts courses listed under General Education Electives, select any non-ART prefix course.			
Notes:			

Student ID: _____
Student Name: _____
Advisor Name: _____

Catalog: 2025-2026 NOVA Catalog
Program: Public History and Historic Preservation, C.S.C.
Minimum Credits Required: _____

Public History and Historic Preservation, C.S.C.

CIP Code: 24.0103

NOVA Code: 221-648-03

Purpose: This curriculum is designed for students seeking a solid foundation in the theories, methods, and skills in the complementary fields of public history and historic preservation.

One Year

1st Semester

Course Name	Term Taken	Grade	Gen Ed
HIS 180 - Historical Archaeology (3 CR.) (3 CR.)			
HIS 181 - Introduction to Historic Preservation (3 CR.) (3 CR.)			

Total 6 credits

2nd Semester

Course Name	Term Taken	Grade	Gen Ed
HIS 183 - Survey of Museum Practice (3 CR.) (3 CR.)			
— — - Approved Elective (3 CR.) ¹ (3 CR.)			

Total 6 credits

3rd Semester

Course Name	Term Taken	Grade	Gen Ed
HIS 187 - Interpreting Material Culture (3 CR.) (3 CR.)			
HIS 190 - Coordinated Internship (3 CR.) (3 CR.)			

Total 6 credits

**Total credits for the Public History and Historic Preservation Career Studies Certificate:
18 credits**

¹ Choose from the following: GIS 200, HIS 186, HIS 193, HIS 205, HIS 218 or HIS 281.

Notes:

Student ID: _____
Student Name: _____
Advisor Name: _____

Catalog: 2025-2026 NOVA Catalog
Program: Interior Design, A.A.S.
Minimum Credits Required: _____

Interior Design, A.A.S.

CIP Code: 50.0408

NOVA Code: 5200

Purpose: The Interior Design program provides quality education to prepare students for entry level employment in the interior design field or to transfer to an accredited university for further education. The curriculum provides a foundation education covering a broad range of topics in interior design, art history, furniture history, and basic design. Computer aided drafting, rendering and business practices round out the curriculum. Career opportunities exist in a diverse array of fields including retail marketing, residential design, commercial design, space planning, kitchen and bath design and design support for designers specializing in these fields. The curriculum can be completed in two years; however, students may enroll on a part-time basis. There are no entry requirements, but many Interior Design courses have prerequisites to ensure that students are properly prepared for advanced coursework.

Two Years

1st Semester

Course Name	Term Taken	Grade	Gen Ed
ART 101 - History of Art: Prehistoric to Gothic (3 CR.) (3 CR.)			
ART 131 - Two-Dimensional Design (3 CR.) (3 CR.)			
ENG 111 - College Composition I (3 CR.) (3 CR.) Prerequisite(s): EDE 10, or Direct Enrollment.			
IDS 100 - Theory and Techniques of Interior Design (3 CR.) (3 CR.)			
IDS 105 - Architectural Drafting for Interior Design (3 CR.) (3 CR.)			
SDV 100 - College Success Skills (1 CR.) OR (1 CR.)			
SDV 101 - Orientation to (a Specific Discipline) (1 CR.) (1 CR.)			

Total 16 credits

2nd Semester

Course Name	Term Taken	Grade	Gen Ed
ART 102 - History of Art: Renaissance to Modern (3 CR.) (3 CR.)			
ART — - Elective (3 CR.) ¹ (3 CR.)			
CST 110 - Introduction to Human Communication (3 CR.) (3 CR.)			
IDS 106 - Three-Dimensional Drawing and Rendering (3 CR.) (3 CR.) Prerequisite(s): IDS 100.			
IDS 245 - Computer Aided Drafting for Interior Designers (3 CR.) (3 CR.) Prerequisite(s): IDS 105			

Total 15 credits

3rd Semester

Course Name	Term Taken	Grade	Gen Ed
IDS 109 - Styles of Furniture and Interiors (3 CR.) (3 CR.) Prerequisite(s): ART 101.			

IDS 205 - Materials and Sources (3 CR.) (3 CR.) Prerequisite(s): IDS 100 and IDS 105.			
IDS 215 - Theory and Research in Commercial Design (3 CR.) (3 CR.) Prerequisite(s): IDS 245			
MTH 154 - Quantitative Reasoning (3 CR.) OR (3 CR.) Prerequisite(s): MDE 10, or placement procedures in College Catalog. Some students may be required to take MTH 154 with MDE 54.			
MTH 155 - Statistical Reasoning (3 CR.) OR Higher (3 CR.) Prerequisite(s): MDE 10, or placement procedures in College Catalog. Some students may be required to take MTH 155 with MDE 55.			
PSY 200 - Principles of Psychology (3 CR.) (3 CR.)			
Total 15 credits			
4th Semester			
Course Name	Term Taken	Grade	Gen Ed
IDS 206 - Lighting Design for Interiors (3 CR.) (3 CR.) Prerequisite(s): IDS 105.			
IDS 221 - Designing Commercial Interiors I (4 CR.) OR (4 CR.) Prerequisite(s): IDS 105, IDS 106, IDS 205, and IDS 206. Prerequisite or Corequisite: IDS 215.			
IDS 285 - Portfolio and Resume Preparation for Interior Designers (3 CR.) (3 CR.) Prerequisite(s): IDS 105, IDS 106, IDS 205, and IDS 206. Prerequisite or Corequisite: IDS 215.			
IDS 225 - Business Procedures (3 CR.) (3 CR.) Prerequisite(s): IDS 100.			
IDS 290 - Coordinated Internship (3 CR.) OR (3 CR.)			
IDS — - Elective (3 CR.) ² (3 CR.)			
— — - Social/Behavioral Sciences Elective (3 CR.) ³ (3 CR.)			
Total 15-16 credits			
Total credits for the A.A.S. Degree in Interior Design: 61-62 credits			
¹ Select from ART 121, ART 132, ART 140, BUS 100, BUS 116, IDS 130.			
² Select from ART 217, ART 251, ARC 200, BUS 201, HRT 260, IDS 246, IDS 235, MKT 201, or MKT 215.			
³ See social/behavioral science courses listed under General Education Electives. Elective should be selected with advice of a counselor or academic advisor to meet requirements of the transfer institution.			
Notes:			

Student ID: _____ Student Name: _____ Advisor Name: _____	Catalog: 2024-2025 NOVA Catalog Program: Information Systems Technology: Cloud Computing, C.S.C. Minimum Credits Required: _____		
Information Systems Technology: Cloud Computing, C.S.C.			
One Year			
1st Semester			
Course Name	Term Taken	Grade	Gen Ed
ITD 256 - Advanced Database Management (3 CR.) (3 CR.) Prerequisite(s): ITE 152.			
ITE 152 - Introduction to Digital and Information Literacy and Computer Applications (3 CR.) (3 CR.)			
ITN 101 - Introduction to Network Concepts (3 CR.) (3 CR.) Prerequisite(s): ITE 152.			
ITN 257 - Cloud Computing: Infrastructure and Services (3 CR.) (3 CR.)			
SDV 100 - College Success Skills (1 CR.) OR (1 CR.)			
SDV 101 - Orientation to Information Technology (1 CR.) (1 CR.)			
Total 13 credits			
2nd Semester			
Course Name	Term Taken	Grade	Gen Ed
ITN 170 - Linux System Administration (3 CR.) (3 CR.) Prerequisite(s): ITE 152 or (ITE 119 or ITE 115)			
ITN 213 - Information Storage and Management (3 CR.) (3 CR.) Prerequisite(s): ITD 256 and ITN 257.			
ITN 254 - Virtual Infrastructure: Installation and Configuration (4 CR.) (4 CR.) Prerequisite(s): ITN 257 and ITN 213.			
ITN 260 - Network Security Basics (3 CR.) (3 CR.) Prerequisite(s): ITN 100 or ITN 101 or networking/network protocols knowledge.			
Total 13 credits			
Total credits for the Cloud Computing Career Studies Certificate: 26 credits			
Notes: 			

Student ID: _____
 Student Name: _____
 Advisor Name: _____

Catalog: 2025-2026 NOVA Catalog
 Program: Criminal Justice: Homeland Security Specialization,
 A.A.S.
 Minimum Credits Required: _____

Criminal Justice: Homeland Security Specialization, A.A.S.

CIP Code: 43.0103

NOVA Code: 456-01

Purpose: This program prepares students for entry-level opportunities as a local, state, or federal law enforcement officer; commercial and industrial security officer; police officer; or private or government investigator, particularly in the areas of homeland security.

Admission Requirements and Special Conditions: A high school diploma (or equivalent) and satisfactory scores on College placement tests (or equivalent) in English and mathematics are required. Students should consult with academic advisors during course selection. Persons entering the public or private sectors of criminal justice employment will be subject to intensive physical agility tests, background investigations, psychological testing, personal interviews, physical examinations, and polygraph examinations.

Two Years

1st Semester

Course Name	Term Taken	Grade	Gen Ed
ADJ 100 - Survey of Criminal Justice (3 CR.) (3 CR.)			
ADJ 234 - Terrorism and Counter-Terrorism (3 CR.) (3 CR.)			
ENG 111 - College Composition I (3 CR.) (3 CR.) Prerequisite(s): EDE 10, or Direct Enrollment.			
ITE 152 - Introduction to Digital and Information Literacy and Computer Applications (3 CR.) (3 CR.)			
MTH 154 - Quantitative Reasoning (3 CR.) ¹ OR (3 CR.) Prerequisite(s): MDE 10, or placement procedures in College Catalog. Some students may be required to take MTH 154 with MDE 54.			
MTH 155 - Statistical Reasoning (3 CR.) OR (3 CR.) Prerequisite(s): MDE 10, or placement procedures in College Catalog. Some students may be required to take MTH 155 with MDE 55.			
— — - Physical or Life Science Elective w / Lab (3-4 CR.) (3-4 CR.)			
SDV 100 - College Success Skills (1 CR.) (1 CR.)			
SDV 101 - Orientation to (a Specific Discipline) (1 CR.) (1 CR.)			

Total 16-17 credits

2nd Semester

Course Name	Term Taken	Grade	Gen Ed
ADJ 163 - Crime Analysis and Intelligence (3 CR.) (3 CR.)			
ADJ — - Homeland Security Elective (3 CR.) ² OR (3 CR.)			
ADJ 111 - Law Enforcement Organization and Administration I (3 CR.) ³ (3 CR.)			
CST 100 - Principles of Public Speaking (3 CR.) OR (3 CR.)			

CST 110 - Introduction to Human Communication (3 CR.) (3 CR.)			
GEO 230 - Political Geography (3 CR.) OR (3 CR.)			
ADJ 250 - Global Security Concepts for Law Enforcement and National Security (3 CR.) (3 CR.)			
SOC 200 - Introduction to Sociology (3 CR.) (3 CR.)			
Total 15 credits			
3rd Semester			
Course Name	Term Taken	Grade	Gen Ed
ADJ 201 - Criminology (3 CR.) (3 CR.)			
ADJ 212 - Criminal Law, Evidence, and Procedures II (3 CR.) (3 CR.)			
ADJ 228 - Narcotics and Dangerous Drugs (3 CR.) (3 CR.)			
ADJ 236 - Principles of Criminal Investigation (3 CR.) (3 CR.)			
ADJ 211 - Criminal Law, Evidence, and Procedures I (3 CR.) OR (3 CR.)			
ADJ 243 - Homeland Security and Law (3 CR.) (3 CR.) Prerequisite(s): ADJ 111 or division approval.			
Total 15 credits			
4th Semester			
Course Name	Term Taken	Grade	Gen Ed
ADJ 133 - Ethics and the Criminal Justice Professional (3 CR.) (3 CR.)			
ADJ 227 - Constitutional Law for Justice (3 CR.) (3 CR.)			
ADJ 240 - Techniques of Interviewing (3 CR.) (3 CR.)			
ADJ — - Homeland Security Elective (3 CR.) ² (3 CR.)			
ADJ — - Homeland Security Elective (3 CR.) ² (3 CR.)			
REL 237 - Religions of the East (3 CR.) (3 CR.)			
Total 18 credits			
Total credits for the A.A.S. Degree in Criminal Justice with a Specialization in Homeland Security: 64-65 credits			
¹ Students may take any higher-lever MTH. The science elective may be selected from physical and life science courses with a lab component, listed under General Education Electives. ² Students may choose from any of the following homeland security electives: ADJ 110, ADJ 111, ADJ 212, ADJ 228, ADJ 229, ADJ 233, ADJ 127, ADJ 140, ADJ 159, ADJ 160, ADJ 163, ADJ 164, ADJ 169, ADJ 211, ADJ 216, ADJ 250, ADJ 252, as well as ADJ faculty approved ADJ 295 Topics or ADJ 298 Seminar courses. ³ Students who wish to enroll in ADJ 243 must first complete ADJ 111, as it is a prerequisite requirement.			
Notes:			