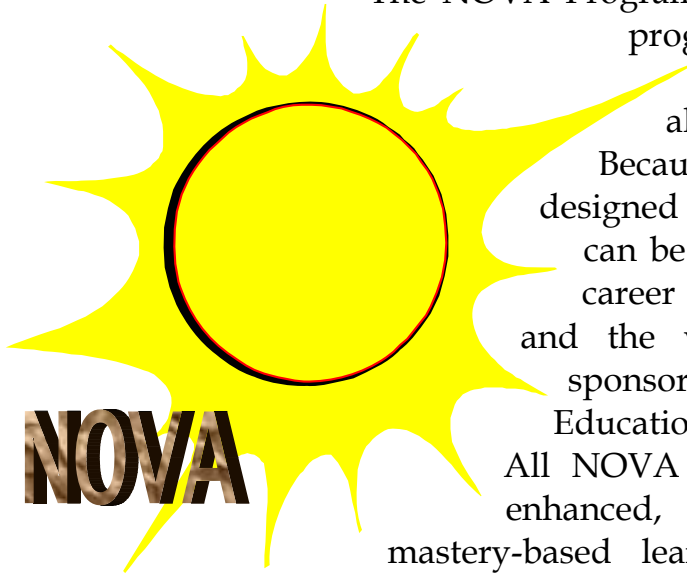


# NOVA PROGRAM® OVERVIEW



The NOVA Program is a comprehensive career education program that uses an individualized approach to learning as an innovative alternative to lecture-based education.

Because the NOVA Program has been designed with modular learning components, it can be easily customized to meet the specific career educational needs of program students and the varying operational requirements of sponsoring organizations that set up a Career Education Center (CEC).

All NOVA Program applications use computer-enhanced, self-instructional curriculum and mastery-based learning techniques. After an initial diagnostic assessment, students are individually placed at a level where they can perform without the stress of competition or fear of failure. The CEC staff then provides motivational support for students as they each work at their own rate to achieve the pre-defined program goals.

Because the NOVA Program uses computer technology and places an emphasis on learning rather than teaching, students are able to accelerate their learning process and to assume responsibility for their own education. Because the program provides immediate positive feedback and rewards for accomplishment, it also dramatically improves the self-worth and self-confidence of students. With courses and software designed to ensure that all learning is practical and measurable, learning efficiency is maximized and student progress can be easily tracked.

Not only does the NOVA Program improve the career academic skills of program students, it also emphasizes character development and enables students to learn positive work habits such as goal setting, problem solving, accountability, conflict resolution, self-discipline, and respect for authority. Additionally, the NOVA Program helps students define a career path, identify and eliminate any barriers to employment, complete job readiness activities, and learn job search techniques. The NOVA Program is a cost-effective, results-oriented alternative to conventional education that provides a practical approach to preparing adults for entry-level career employment.

## **NOVA Program® Learning Components**

### **Learning Skills Improvement**

Many students have learning difficulties that hinder effective learning and injure self-esteem. Learning difficulties often result in poor reading, reading comprehension, and analytical thinking skills. Frequently, poor memory and the inability to follow directions are apparent. This component consists of two courses designed to improve learning skills: Learning Skills Improvement (LSI) and Study Skills Improvement (SSI). The LSI course is actually a therapy process used to treat learning problems associated with memory recall identified during diagnostic testing. The SSI course is an interactive tutorial consisting of software lessons used to improve analytical thinking skills.

### **Reading Skills Improvement**

This component consists of four software tutorial courses: Learn-to-Read, Analytical Reading Skills, Reading Skills Improvement and Vocabulary Improvement. All students who test below the level of functional illiteracy must begin with the Learn-to-Read course that uses basic phonics to teach participants how to read. Analytical Reading Skills is then used to increase their reading level by teaching the mechanics of reading. Reading Skills Improvement was designed to improve reading comprehension. Vocabulary Improvement provides participants the opportunity to increase their vocabulary to a college graduate level and to improve their reading speed.

### **Writing Skills Improvement**

This component consists of four courses: Basic Writing, Analytical Writing Skills, Spelling Skills Improvement and Learn-to-Type. All students are required to complete the Basic Writing course, which includes selected workbooks with associated tutorial software, and Analytical Writing Skills that supplements Basic Writing and teaches the mechanics of writing. Spelling Skills Improvement is a software tutorial course with drills in phonics and spelling that cover the topics of education, employment, management and work habits. The optional Learn-to-Type course is a software tutorial with drill-and-practice lessons designed to teach participants how to type and to help them improve their typing speed.

### **Math Skills Improvement**

This component consists of the Basic Math course that consists of four workbooks with supporting software used to teach participants basic math functions and how to use fractions, decimals and percentages. An additional

workbook with supplement software is available for GED Readiness participants who need to learn pre-algebra.

## High School Completion

This component consists of two courses of study: High School Diploma and GED Readiness. Students who lack a high school diploma are either required to earn a high school diploma or to pass the General Educational Development (GED) test. The High School Diploma course of study consists of various software tutorials and workbooks used to earn credits towards high school graduation. The GED Readiness course of study uses software tutorials and workbooks to prepare for the GED test.

## Career Employment Skills

This final component was developed to complete the educational philosophy of the NOVA Program (educate and elevate), to provide an innovative, comprehensive approach to employment, and to facilitate long-term balance and stability in the lives of NOVA Program graduates. Career Employment Skills (CES) consists of four phases: (1) vocational assessment and career counseling, (2) job readiness activities, (3) completion of CES software, and (4) active involvement in a career search.

Vocational assessment culminates in the definition of a career path and the preparation of a plan for achieving the participant's defined career objectives. Job readiness activities include working through a pre-employment checklist to identify and overcome barriers to employment, preparation of a resume, and completion of various small group work seminars such as how to prepare an application, how to interview properly and the secrets of job search techniques. CES software, which consists of software tutorials covering the topics of work competency skills, personal finance, consumerism and community life skills, was also designed to develop critical thinking skills and to provide the information necessary to be successful at home, on the job and in the community. When used in conjunction with the job readiness activities, the software provides participants with the basic knowledge needed to obtain and succeed in employment. Application of the concepts learned from the CES software also improves the interpersonal communication skills of participants and enables them to be wiser, more productive consumers.

The final aspect of CES is the active search for employment. Employment search activities include one-on-one coaching and monitoring of participants involved

in active job search. The ultimate goal of employment search for participants is to find career entry-level positions in accordance with their defined career objectives.