

1992

Center for Computer and Information Sciences Application Package

Nova Southeastern University

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CENTER FOR COMPUTER
— AND —
INFORMATION SCIENCES



3301 College Avenue
Fort Lauderdale, Florida 33314
305-475-7563



Dear Colleague:

Thank you for your interest in the Center for Computer and Information Sciences (CCIS). Enclosed you will find a description of our doctoral programs offered through CCIS.

If you are interested in applying, please complete the enclosed application form and mail it directly to:

Nova University
Center for Computer and Information Sciences
3301 College Avenue
Ft. Lauderdale, FL 33314

The application form must be accompanied with a check or money order in the amount of \$30.00. The remaining credentials should soon follow in order to complete your file for final acceptance:

1. GRE Score (within the last three years) OR Portfolio.
2. Three letters of recommendation.
3. Official transcripts designating all degrees earned.

If you need additional information, please do not hesitate to call me at 1-800-541-6682, ext. 7352, between the hours of 8:30 a.m. and 5:00 p.m., Monday through Friday.

We appreciate your interest in the Center for Computer and Information Sciences. I look forward to hearing from you in the near future.

Sincerely,

Melody Wolfe Glandon
Telemarketing Coordinator/
Recruiter

enclosures

**ADMISSIONS APPLICATION
CBL Doctoral Programs**

Application Fee \$30.00
(Nonrefundable)

 **NOVA UNIVERSITY**
CENTER FOR COMPUTER AND INFORMATION SCIENCES
3301 College Avenue
Fort Lauderdale, Florida 33314
(305) 475-7047 1-(800) 541-6682 Ext. 7047

FOR OFFICE USE ONLY

Cluster Code: _____ Academic Unit: _____
Admit Status: _____ Major Code: _____
Fee Received: _____ Date: _____

ACADEMIC GOALS: Please Check One

Doctor of Education in Computer Education
 Doctor of Science in Information Systems
 Doctor of Science in Training & Learning
 Doctor of Science in Information Science

PROGRAM FORMAT: Please Check One

Cluster - Fort Lauderdale, FL
Meets 5 weekends a year

Institute - Fort Lauderdale, FL
Meets twice a year
(5-7 day seminars)

Type or Print - Use Black Pen Only

Date of Desired Admission

_____/_____/_____
Social Security Number

_____/_____/_____
Date of Birth

Sex: () Male () Female

Full Name (*Last, First, Middle Initial*)

Legal/Permanent Address: Street & Number

City, State, Zip

Home Phone

Work Phone

Mailing Address While Attending Nova (Local)

EMERGENCY CONTACT:

Name

Address

Home Phone

Work Phone

EDUCATIONAL INFORMATION

Please list all educational institutions. Official transcripts from all are required.

Name of Institution	State	Started	Ended	Major Field	Degree	GPA

CITIZENSHIP STATUS:

- U.S. Citizen
- Resident Alien
- Non-resident Alien

Additional procedures are required for admission of non-resident Alien status

Do you require an I-20? Yes No
If you have a Visa, indicate Status Code: _____
Country of Citizenship: _____

Language spoken at home: _____

ETHNIC ORIGIN DATA: *(This information is requested for reporting purposes only)*

Check one of the following:

- White not of Hispanic Origin
- Black not of Hispanic Origin
- American Indian or Native Alaskan
- Hispanic Origin
- Asian or Pacific Islander

APPLICANT STATUS AT TIME OF APPLICATION:

First time attending Nova University? Yes No Returning to Nova after absence? Yes No

FINANCIAL AID:

Have you applied for Financial Aid? Yes No
Have you filed a College Scholarship Service Financial Aid Form (F.A.F.)? Yes No
If yes, when was the F.A.F. sent to Princeton, New Jersey? _____
Date

Are you Eligible for Veteran Assistance (V.A.) benefits? Yes No

CENTER SPECIFIC DATA:

Employer: _____

Job Title: _____

GO TO NEXT PAGE

SOCIAL SECURITY NUMBER _____ *DATE* _____

FULL NAME (Last, First, Middle Initial) _____

HOME ADDRESS _____

CITY _____ *STATE* _____ *ZIP* _____

PROVINCE _____ *COUNTRY* _____

HOME PHONE _____ *WORK PHONE* _____

Please Indicate Program (check one)

- Computer Education Specialization
- Information Systems
- Training & Learning
- Information Technology and Resource Management

4 year Combined Master's/Doctoral Option: _____
Indicate Which Specialty

Please complete the following by either circling the appropriate response or filling in the blank.

How would you rate your overall computer ability? *Please circle* 1 2 3 4 5
 0 = I have no experience with computers.
 3 = I am able to use standard software (i.e., Wordperfect, Lotus 1-2-3, Appleworks).
 5 = I am a very experienced computer user and I can do almost anything with a computer.

Do you have computer experience in:

1. Wordprocessing _____ Yes _____ No

Software Used: _____

_____ Applicant Signature	_____ Date
------------------------------	---------------

Please complete the following Admissions Portfolio to the best of your ability. Provide documentation or examples of any of these items that you feel necessary to support your portfolio. When you have completed these items, sign the portfolio form and return it with your portfolio.

Please type or use black pen.

1. Employment History (specific job descriptions and dates)
2. Experience with automated systems or computers (Micros, mini or mainframe -- describe the nature and length of the experience)
3. What computer equipment do you have available for use in this program? (Terminals, mainframes, micro computers, etc). Also indicate the types of operating systems you have used on these machines.
4. Graduate courses for credit
5. Workshops, seminars, conferences, and special meetings (list topics)
6. Publications, proposals, and reports you have authored
7. Major improvement projects or innovations you have instituted in your organization or institution
8. Awards, achievements, or special recognition you have received
9. Offices held in professional organizations
10. Community involvement (clubs, churches, committees, etc.)

Applicant's Section

Full Name (Please Print)

Family Educational Rights and Privacy Act (FERPA) Buckley Amendment

Under the provisions of this act you have the right, if you enroll at Nova University, to review your educational records. The act further provides that you may waive your right to see recommendations for admission. Please indicate below by circling the appropriate phrase and signing your name whether or not you wish to waive that right. I WAIVE DO NOT WAIVE any right of access that I have to this recommendation.

Applicant's signature

Date

Recommender's Section

Name of Recommender

Title or Position

University or Company

Telephone

Address (City, State, Zip)

The programs offered by the Center for Computer and Information Sciences are designed to prepare outstanding students each year. The Admissions Committee would appreciate your assessment of this applicant's potential. Your evaluation will be regarded as confidential information, exclusively for the use of the Admissions Committee. Please complete both sides of this form. If more space is needed, please continue on additional sheets (label each with a page number and the applicant's name). Please return the completed form to:

NOVA UNIVERSITY
Graduate Admissions Committee
Center for Computer & Information Sciences
3301 College Avenue
Fort Lauderdale, Florida 33314

Thank you for taking the time to respond. The Admissions Committee feels that recommendations are among the most valuable data in the selection process. We sincerely appreciate your help.

Recommender's signature

Date

(OVER)

EVALUATION CRITERIA:

The Admission Committee's assessment of this student is based strongly on your recommendation. How long have you known this applicant, and in what capacity? Does this applicant have the maturity and stability to be able to work independently and with others? Please describe the particular strengths/weakness of this applicant. Also describe any special talents or experience that the applicant can bring to the program of study. If you have worked with the applicant on any special projects, please describe his/her role on the project and give an evaluation of his/her performance.

RECOMMENDATION FORM
CBL Doctoral Programs

Applicant's Section

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HOW DID YOU FIRST HEAR ABOUT THIS PROGRAM?

- | | | |
|--|--|---|
| <input type="checkbox"/> Colleague/Friend | <input type="checkbox"/> Advertisement | <input type="checkbox"/> Flyer/Announcement |
| <input type="checkbox"/> Conference | <input type="checkbox"/> Employer | <input type="checkbox"/> Nova Staff |
| <input type="checkbox"/> Direct Mail | <input type="checkbox"/> Educational Directory | <input type="checkbox"/> Professional Publication |
| <input type="checkbox"/> Nova Student/Graduate | <input type="checkbox"/> College Professor/Counselor | |
- Other:
Specify: _____

ESSAY:

Please describe your reasons for pursuing this degree. Why did you decide to apply to Nova University? Include the nature of work that you are involved in, and your long-term goals. Please continue on another page if necessary.

GO TO NEXT PAGE

TRANSCRIPT REQUEST FORM
CBL Doctoral Programs

To request a transcript from your previous school to Nova University, fill in the blanks on BOTH parts.

Dear Alma Mater:

Please send to Nova University an official transcript of my academic work while attending your institution. Return the form below to Nova University with my transcript.

A. I attended your school from _____ to _____.

B. While in attendance my name on your records was:

FULL NAME

C. My student identification number was: _____

Thank you for your assistance.

Sincerely:

Signature

Date

TRANSCRIPT TRANSMITTAL FORM

To: Alma Mater
From: Nova University CCIS Admissions Office

Please return this form with transcript. Thank you.

Social Security Number _____ Date _____

Name _____
Full Name (Last, First, Middle Initial)

City _____ State _____ Zip _____

Please send _____ copies to Nova University, CCIS Admissions Office, 3301 College Avenue, Fort Lauderdale, Florida 33314.

(Please enter academic goal)

Family Educational Rights and Privacy Act (FERPA) Buckley Amendment

Pursuant to the Buckley Amendment enacted on December 31, 1974, I DO I DO NOT give permission for my name, address and/or phone number to be used for promotional purposes. Please circle the appropriate phrase and sign your name.

Applicant's signature

Date

I DECLARE THAT THE INFORMATION CONTAINED WITHIN THIS APPLICATION, TO THE BEST OF MY KNOWLEDGE, IS COMPLETE AND ACCURATE. I AGREE TO ABIDE BY ALL RULES AND REGULATIONS OF NOVA UNIVERSITY.

Applicant Signature

Date

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 practices a policy of nondiscrimination in employment and admission. Nova University does not discriminate on basis of race, color, age, sex, religion or creed, national or ethnic origin, or handicap.

ADMISSIONS APPLICATION
CBL Doctoral Programs

Application Fee \$30.00
(Nonrefundable)



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(305) 475-7047 1-(800) 541-6682 Ext. 7047

FOR OFFICE USE ONLY

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PROGRAM FORMAT: Please Check One

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Meets 5 weekends a year
- Institute - Fort Lauderdale, FL
Meets twice a year
(5-7 day seminars)

Type or Print - Use Black Pen Only

Date of Desired Admission

_____/_____/_____
Social Security Number

_____/_____/_____
Date of Birth

Sex: () Male () Female

Full Name (Last, First, Middle Initial)

Legal/Permanent Address: Street & Number

City, State, Zip

Home Phone

Work Phone

Mailing Address While Attending Nova (Local)

EMERGENCY CONTACT:

Name

Address

Home Phone

Work Phone

EDUCATIONAL INFORMATION

Please list all educational institutions. Official transcripts from all are required.

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CITIZENSHIP STATUS:

- U.S. Citizen
- Resident Alien
- Non-resident Alien

Additional procedures are required for admission of non-resident Alien status

Do you require an I-20? Yes No

If you have a Visa, indicate Status Code: _____

Country of Citizenship: _____

Language spoken at home: _____

ETHNIC ORIGIN DATA: (This information is requested for reporting purposes only)

Check one of the following:

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- Hispanic Origin
- Asian or Pacific Islander

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Have you applied for Financial Aid? Yes No

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If yes, when was the F.A.F. sent to Princeton, New Jersey? _____
Date

Are you Eligible for Veteran Assistance (V.A.) benefits? Yes No

CENTER SPECIFIC DATA:

Employer: _____

Job Title: _____

GO TO NEXT PAGE

Nova University, accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS), has become a major force in the growth and development of educational innovation. We are distinguished by our commitment to provide quality education to practicing professionals utilizing both traditional and nontraditional instructional delivery systems. Innovation is reflected in the undergraduate and graduate programs offered by the Center for Computer and Information Sciences (CCIS).

Consistent with our philosophy and mission, programs of the Center are designed to provide breadth and depth of knowledge as the basis for quality education that keeps pace with rapidly changing professional and academic needs. Research activities stress a blend of theory and practice in an applied setting. Today, CCIS faculty and staff serve the educational needs of undergraduate and graduate students throughout the United States.

DELIVERY SYSTEMS Currently, the Center offers on-campus undergraduate programs in computer science, computer systems, computer information systems, and computer engineering, and on-campus graduate programs in computer science and computer information systems. Computer-based graduate programs are offered in information systems, information science, computer education, and training and learning technology.

CAMPUS-BASED undergraduate and graduate programs offer convenient course schedules (day, evening, and weekend courses), access to well-equipped computer laboratories with exposure to computer hardware and software, library materials, and resident faculty.

COMPUTER-BASED LEARNING PROGRAMS

The Center for Computer and Information Sciences also offers Computer-based Learning programs. These programs are computer-based in the UNIX operating system; thus students may continue their full-time employment while earning their degrees. The programs utilize regional symposia, campus seminars and institutes, personal computers and telecommunications from the student's home for on-line electronic communications, and computer conferencing in each study area.

PROGRAM ADMINISTRATION

COMPUTER COMMUNICATIONS and UNIX TRAINING WORKSHOPS

A two-day introductory session on computer communications and UNIX is offered in a workshop format. New students are urged to attend the workshops either on the main campus of Nova University or at regional symposia. This workshop is included in the regular tuition, however, students must pay their own travel and living expenses. The computer communication and UNIX workshops are offered at the following times:

Friday afternoon	1:00 P.M. - 5:00 P.M.
Saturday	9:00 A.M. - 3:00 P.M.

ADMISSION

Once the formal application has been made to the Center for Computer and Information Sciences, the Admissions Committee will review and make final decisions concerning admission.

WITHDRAWAL

Students who wish to withdraw from the program - either temporarily or permanently - must inform the Admissions Office in writing to be eligible for allowable refunds. Students who give written notice of their intent to withdraw prior to a seminar will not be assessed for subsequent courses until they are formally readmitted. Students who withdraw are subject to the prevailing tuition rate.

READMISSION

Individuals on withdrawal status who wish to be readmitted must complete a readmission form and be approved for readmission by the Admissions Committee for the Center for Computer and Information Sciences.

INTERNATIONAL STUDENTS

International Student Advising Service
(305) 475-7413 or 1-800-541-6682 x7413

An International student applying to Nova University must (1) 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; (2) submit all secondary school and/or college level transcripts (transcripts must be in official English language translation); (3) demonstrate the ability to meet all costs of his/her education without financial aid from Nova University; (4) purchase medical insurance (J-1 visas only), contact the international student advisor for further information concerning insurance; (5) demonstrate proficiency in the English language through testing in the Nova University Intensive Language Program, or minimum of **550** on the **TOEFL** exam.

INTENSIVE LANGUAGE PROGRAM

Intensive Language Center
(305) 475-7430 or 1-800-541-6682 x7430

The Intensive Language Program provides students from non-English language backgrounds with English language proficiency through one of two curricular emphases: college preparatory or career preparatory. It also provides intensive instruction in other languages.

The college preparatory curriculum provides students with the necessary English language skills to enable them to function in American colleges and universities. This curriculum prepares students for successful university study in English, as well as providing TOEFL (Test of English as a Foreign Language) preparation.

The career preparatory curriculum provides students with the English language skills to enable them to function in career and professional situations requiring English proficiency.

VETERANS SERVICES & BENEFITS

(305) 475-7413 or 1-800-541-6682 x7413

Nova University's academic 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.

The VA Representative will assist veterans in applying for benefits. A VA student must attain and maintain satisfactory progress as determined by the program director each evaluation period. The VA student who, at the end of any evaluation period, has not attained and maintained satisfactory progress will be placed on academic probation for the next evaluation period. Should the student not attain and maintain satisfactory progress by the end of the probationary period (one 6-month term), 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 six-month term 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.

FINANCIAL AID INFORMATION

(305) 485-7411 or 1-800-541-6682 x7411

Nova University offers several programs of student financial aid in order to assist the greatest number of its students possible in meeting educational expenses. In order to qualify and remain eligible for financial aid, students must be accepted for admission into a University program; eligible for continued enrollment; a United States citizen, or in the U.S. for other than a temporary purpose; and making satisfactory academic progress toward a stated educational objective in accordance with the University's policy on satisfactory progress for financial aid recipients.

OTHER INFORMATIONAL PHONE NUMBERS

Nova College Admissions (Undergraduate)

Professional Studies (Day School) (305) 475-7360 or 1-800-541-6682 x7360

Career Division (Night School) (305) 475-7034 or 1-800-541-6682 x7034

Registrar's Office (305) 475-7400 or 1-800-541-6682 x7400

Student Housing (305) 475-7052 or 1-800-541-6682 x7052

STUDENT CONDUCT AND RIGHTS

Students are expected to comply with the legal and ethical standards of Nova University. Academic dishonesty and nonacademic misconduct are subject to disciplinary action. Specific instances of misconduct include, but are not limited to, cheating, plagiarism, knowingly furnishing false information to the University, and forging or altering University documents or academic credentials. The institution reserves the right to require a student to withdraw at any time for misconduct as described above. It also reserves the right to impose probation or suspension on a student whose conduct is determined to be unsatisfactory.

Students who feel their rights have been denied are entitled to due process. Information on grievance procedures is contained in the Policy and Procedures Manual and is available from the Center for Computer and Information Sciences.

CERTIFICATION

State certification, promotion, and pay increases for students enrolled in CCIS programs are local decisions made by agencies not connected with Nova University. Therefore, it is the individual responsibility of current and prospective students to check with the appropriate agencies to insure that the program selected meets their specific needs. No claims are made by the university with regard to certification or licensure.



DOCTOR OF SCIENCE IN INFORMATION SCIENCE

The Doctor of Science in Information Science (DAIS) Program offers a course of study leading to the degree of doctor of science in library and information studies. Library practitioners and information managers are faced with a vast array of alternatives for facilitating information access, storage, and retrieval. Telecommunication systems, computer networks, and new technologies have had a major impact on library automation and personal productivity. Coursework therefore focuses on strategies, responsibilities, requirements, and decision-making skills required by school media specialists, academic, public, and special librarians, and information managers in assessing needs; planning for the introduction of products, services, and systems; designing applications for the library and information center environment.

This advanced degree program combines individual study, computer-based learning, teleconferences, campus seminars and institutes, regional symposia and applied research projects that encourages students to make significant contributions to their organizations. This program seeks to develop students' knowledge and skills in the current and emerging technologies.

This information science doctoral program is designed for those professionals who hold one of the following or a similar position:

Library Director
Information Scientist
Media Specialist
Learning Resource Center Director
Information Retrieval Specialist
Instructional Librarian
Public Services Librarian
Government Publications Librarian

CURRICULUM

Courses are specifically designed for the intellectual development and direct application of technology. Seminars and institutes are complemented with computer-based learning delivery systems. These courses are taught by experts in their fields. Online interactive learning methods and teleconferencing are used throughout the instructional sequence. The courses are --

DAIS 7000	Emerging Technologies in Information Science
DAIS 7100	Computer-Based Research and Statistics
DAIS 7110	Data Analysis for Information Sciences
DAIS 7200	Strategic Management
DAIS 7210	Finance and Budgeting in Information Sciences
DAIS 7300	Telecommunications and Networking within Libraries and Information Centers
DSTL 8400	Human Factors in Software and Courseware Design
DAIS 8410	Design of Human Interfaces in Information Sciences
DAIS 8500	Database Management Systems, Text Processing and Information Retrieval
DAIS 8510	Relational Databases in Information Sciences
DAIS 8700	Systems Analysis, Expert Systems and Artificial Intelligence
DAIS 8710	Artificial Intelligence and Expert Systems in Information Sciences

Other requirements include two practicums and a dissertation. Practicums enable students to investigate a situation directly related to activities within their own institutions or organizations and translate course theory into practice. The dissertation is the main focus of the final year of study. Each student is expected, with the help and approval of an advisor, to select a topic that is appropriate and of sufficient scope to satisfy this

requirement. Students should be able to reach conclusions and offer recommendations that have the potential of contributing to the improvement of professional practice.

Several modes of delivery are provided in the courses: seminars, symposia, institutes, computer conferences, computer-assisted instruction on a supermini computer, interactive, on-line, real-time computer discussions with faculty members, electronic mail conversations and electronic delivery of assignments. Final examinations are taken either on-line or in person at seminar or institute sessions. All other written assignments are forwarded through electronic mail and stored in central databases.

Computer-based doctoral programs offer two options for attendance: *Seminars* (commence Friday evening and adjourn on Saturday evening), or *Institutes* (*five to seven day sessions*). The seminars are held every three months in Ft. Lauderdale, Florida. Institutes are held twice a year in Ft. Lauderdale, Florida.

Both the institutes and the seminars consist of presentations by recognized authorities, small group discussions and workshop sessions. The latest developments in digital computers, telecommunications and information science will be demonstrated. Seminar study materials are provided to each student. Students are responsible for their own lodging and travel expenses.

ADMISSION REQUIREMENTS

- A completed application with a \$30 nonrefundable application fee
- A master's degree in library and/or information science from a regionally accredited college or university; however, a bachelor's degree is appropriate in applying for the four-year combined program.
- Current employment in a related field
- A minimum of two years of professional experience
- A G.R.E. score or completion of a portfolio with appropriate work experience and credentials
- Three letters of recommendation
- Official transcripts of all prior graduate and undergraduate work

TUITION

Tuition is \$4950 per year.* This is a planned three-year program. There is a \$60 yearly registration fee. Students may register at any time during the year. Included in the tuition is limited computer on-line time as well as communication software and courseware necessary to complete the program. Textbooks are not included in the tuition.

* *Subject to Change*

COURSE DESCRIPTIONS

DAIS 7000 Emerging Technologies in Information Science (3 credits) Topics covered include emerging concepts in computer hardware and software systems, data communications and optical disk technology. The student will develop an understanding of such concepts as computer architectures, protocols, and standards and their impact on information access and retrieval within libraries and information centers.

DAIS 7100 Computer-Based Research and Statistics (3 credits) An introduction to data and information analysis and inference.

DAIS 7110 Data Analysis for Information Sciences (MOE) (3 credits) Topics introduced include economic analysis of proposed resource commitments, risk analysis, and evaluation methodologies within the context of information theory. Emphasis is placed on optimizing data analysis applications in libraries and information centers.

DAIS 7200 Strategic Management (3 credits) An introduction to MIS systems projects involvement with top management strategy formulation and implementation.

DAIS 7210 Finance and Budgeting in Information Sciences (MOE) (3 credits) Techniques for developing budgets and financial plans in conjunction with organizational goals and objectives are presented.

DAIS 7300 Telecommunications and Networking within Libraries and Information Centers (3 credits) An introduction to the concepts and principles of telecommunications and an understanding of the technology of computer networking will be provided. Emphasis is on the technical and human issues that arise in the design, development, and deployment of computer networks and on preparing a plan for networking implementation that is consistent with the organization's goals and objectives and realistic performance requirements.

DSTL 8400 Human Factors in Software Design (3 credits) An introduction to the human interface in MIS projects.

DAIS 8410 Design of Human Interfaces in Information Sciences (MOE) (3 credits) In this course, the DAIS student will optimize his/her ability to implement successfully an information system within the work environment through studying such topics as the human/computer interface, ergonomics, time constraints and task-oriented behaviors in a learning setting, and economic and political variables that impact acceptance of new technologies.

DAIS 8500 Database Management Systems, Text Processing and Information Retrieval (3 credits) An introduction to database management systems, data communications, and networks.

DAIS 8510 Relational Databases in Information Sciences (MOE) (3 credits) Database concepts, database management, and database administration are presented to help the student develop his/her expertise in database planning and implementation.

DAIS 8700 Systems Analysis, Expert Systems and Artificial Intelligence (3 credits) The principles of systems analysis and design are presented in a context of artificial intelligence applications. An approach to the design of systems is highlighted using examples of expert systems.

DAIS 8710 Artificial Intelligence and Expert Systems in Information Sciences (MOE) (3 credits) Concepts, principles, and applications of artificial intelligence and expert systems that are operational within the framework of libraries and informational centers are covered.

DOCTOR OF SCIENCE IN TRAINING AND LEARNING

The Doctor of Science in Training and Learning (DSTL) is intended for professionals working in the public and private sectors where they are managing, designing or creating instructional systems. With the emergence of authoring systems and authoring languages to support the development of computer-based training, practitioners are faced with a growing array of technology, theory and methodology. Coursework in the DSTL program focuses on theories, strategies, responsibilities and requirements needed by trainers. The curriculum is designed to develop skills required in the workplace for assessing needs; planning and development of instructional systems; and designing appropriate evaluation.

This advanced degree program combines individual study, computer-based learning, teleconferences, campus seminars and institutes, regional symposia, and applied research projects that encourages students to make significant contributions to their organizations. This program seeks to develop students' knowledge and skills in the current and emerging technologies.

This training and learning doctoral program is designed for those professionals who hold the following or similar positions:

Training Director
Educator
Program Manager

CURRICULUM

Courses are specifically designed for the intellectual development and direct application of technology, and seminars are complemented by computer-based learning delivery systems. These courses are taught by experts in their fields. Online interactive learning methods and teleconferencing are used throughout the instructional sequence. The courses are --

DSTL 7000	Emerging Computer and Information Technologies for Training and Learning Design
DSTL 7100	Computer-Based Research and Statistics
DSTL 7110	Data Analysis for Training and Learning
DAIS 7200	Strategic Management
DSTL 7210	Finance and Budgeting in Training and Learning
DSTL 8400	Human Factors in Software and Courseware Design
DSTL 8410	Design of Human Interfaces
DAIS 8500	Database Management Systems, Text Processing and Information Retrieval
DSTL 8510	Relational Databases in Organizations
DSTL 8600	Software and Courseware Design for Computer-Based Learning
DAIS 8700	Systems Analysis, Expert Systems and Artificial Intelligence
DSTL 8710	Artificial Intelligence and Expert Systems for Training and Learning

Other requirements include two practicums and a dissertation. Practicums enable students to investigate a situation directly related to activities within their own institutions or organizations and to translate course theory into practice. The dissertation is the main focus of the final year of study.

Each student is expected, with the help and approval of an advisor, to select a topic that is appropriate and of sufficient scope to satisfy this requirement. Students should be able to reach conclusions and offer recommendations that have the potential of contributing to the improvement of professional practice.

Several modes of delivery are provided in the courses: seminars, symposia, institutes, computer conferences, computer-assisted instruction on a supermini computer, interactive, on-line, real-time computer discussions with faculty members, electronic mail conversations and electronic delivery of assignments. Final examinations are taken by the

students either on-line or in person at seminar or institute sessions. All other written assignments are forwarded through electronic mail and stored in central databases.

Computer-based doctoral programs offer two options for attendance: *Seminars* (commence Friday evening and adjourn on Saturday evening), or *Institutes* (*five to seven day sessions*). The seminars are held every three months in Ft. Lauderdale, Florida. Institutes are held twice a year in Ft. Lauderdale, Florida. In addition to institutes and seminars, *Regional Symposia* are held in four regions of the United States; 1991 sites are Phoenix, AZ, Cincinnati, OH, Atlantic City, NJ and Jacksonville, FL. Symposia are held approximately every three months and are open to prospective and current students.

Both the institutes and the seminars consist of presentations by recognized authorities, small group discussions and workshop sessions. The latest developments in digital computers, telecommunications and information science will be demonstrated. Seminar study materials are provided to each student. Students are responsible for their own lodging and travel expenses.

ADMISSION REQUIREMENTS

- A completed application with a \$30 nonrefundable application fee
- A master's degree from a regionally accredited college or university; however, bachelor's degree is appropriate in applying for the four-year combined program.
- Current employment in a related field
- A minimum of two years of professional experience
- A G.R.E. score or completion of a portfolio with appropriate work experience and credentials
- Three letters of recommendation
- Official transcripts of all prior graduate and undergraduate work

TUITION

Tuition is \$4950 per year.* This is a planned three-year program. There is a \$60 yearly registration fee. Included in the tuition is limited computer on-line time as well as communication software and courseware necessary to complete the program. Textbooks are not included in the tuition.

COURSE DESCRIPTIONS

DSTL 7000 Emerging Computer and Information Technologies for Training and Learning Design (3 credits) A design course using developing computer concepts, software systems, telecommunications, and videodisc systems. The DSTL student will develop specific competence in one of the following areas: emerging computer architectures, computer operating systems, and their implications for training and learning design (RISC, ASIC, etc.); authoring languages, training systems and their applications to training and learning; CD-ROM and optical disc technologies; telecommunications and data communications technologies (ISDN, changing standards, direct broadcast satellites and VSAT.)

DAIS 7100 Computer-Based Research and Statistics (3 credits) An Introduction to data and information analysis and inference.

DSTL 7110 Data Analysis for Training and Learning (MOE) (3 credits) The DSTL student will pursue one of the following areas: economic analysis of proposed resource commitments, analysis of different alternatives, and risk analysis for each case; efficient use analysis of these resources in a training environment; information theory, and its application to training and learning; recommendation of guidelines to the selection of the "best" solution in relation to training and learning; evaluating different training programs and testing their efficiency.

DAIS 7200 Strategic Management (3 credits) An introduction to information systems projects involvement with top management strategy formulation and implementation.

DSTL 7210 Finance and Budgeting in Training and Learning (MOE) (3 credits) The DSTL student will become expert in one of the following areas: the role of training and learning in organizations and how they relate to organizational objectives and organizational structures; comparison of the training and learning plan to the organizational strategic plan; identification of the key organizational objectives and development of budgets and financial plans for training and learning programs to support these objectives; depreciation and payback analysis on learning technology.

DSTL 8400 Human Factors in Software and Courseware Design (3 credits) An introduction to the human interface in information projects.

DSTL 8410 Design of Human Interfaces (MOE) (3 credits) The DSTL student will further develop his/her expertise with one of the following subjects: ability to identify human problems in a training environment; analysis of task-oriented behaviors and time constraints in a training and learning setting; prediction of future behavior in terms of commonly used variables of economics and psychology; optimization of the chances of implementing with success a training and learning environment in your organization; analysis of the factors working against a successful implementation of a training program: economic, political, personal problems, the relation between the company's long range, strategic plan and its ability to implement a successful training program.

DAIS 8500 Database Management Systems, Text Processing and Information Retrieval (3 credits) An introduction to database management systems, data communications, and networks.

DSTL 8510 Relational Databases in Organizations (MOE) (3 credits) The DSTL student will strengthen his/her education in one of the following topics: database concepts, hierarchical and plex structures, relational databases, normalization techniques, query languages, database management & database administration; database requirements in relation to training and learning; management of students records: automatic recording of student progress in training and learning.

DSTL 8600 Software and Courseware Design for Computer-Based Learning (3 credits) Topics include: the design, development, and evaluation of software and courseware along with documentation, packaging, and marketing; the evaluation, examination and use of authoring systems; the analysis of current methods and practices in the field of computer-based training (CBT) design, documentation, security, and database management; an introduction to CAI authoring systems in a UNIX environment: c-pilot, learn, course-writers workbench, prolog and inference.

DAIS 8700 Systems Analysis, Expert Systems and Artificial Intelligence (3 credits) The principles of systems analysis and design are presented in a context of artificial intelligence applications. An approach to the design of systems is highlighted using examples of expert systems.

DSTL 8710 Artificial Intelligence and Expert Systems for Training and Learning (MOE) (3 credits) These include: principles of training and learning making use of knowledge-based examples (design expert systems with commercially available shells); analysis of complex training and learning situations through problem analysis; selection and use of appropriate tools for model building, simulation, optimization, statistical analysis, and scheduling in a training environment; the application of systematic design principles for training program development; the selection and application of appropriate hardware and software solutions to the training environment; artificial intelligence and application of expert systems to training and learning (a PROLOG example).

DOCTOR OF EDUCATION IN COMPUTER EDUCATION

The Doctor of Education in Computer Education (CED) is designed for practitioners working in an education or training setting. Educators and administrators in University, college and K-12 levels as well as trainers in business and government have the opportunity to become skilled in telecommunications, software and courseware design, and educational applications of research and theory.

This advanced degree program combines individual study, computer-based learning, teleconferences, seminars, institutes, and projects in the student's own place of work that encourages students to make significant contributions to their organizations. This program seeks to develop students' knowledge and skills in the current and emerging technologies.

This computer education doctoral program is designed for those professionals who hold one of the following or a similar position:

Collegiate Faculty or Administrators
Private Consultants
Elementary/Secondary Teachers
Elementary/Secondary Administrators
Curriculum Development Specialists

CURRICULUM

Courses are specifically designed for the intellectual development and direct application of technology, and seminars are complemented by computer-based learning delivery systems. These courses are taught by experts in their fields. Online interactive learning methods and teleconferencing are used throughout the instructional sequence. The courses are --

CED.	7000	Advanced Structured Programming with Applications in Pascal and C
DAIS	7100	Computer-Based Research and Statistics
CED.	7110	Data Analysis for Educators
DAIS	7200	Strategic Management
CED.	7210	Finance and Budgeting in Education
DSTL	8400	Human Factors in Software and Courseware Design
CED.	8415	Curriculum and Learning Theory
DAIS	8500	Database Management Systems, Text Processing and Information Retrieval
CED.	8515	Relational Databases in Education
CED.	8600	Software and Courseware Design
DAIS	8700	Systems Analysis, Expert Systems and Artificial Intelligence
CED.	8710	Artificial Intelligence and Expert Systems for Education

Other requirements include two practicums and a dissertation. Practicums enable students to investigate a situation directly related to activities within their own institutions or organizations and to translate course theory into practice. The dissertation is the main focus of the final year of study. Each student is expected, with the help and approval of an advisor, to select a topic that is appropriate and of sufficient scope to satisfy this requirement. Students should be able to reach conclusions and offer recommendations that have the potential of contributing to the improvement of professional practice.

Several modes of delivery are provided in the courses: seminars, institutes, regional symposia, computer conferences, computer-assisted instruction on a supermini computer, interactive, online, real-time computer discussions with faculty members (ECR), electronic mail conversations and electronic delivery of assignments. Final examinations are taken by the students in person at either the seminar or institute sessions. All other written assignments are forwarded through electronic mail and stored in central databases.

Computer-based doctoral programs offer two options for attendance: *Seminars* (commence Friday evening and adjourn on Saturday evening), or *Institutes*. The seminars are held every three months in Ft. Lauderdale, Florida. Institutes are held twice a year in Ft. Lauderdale, Florida. In addition to institutes and seminars, *Regional Symposia* are held in four regions of the United States; 1991 sites are Phoenix, AZ, Cincinnati, OH, Atlantic City, NJ and Jacksonville, FL. Symposia are held approximately every three months and are open to prospective and current students.

Both the institutes and the seminars consist of presentations by recognized authorities, small group discussions and workshop sessions. The latest developments in digital computers, telecommunications and information science will be demonstrated. Pre and post-seminar study materials are provided to each student. Students are responsible for their own lodging and travel expenses.

ADMISSION REQUIREMENTS

- A completed application with a \$30 nonrefundable application fee
- A master's degree from a regionally accredited college or university; however, a bachelor's degree is appropriate in applying for the four-year combined program.
- Current employment in a related field
- A minimum of two years of professional experience
- A G.R.E. score or completion of a portfolio with appropriate work experience and credentials
- Three letters of recommendation
- Official transcripts of all prior graduate and undergraduate work

TUITION

Tuition is \$4950 per year.* This is a planned three-year program. There is a \$60 yearly registration fee. Students may register at any time during the year. Included in the tuition is limited computer online time as well as software and courseware necessary to complete the program. Students must purchase their textbooks.

CERTIFICATION

State certification, promotion, and pay increases for students enrolled in CCIS programs are local decisions made by agencies not connected with Nova University. Therefore, it is the individual responsibility of current and prospective students to check with the appropriate agencies to insure that the program selected meets their specific needs. No claims are made by the university about certification or licensure.

* *Subject to Change*

COURSE DESCRIPTIONS

CED. 7000 Advanced Structured Programming with Applications in Pascal and C (3 credits) Building on a foundation in structured programming, students will become proficient in the use of the Pascal programming language. Following structured programming techniques, the "C" programming language will be used to enable students to develop original programs and to convert shell scripts into more efficient "C" programs.

DAIS 7100 Computer-Based Research and Statistics (3 credits) An introduction to data and information analysis and inference.

CED. 7110 Data Analysis for Educators (MOE) (3 credits) The CED student will pursue one of the following majors: economic analysis of proposed resource commitments, analysis of different alternatives, and risk analysis for each case; information theory, and its application to education; recommendation of guidelines to the selection of the "best" solution in relation to education.

DAIS 7200 Strategic Management (3 credits) An introduction to MIS systems projects involvement with top management strategy formulation and implementation.

CED. 7210 Finance and Budgeting in Education (MOE) (3 credits) The CED student will become expert in one of the following areas: the role of information systems in education and how they relate to educational objectives and organizational structures; comparison of the information system plan to the organizational strategic plan; identification of the key organizational objectives and development of an information system to support these objectives.

DSTL 8400 Human Factors in Software and Courseware Design (3 credits) An introduction to the human interface in information projects.

CED. 8415 Curriculum and Learning Theory (MOE) (3 credits) The basic theories of learning, the use of these theories in the management of learning, and the application of learning theory and research to computer-based learning (CBL) constitute the main focus. Students will review various curriculum theories and become familiar with common instructional design models. Students will explore the psychology of software design and the relationship of curriculum design to computer-based learning (CBL) so they can create a curriculum project.

DAIS 8500 Database Management Systems, Text Processing and Information Retrieval (3 credits) An introduction to database management systems, data communications, and networks.

CED. 8515 Relational Databases in Education (MOE) (3 credits) The CED student will strengthen his/her education in one of the following topics : database concepts, hierarchical and plex structures, relational databases, normalization techniques, query languages, database management, and database administration; study of the impact of communications technology in education; database and data communications requirements in relation to education.

CED. 8600 Software and Courseware Design (3 credits) Topics include: the design, development, and evaluation of software and courseware along with documentation, packaging, and marketing; the evaluation, examination and use of authoring systems; the analysis of current methods and practices in the field of computer-based training design; documentation, security, and database management; an introduction to CAI authoring systems in a UNIX environment, c-pilot, learn, course writers workbench, prolog, and inference.

DAIS 8700 Systems Analysis, Expert Systems and Artificial Intelligence
(3 credits) The principles of systems analysis and design are presented in a context of artificial intelligence applications. An approach to the design of systems is highlighted using examples of expert systems.

CED. 8710 Artificial Intelligence and Expert Systems for Education
(MOE) (3 credits) These include: principles of decision making using knowledge-based examples (design expert systems with commercial shells); analysis of complex situations through problem analysis; tools for model building: simulation, optimization, statistical analysis, and scheduling; the information systems design process; systems software solutions to the information systems problems in education; artificial intelligence and application of expert systems in education (a PROLOG example).

DOCTOR OF SCIENCE IN INFORMATION SYSTEMS

The Doctor of Science in Information Systems (DSIS) is designed for professionals working in business, government, or industry who are involved with the planning, design, implementation, and management of information systems. The curriculum integrates information systems technology and information concepts and processes without overlooking essential problem solving and decision-making elements to which technology applies. The focus of research activities combines technology and managerial issues with substantial emphasis on information systems applications.

This advanced degree program combines individual study, computer-based learning, teleconferences, campus seminars and institutes, regional symposia, and applied research projects that encourages students to make significant contributions to their organizations. This program seeks to develop students' knowledge and skills in the current and emerging technologies.

This information systems doctoral program is designed for those professionals who hold the following or similar positions:

Computer Software Engineer
Planning Analyst
Systems Analyst
Project Manager
EDP Administrator

CURRICULUM

Courses are specifically designed for the intellectual development and direct application of technology, and seminars are complemented by computer-based learning delivery systems. These courses are taught by experts in their fields. Online interactive learning methods and teleconferencing are used throughout the instructional sequence. The courses are --

DSIS	7000	Emerging Computer and Information Technologies for Information Systems Design
DAIS	7100	Computer-Based Research and Statistics
DSIS	7110	Data Analysis for Information Systems
DAIS	7200	Strategic Management
DSIS	7210	Finance and Budgeting in Information Systems
DSTL	8400	Human Factors in Software and Courseware Design
DSIS	8410	Design of Human Interfaces to Information Systems
DAIS	8500	Database Management Systems, Text Processing and Information Retrieval
DSIS	8510	Relational Databases in Organizations
DAIS	8700	Systems Analysis, Expert Systems and Artificial Intelligence
DSIS	8710	Artificial Intelligence and Expert Systems for Decision Support Systems
DSIS	8800	Planning and Policy Formulation in Management Information Systems

Other requirements include two practicums and a dissertation. Practicums enable students to investigate a situation directly related to activities within their own institutions or organizations and to translate course theory into practice. The dissertation is the main focus of the final year of study.

Each student is expected, with the help and approval of an advisor, to select a topic that is appropriate and of sufficient scope to satisfy this requirement. Students should be able to reach conclusions and offer recommendations that have the potential of contributing to the improvement of professional practice.

Several modes of delivery are provided in the courses: seminars, institutes, computer conferences, computer-assisted instruction on a supermini computer, interactive, on-line, real-time computer discussions with faculty members, electronic mail conversations and electronic delivery of assignments. Final examinations are taken by the students either on-

line or in person at seminar or institute sessions. All other written assignments are forwarded through electronic mail and stored in central databases.

Computer-based doctoral programs offer two options for attendance: *Seminars* (commence Friday evening and adjourn on Saturday evening), or *Institutes* (five to seven day sessions). The seminars are held every three months in Ft. Lauderdale, Florida.. Institutes are held twice a year in Ft. Lauderdale, Florida. In addition to institutes and seminars, *Regional Symposia* are held in four regions of the United States; 1991 sites are Phoenix, AZ, Cincinnati, OH, Atlantic City, NJ and Jacksonville, FL. Symposia are held approximately every three months and are open to prospective and current students.

Both the institutes and the seminars consist of presentations by recognized authorities, small group discussions and workshop sessions. The latest developments in digital computers, telecommunications and information science will be demonstrated. Seminar study materials are provided to each student. Students are responsible for their own lodging and travel expenses.

ADMISSION REQUIREMENTS

- A completed application with a \$30 nonrefundable application fee
- A master's degree from a regionally accredited college or university; however, a bachelor's degree is appropriate in applying for the four-year combined program.
- Current employment in a related field
- A minimum of two years of professional experience
- A G.R.E. score or completion of a portfolio with appropriate work experience and credentials
- Three letters of recommendation
- Official transcripts of all prior graduate and undergraduate work

TUITION

Tuition is \$4950 per year.* This is a planned three-year program. There is a \$60 yearly registration fee. Included in the tuition is limited computer on-line time as well as communication software and courseware necessary to complete the program. Textbooks are not included in the tuition.

COURSE DESCRIPTIONS

DSIS 7000 Emerging Computer and Information Technologies for Information Systems Design (3 credits) A design course using developing computer concepts, software systems, telecommunications, and videodisc systems. The DSIS student will develop specific competence in one of the following areas: emerging computer architectures, computer operating systems, and their implications for information systems design and operation (RISC, ASIC, VLSI, etc.); fourth generation languages and their application to information systems;- CD-ROM and optical disc technologies; telecommunications and data communications technologies (ISDN, changing standards, direct broadcast satellites and VSAT.)

DAIS 7100 Computer-Based Research and Statistics (3 credits) An introduction to data and information analysis and inference.

DSIS 7110 Data Analysis for Information Systems (MOE) (3 credits) The DSIS student will pursue one of the following areas: economic analysis of proposed resource commitments, analysis of different alternatives, and risk analysis for each case; information theory, and its application to information systems; recommendation of guidelines to the selection of the "best" solution in relation to information systems.

DAIS 7200 Strategic Management (3 credits) An introduction to MIS systems projects involvement with top management strategy formulation and implementation.

DSIS 7210 Finance and Budgeting in Information Systems (MOE) (3 credits) The DSIS student will become expert in one of the following areas :the role of information systems in organizations and how they relate to organizational objectives and organizational structures; comparison of the information system plan to the organizational strategic plan; identification of the key organizational objectives and development of an information system to support these objectives.

DSTL 8400 Human Factors in Software Design (3 credits) An introduction to the human interface in MIS projects.

DSIS 8410 Design of Human Interfaces to Information Systems (MOE) (3 credits) The DSIS student will further develop his/her expertise with one of the following subjects : ability to hear others and listen to others; analysis of task-oriented behaviors and time constraints in an organizational setting; prediction of future behavior in terms of commonly used variables of economics and psychology; optimization of the chances of implementing with success an information system in your organization.

DAIS 8500 Database Management Systems, Text Processing and Information Retrieval (3 credits) An introduction to database management systems, data communications, and networks.

DSIS 8510 Relational Databases in Organizations (MOE) (3 credits) The DSIS student will strengthen his/her education in one of the following topics: database concepts, hierarchical and plex structures, relational databases, normalization techniques, query languages, database management and database administration; study of the impact of communications technology on information systems; database and data communications requirements in relation to information systems.

DAIS 8700 Systems Analysis, Expert Systems and Artificial Intelligence (3 credits) The principles of systems analysis and design are presented in a context of artificial intelligence applications. An approach to the design of systems is highlighted using examples of expert systems.

DSIS 8710 Artificial Intelligence and Expert Systems for Decision Support Systems (MOE) (3 credits) These include: principles of decision making using knowledge-based examples (design expert systems with commercial shells); analysis of complex situations through problem analysis; tools for model building: simulation, optimization, statistical analysis, and scheduling; the information systems design process; systems software solutions to the information systems problems in organizations; artificial intelligence and application of expert systems to decision support systems (a PROLOG example).

DSIS 8800 Planning and Policy Formulation in Management Information Systems (3 credits) This course is also specially designed for the DSIS students to provide: a thorough background of information systems planning in the total environment: legal, social, and technological implications; the overall information needs of an organization and the role of information systems in providing them, and the relationship between administrative and management issues and the administration of the information systems functions; the impact of information technology on society and the political issues involved; the relation between the information systems project and the external environment; its impact on the economic, social, political and technological structures; implementation of an information system.



CENTER FOR COMPUTER AND INFORMATION SCIENCES

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