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1991

Center for Computer and Information Sciences Application Package

Nova Southeastern University

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CENTER FOR COMPUTER
—AND—
INFORMATION SCIENCES

TRAINING AND LEARNING

The training and learning specialization is designed for individuals who want to enhance their training skills through utilizing computer-based training (CBT) and computer-assisted instruction (CAI) applications in the training setting. The new demands on specialists in the field of training require them to collect the appropriate information and package it in a form that leads to cost effective and efficient training programs. Students in this specialty area learn new techniques in the design and application of CBT and CAI software for training purposes.

CURRICULUM

The core courses are completed through a computer-based learning delivery system available to the students in their locale. Online interactive learning methods and teleconferencing are used throughout the instructional sequence.

Regardless of the specialization selected, students will be scheduled to take a common core of eight courses. In addition, students will then complete four specialization courses, including a practicum component offered in two parts. The common core courses and specialization courses are listed. (3 credit hours per course)

COMMON CORE COURSES

- An Introduction to Digital Computers and Telecommunications
- Online Information Systems
- Statistics, Measurement, and Quality Control
- The Theory of Human Factors
- Database Management Systems
- Systems Analysis and Design
- Strategic Management, Leadership, and Finance
- Case Analysis

SPECIALIZATION COURSES
Training and Learning:

- MSTL 5540   Courseware and Software Design Systems
- MSTL 5541   Emerging Technologies in Computer-Based Training
- MSTL 5509   Practicum Proposal in Training and Learning
- MSTL 5510   Practicum Report in Training and Learning

The practicum (5509 and 5510) enables students to investigate a situation directly related to activities within their own institutions or organizations and translate course theory into practice.

CORE COURSE DESCRIPTIONS

MSTL 5501 An Introduction to Digital Computers and Telecommunications Students are required to demonstrate mastery of key concepts and rules pertaining to the use of digital computers and the UNIX operating system. Topics include: UNIX tools, data communications, uploading and downloading files, text formatting with nroff, text editing with ex, ed, vi, and sed. Students learn to apply applications packages that run under the UNIX system.

MSTL 5502 Online Information Systems Topics include computer-based information telecommunications networks such as DIALOG (ERIC), etc. Other topics include: teleconferencing, video-disc technology, and the electronic office. Key concepts of the telecommunications industry are presented. Online work is provided in UNIX network applications (uucp, TIP, Usenet, kermit protocols) and also in DIALOG search and retrieval simulations.

MSTL 5503 Statistics, Measurement, and Quality Control Course content includes the various sampling techniques, descriptive statistics, non-parametric statistics, inferential statistics, survey construction, evaluation methodologies, quality control techniques, and the application of computer statistical packages to problems.

MSTL 5505 Database Management Systems The Ingres relation DBMS is used to assist students in the development of databases for use in professional settings. Topics include database concepts, data dictionaries, data directories, query languages, database administration, management of data, menu design, and database planning.

MSTL 5507 The Theory of Human Factors Course content includes the principles of psychology applied to computer-based education and training; ergonomics of computer environments; learning theory in training and adult education; visual dimensions; instrumentation for human factors design; design rules; human limitations and capabilities in design; and design teams.

This course is further developed to include sections on: major theories of instructional theory and design; the exploration of instructional systems tools in the UNIX operating system and their applications to educational settings; the application of the theories of learning to the development of computer-based systems in training programs and in educational settings; the relationships between the information systems project and the external environment and its impact on the economic, social, political, and technological structures; the planning of information systems and their relationship to organization structures.

MSTL 5508 Systems Analysis and Design The principles of systems analysis and design are presented and include the analysis of complex situations, problem analysis, and model building; the design process and the implementation of an operational system from its logical design; Artificial Intelligence and the application of expert systems; and model building (simulation, optimization and scheduling).

This course is further developed to include sections on: CBT courseware development, standards in computer-based learning systems design, and the systems approach to project planning and evaluation; the principles of design and decision making through building models of complex systems; the integration of the appropriate software solutions to the information systems needed by organizations.

MSTL 5511 Strategic Management, Leadership and Finance Presented in this course, to provide opportunities for students to demonstrate skills in the management of work organization, are methods of strategic management: strategic planning, portfolio analysis, strategy formulation, leadership, and strategies for changing structure. Concepts in finance include budgeting, cost studies, financial ratio analysis, and funds flow.

This course is further developed to include sections on: administrative and management applications of new technologies; administrative and management techniques, and technological developments that can improve the management process.

MSTL 5512 Case Analysis Cases from the Harvard Business School Case Service are used by students to develop creative approaches to training program design. Emphasis is placed on designing alternative systems through use of the following methodologies: brainwriting, cross-impact analysis, critiques of science fiction stories, and scenario writing. Computer conferences are used to promote discussion. An online (searchable) database of a case prepared by students serves as a learning resource in this course.

This course is further developed to include sections on: specialized project in the K-12 setting; specialized project in adult education; higher education; or vocational, technical, or occupational settings

SPECIALTY COURSE DESCRIPTIONS

MSTL 5509 Practicum Proposal in Training (Part I) Students are required to produce a proposal of publishable quality on a CBL design project. Upon approval of their proposal, students will be able to produce the final practicum report.

MSTL 5510 Practicum Report in Training (Part II) Students are required to produce a final report of publishable quality on a CBL design project. This report will become part of the online student practicum database.

MSTL 5540 Courseware and Software Design The design, development, and evaluation of software and courseware along with documentation, packaging, and marketing is presented in this course. Authoring systems are examined and methods of computer-based training (CBT) design, documentation and security are also included. UNIX is used as a host for several CAI authoring systems. Several different authoring systems are presented (LEARN and the Instructional Workbench in the UNIX system, PLATO, TICCIT, PILOT, etc.). Guided design techniques are used in the application of UNIX systems to training programs.

MSTL 5541 Emerging Technologies in Computer-Based Training) The implications of emerging computer arcitectures and work stations to the field of training is the subject of this course. Topics include: authoring languages, training systems and their applications; CD-ROM and optical disk technologies; and telecommunications and data communications.

INFORMATION SYSTEMS

The information systems specialization is designed for individuals who work or would like to work in the capacity of integrating organizational functions with computer technology. The curriculum introduces information systems concepts and processes within the framework of organizational functions, management knowledge, and technical information systems knowledge. Students choosing this specialty gain the ability to develop and implement an information system structure for an organization based on the understanding that the information system function in an organization is essential.

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-   An Introduction to Digital Computers and Telecommunications
-   Online Information Systems
-   Statistics, Measurement, and Quality Control
-   The Theory of Human Factors
-   Database Management Systems
-   Systems Analysis and Design
-   Strategic Management, Leadership, and Finance
-   Case Analysis

SPECIALIZATION COURSES
Information Systems:

-   MSIS 5540   Planning and Policy , Formulation in Management Information Systems
-   MSIS 5541   Emerging Technologies in Information Systems
-   MSIS 5509   Practicum Proposal in Information Systems
-   MSIS 5510   Practicum Report in Information Systems

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SPECIALTY COURSE DESCRIPTIONS

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MSIS 5510 Practicum Report in Information Systems (Part II) Students are required to produce a final report of publishable quality on a project in information systems. This report will become part of the online student practicum database.

MSIS 5540 Planning and Policy Formulation in Management Information Systems This course is specifically designed to provide a thorough background on information systems planning. Topics include: the overall information needs of an organization and the role of information systems in providing them; the relationship between administrative and management issues and the administration of the the information systems functions; and the relationship between the information systems project and the external environment.

MSIS 5541 Emerging Technologies in Information Systems An introduction to computer architecture, computer operating systems, and their interrelations, are presented in this course. Topics include: structured programming concepts, data organization and file processing; hardware and software requirements in relation to information systems; and fourth generation languages and their applications to information systems.

NOVA UNIVERSITY is an independent, nonsectarian, nonprofit university chartered by the state of Florida in 1964. It is located on a 200-acre main campus west of Fort Lauderdale at 3301 College Avenue in Davie, with additional locations in downtown Fort Lauderdale, Coral Springs, and Port Everglades. Its nine centers of study offer campus-based undergraduate and graduate programs leading to degrees in education, law, psychology, oceanography, computer and information sciences, social sciences, and business and public administration. As an acknowledged leader in field-based degree programs, Nova Offers courses of study leading to the bachelor's, master's, educational specialist, and doctoral degrees in education, in business and public administration, in psychology, and in physical, social, and computer and information sciences.

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 humankind. Nova University's centers and programs share a common mission to educate students for leadership roles in a variety of professions. Students develop a sense of professional ethics and responsibility and learn to appreciate the role of the professional as a key individual in society. Nova programs stress the critical relationahip between theory and practice; they reinforce and test classroom experience through applied research and industrial experience as integral parts of academic experience. Nova University extends its resources to provide educational opportunities to working professionals nationwide, with its 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.

CENTER FOR COMPUTER AND INFORMATION SCIENCES

Nova University has become a major force in 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 a 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.

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

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.

PROGRAM INFORMATION

COMPUTER-BASED Several modes of delivery are provided in the courses: summer and winter institutes; computer conferences; instruction on a supermini computer; interactive, online, real-time computer discussions with faculty members (ECR); electronic mail conversations; and electronic assignment delivery. Final examinations are taken both online and during the institutes. All other assignments are forwarded through electronic mail and electronic classroom sessions (ECRs) and are stored in central databases.

Much of the work on assignments is done offline and then uploaded to the student's home directory from which it can be electronically mailed to their professors. It is highly recommended that all students know how to use the uploading and downloading (file transfer) capabilities of their communications software prior to beginning the program. It is also essential that new students be familiar with their word-processing software before they begin their first course.

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 admissions.

The entire program for the Master of Science degree is designed to be completed in 18 to 24 months. Each applicant must satisfy the following requirements in order to be accepted into the program:

- Official transcripts of all prior graduate and undergraduate work
- A bachelor's degree from a regionally accredited college or university
- A G.R.E. score or completion of a portfolio with appropriate work experience and credentials
- Three letters of recommendation
- A completed application with a $30 application fee
- A 2.5 undergraduate G.P.A.

TUITION Tuition is $240 per credit hour. There is a $60 yearly registration fee. Students may register at any time during the year. Included in the tuition are study guides and instructional materials. Students must purchase the textbooks. All tuition and fees are subject to change.

FEES AND TUITION POLICY The application must be accompanied by a $30.00 check made payable to Nova University. This is a one-time nonrefundable fee. Master's students must maintain continuous enrollment in the program by both registering and paying all tuition fees. Students register for two courses during each three-month term, four times per year at $240 per credit hour. In addition, there is a $15 registration fee for each three month term. Master's students going beyond two years enter continuing services at an additional charge equivalent to a single three-credit-hour course. Students will receive 10 hours of on-line time per course included in the tuition. If additional time is needed, it can be purchased at the rate of $15 per hour. This cost includes both the time on the Nova host computer and the cost of Tymnet. There is no extra charge for students who can dial Tymnet as a local number. Otherwise, students will be required to pay their own toll access charges to the nearest Tymnet location. If access to your Tymnet node is not a local call, additional toll charges may run $5 to $15/hour. (Access is available world-wide; however, charges are significantly higher from

outside the United States). Students who go over the connect hours purchased at the time of registration will be billed for additional time at the rate of $15.00 per computer-connect hour. The charge per computer-connect hour on Nova's host in excess of the total hours purchased, is billed whether a student accesses the University computer over Tymnet or by direct dialing (local direct dial, long distance dial, from an on-campus terminal in a lab or other facility).

OTHER EXPENSES Instructional costs for the institutes are included as part of the student's tuition. However, lodging, travel expenses for the institutes, and textbooks are the student's responsibility.

In addition, students must purchase their own computer equipment and modem if they do not currently own these. Students should plan to use an IBM personal computer system or a fully compatible (100 percent) clone. It is the student's responsibility to determine that the clone is fully compatible. This will ensure that the student can make use of CCIS developed instructional software and other applications. Future plans for courseware development in the CCIS are based on MS DOS 4.0 or higher. DOS 2.0 and higher may be used for online work, but local work using Nova generated diskettes may not always run on these earlier versions of MS DOS. This operating environment and applications, such as Windows or CT, may require the use of memory beyond the 640Kb limit found in earlier MS/PC- DOS. Support for Apple II e/c/GS series computer systems is VERY limited and our experience has shown that these systems have had severe shortcomings with the terminal emulation needed on the UNIX system. MacIntosh computer systems are currently being used on campus but limited support is anticipated for online use of these systems.

STUDENTS ARE ADVISED TO CONTACT THE CENTRAL CCIS OFFICE IF THEY ANTICIPATE PURCHASING A NEW SYSTEM PRIOR TO JOINING THE PROGRAM.

TUITION PAYMENT POLICY Tuition is due in full at the time of registration. Any outstanding balance against previous tuition may delay registration. A late fee of $25 is assessed on late tuition payments. There is a readmission fee of $30 (for those who withdraw and then are permitted to reenter the program).

Individuals receiving tuition reimbursement from employers are requested to pay the University directly and request reimbursement from their companies as they complete their courses. However, there are some instances in which students can attach a letter from their employers to the registration form that formally requests that billing be made directly to the student's company. Tuition may be paid by check, money order, Mastercard,

may be paid by check, money order, Mastercard, American Express, Choice, or Visa. Students must sign and return registration forms with the proper remittance. Please call Accounts Receivable at 305-475-7614 for more information.

REFUNDS Students notifying the center of their intention to withdraw from the program prior to the beginning of a new term will be entitled to a full refund of all monies paid, with the exception of the $30.00 nonrefundable application fee and any or all unused online time.. Withdrawing prior to the end of the third week after a new term begins entitles students to a 60 percent refund of tuition. Refund credit will not be given after the end of the third week of a new term. In regard to refund of online fees, the adjustment will depend on the hours used. If an applicant is rejected all monies will be refunded except the nonrefundable $30.00 application fee.

REGISTRATION POLICY Occasionally a student is faced with a temporary personal crisis and cannot keep up . Students who must withdraw may petition in writing to reenter the program, picking up the coursework following the last completed course. This may be done only once, and students will be expected to follow any regulations applying to the new cohort. Students who do not have current "registered" status with the University CANNOT RECEIVE ONLINE SERVICES. (A continuing service registration is used for students wishing to make up Incomplete grades.)

WITHDRAWAL To withdraw from the program, either temporarily or permanently, students must inform the Admissions Office in writing to be eligible for allowable refunds.

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. Students who withdraw and reenter are assessed a readmission fee of $30.00 and are subject to the prevailing tuition rate and other program regulations and requirements at the time of readmission.

PROGRESS RECORDS The Center for Computer and Information Sciences maintains progress records on each student. The University periodically furnishes each student with a working transcript, which shows the current status of grades and earned quarter hours for all courses completed and/or attempted, plus grades for courses in which the student is currently enrolled.

GRADING SYSTEM FOR THE MASTERS PROGRAMS Faculty for the Masters CCIS programs assign grades to coursework according to the following system:

Grade	Achievment Rating	Quality Points
A	Excellent	4
B	Satisfactory	3
C	Marginal Pass	2
F	Failure	0
P	Pass (used for practicums)	
I	Incomplete	
PR	In Progress (practicums only)	
W	Withdraw	

INCOMPLETE (I) Indicates that the student has not completed the course requirements and that the instructor has given additional time to do so. An "I" grade is not routinely assigned in courses, only when there are mitigating circumstances to prevent completion of the course requirements.

Incompletes may be assigned at the discretion of the instructor at the request of the student. Should the instructor choose to assign an incomplete, an incomplete contract is to be completed and signed by both the instructor and the student, with the original kept on record in the Program Office. If not, it becomes an "F" (Fail). Students who receive two FAIL grades will be dismissed from the program and may not be readmitted.

ACADEMIC STANDING The grading policy for the master of science degree in the CCIS center requires the student to maintain a minimum cumulative grade point average of 3.0. In addition, there are other minimum requirements. Failure to meet them will result either in academic probation or dismissal as detailed below.

PROBATION Academic probation is automatic when any of the following conditions exist:
1. A grade of F is assigned. Additionally, a student receiving a grade of F in any course must repeat the course in the next semester.
2. Students who achieve a grade point average of 2.5 or lower for the first four completed courses will be dismissed from the program. Students with a grade point average greater than 2.5 but less than 3.0 for the first four completed courses will be placed on academic probation. Such students are counseled as to the number of courses they may take in order to facilitate the raising of their averages. No more than four additional courses may be taken without achieving an overall grade point average of 3.0.
3. Should a student's grade point average fall below 3.0 after the initial completion of four courses, he or she is placed on probation. The student is allowed one academic year to bring the grade point average up to the 3.0 minimum. Failure to achieve the minimum at that time results in dismissal from the program.

DISMISSAL   Dismissal is automatic from the master's program in the CCIS when academic probation extends beyond one year, when a student is assigned three or more grades of C, and/or when a student is assigned two or more grades of F and/or NO PASS. Individuals who fall under these specified conditions will be dismissed from the program and will not be eligible for readmission.

CAMPUS RESIDENCY   Students are required to attend two institutes at the Nova main campus. The institutes are scheduled to be held in January and July. Networking with colleagues and professionals in the field also takes place at the institutes and is an important element of the program. Students participate in a variety of activities such as presentations, informal interactions, lectures, discussions, institute activities related to their coursework, and completion of exams. This event brings together students from all geographic locations served by the program. Instructional costs for the institutes are included as part of the students' tuition. Students are required to provide their own lodging and travel expenses for the institutes.

EXAMINATIONS   Examinations are scheduled online and during institutes. A final examination is required for each course.

COURSE LOAD   The master's courses are presented in a well-defined sequence. During the first year, students are advised to register for two courses per term in order to make steady progress, and thereby result in the completion of the master of science degree in 18 months or two years.

Each course is designed as a single integrated experience. In keeping with the cohort concept also, there is evidence that the group identity of a cohort is an important supportive mechanism for students in computer-based programs. The master of science program in computer-based learning is therefore offered as a TOTAL program.

COURSE SEQUENCE   While it is preferred that students follow the course sequence, occasionally a student may fall behind due to extra work or personal reasons and then request a lighter course load. The master of science program has been designed to accommodate these circumstances.

TRANSFER OF CREDIT   Up to six semester hours of prior graduate work may be transferred into the program if the content was directly related to the work required in this program and it was offered at the same or a higher academic level. These credits must be from an accredited institution. The student must have received a grade of "B" or better in all credits considered for transfer, and credits must have been earned within the past five to eight years. Transfer credits will not be taken into account when computing the student's grade point average.

EQUIVALENT EXPERIENCE   Up to three hours of credit may be granted for skills acquired in nonacademic settings if the student can show these skills at the level required in the program. At least 27 credits in the degree program must be completed through Nova University. In order for the student to receive equivalent experience credit the student must submit the following items: a written request for an evaluation accompanied with a $50.00 evaluation fee; a detailed description (approximately two pages) of the experience gained; and a letter from a supervisor confirming the student's experience and competence in the study area. To gain equivalent experience credit, the student must also take the final exam in the applicable course and receive a passing grade (a B or better) on the final exam. Equivalent experience credits will not be taken into account when computing the student's grade point average.

GRADUATION REQUIREMENTS   To be eligible for graduation a student must fulfill the following requirements:

1. Successful completion of ten three-quarter hour courses (four common core courses, two advanced core courses, and four specialization courses),
2. Successful completion of a three-quarter credit hour practicum proposal (Part I) and successful completion of a three-quarter credit hour practicum final report (Part II),
3. Attendance at two institutes on the Nova University's main campus in Fort Lauderdale, Florida,
4. Attainment of a grade point average of 3.0 or higher,
5. Payment of all tuition and fees,
6. Completion of a graduation form at the time of registration for the student's final term of course work.

TIME LIMITATIONS   Total credit for the entire program is 36 credit hours. All requirements must be completed within seven years of the student's official start date. This time limit is a matter within the discretion of each academic program.

FOUR-YEAR COMBINED MASTER'S/ DOCTORAL OPTION

In addition, the Center for Computer and Information Sciences offers a four-year combined master's and doctoral option in:

> Computer Education (MSCE/CED)
> Information Technology and Resource
>   Management (MITRM/DISc)
> Information Systems (MSIS/DSIS)
> Training and Learning (MSTL/DSTL)

Students interested in this option must first be accepted into the master's program. Once students have completed eight courses (and earn 24 credits) in the master's program, with a grade point average of

at least 3.25, and attended one summer institute, they may be accepted into one of the corresponding doctoral programs. (Students must also fulfill all other doctoral admission requirements.)

Upon acceptance into the doctoral program and after the completion of 12 credits in the doctoral program, the student is awarded the Master of Science degree. These 12 credits also count toward the doctoral degree, thereby reducing the total time needed to acquire both degrees if they had been taken separately. Once admitted into the doctoral program, students follow the format that pertains to doctoral students. For more information about this option, interested individuals should write to the Program Director of the specific doctoral program to which they are seeking admission.

ADMINISTRATION

INFORMATIONAL PHONE NUMBERS

Registrar's Office   (305) 475-7400 or
(800) 541-6682, Ext. 7400

Student Housing   (305) 475-7052 or
(800) 541-6682, Ext. 7052

INTERNATIONAL STUDENTS
International Student Advising Service
(305) 475-7413 or (800) 541-6682, Ext. 7413

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 American Culture and Language Institute, or a minimum of 550 on the TOEFL (Test of English as a Foreign Language) exam.

AMERICAN CULTURE AND LANGUAGE INSTITUTE
(305) 475-7430 or (800) 541-6682, Ext. 7430

The American Culture and Language Institute provides students from non-English language backgrounds with English language proficiency through one of two curricular emphasis: 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 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 AND BENEFITS
(305) 475-7413 or (800) 541-6682, Ext. 7413

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 six-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 (800) 541-6682, Ext. 7411

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 United States 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.

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 Office of University Registrar. However, the registrar's office 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; and 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 1 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.

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.

ORIGINAL WORK AT NOVA UNIVERSITY
At Nova University it is plagiarism to represent another person's work, words, or ideas as ones own without use of a University recognized method of citation.

Assignments such as course preparations, exams, tests, projects, term papers, and practicums must be the original work of the student. Original work may include the thoughts and words of another, but if this is the case, those ideas or words must be indicated in a manner consistent with a University-recognized form and style manual. Violation of the requirement of original work constitutes plagiarism at Nova University and may result in disciplinary action up to and including termination from the institution.

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 the 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.

REFERENCING THE WORK OF ANOTHER AUTHOR
All academic work submitted to Nova University for credit or as partial fulfillment of course requirements must adhere to the accepted 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. It is recommended that students acquire a style manual appropriate to their program of study and become familiar with accepted scholarly and editorial practice.

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's responsibility to check with the appropriate agencies to ensure that the program selected meets their specific needs. No claims are made by the University about certification or licensure.

RESERVATION OF POWER
Nova shall reserve the right to amend, modify, change, add to, or delete from such rules and regulations that may affect its relations with its students, as may be prescribed by law or deemed necessary by the administration. Further, Nova reserves the right to change academic requirements, curriculum, tuition, and/or fees when in the judgment of the administration such changes are required.

INFORMATION TECHNOLOGY AND RESOURCE MANAGEMENT

The information technology and resource management specialization is designed for individuals working or planning to work as information professionals in business, industry, government, or the military. This concentration emphasizes major theories of information science with management services, database organization and management, and online storage and information retrieval techniques.

CURRICULUM

The core courses are completed through a computer-based learning delivery system available to the students in their locale. Online interactive learning methods and teleconferencing are used throughout the instructional sequence.

Regardless of the specialization selected, students will be scheduled to take a common core of eight courses. In addition students will then begin their major and complete four specialization courses, including a practicum component offered in two parts. The common core courses and specialization courses are listed. (3 credit hours per course)

COMMON CORE COURSES

- An Introduction to Digital Computers and Telecommunications
- Online Information Systems
- Statistics, Measurement, and Quality Control
- The Theory of Human Factors
- Database Management Systems
- Systems Analysis and Design
- Strategic Management, Leadership, and Finance
- Case Analysis

SPECIALIZATION COURSES
Information Technology and Resource Management:

- MIRM 5540   Telecommunications in Information Technology & Resource Management
- MIRM 5541   Emerging Technologies in Information Technology & Resource Management
- MIRM 5509   Practicum Proposal in Information Technology & Resource Management
- MIRM 5510   Practicum Report in Information Technology & Resource Management

The practicum (5509 and 5510) enables students to investigate a situation directly related to activities within their own institutions or organizations and translate course theory into practice.

CORE COURSE DESCRIPTIONS

MSTL 5501 An Introduction to Digital Computers and Telecommunications Students are required to demonstrate mastery of key concepts and rules pertaining to the use of digital computers and the UNIX operating system. Topics include: UNIX tools, data communications, uploading and downloading files, text formatting with nroff, text editing with ex, ed, vi, and sed. Students learn to apply applications packages that run under the UNIX system.

MSTL 5502 Online Information Systems Topics include computer-based information telecommunications networks such as DIALOG (ERIC), etc. Other topics include: teleconferencing, video-disc technology, and the electronic office. Key concepts of the telecommunications industry are presented. Online work is provided in UNIX network applications (uucp, TIP, Usenet, kermit protocols) and also in DIALOG search and retrieval simulations.

MSTL 5503 Statistics, Measurement, and Quality Control Course content includes the various sampling techniques, descriptive statistics, non-parametric statistics, inferential statistics, survey construction, evaluation methodologies, quality control techniques, and the application of computer statistical packages to problems.

MSTL 5505 Database Management Systems The Ingres relation DBMS is used to assist students in the development of databases for use in professional settings. Topics include database concepts, data dictionaries, data directories, query languages, database administration, management of data, menu design, and database planning.

MSTL 5507 The Theory of Human Factors Course content includes the principles of psychology applied to computer-based education and training; ergonomics of computer environments; learning theory in training and adult education; visual dimensions; instrumentation for human factors design; design rules; human limitations and capabilities in design; and design teams.

This course is further developed to include sections on: major theories of instructional theory and design; the exploration of instructional systems tools in the UNIX operating system and their applications to educational settings; the application of the theories of learning to the development of computer-based systems in training programs and in educational settings; the relationships between the information systems project and the external environment and its impact on the economic, social, political, and technological structures; the planning of information systems and their relationship to organization structures.

MSTL 5508 Systems Analysis and Design The principles of systems analysis and design are presented and include the analysis of complex situations, problem analysis, and model building; the design process and the implementation of an operational system from its logical design; Artificial Intelligence and the application of expert systems; and model building (simulation, optimization and scheduling).

This course is further developed to include sections on: CBT courseware development, standards in computer-based learning systems design, and the systems approach to project planning and evaluation; the principles of design and decision making through building models of complex systems; the integration of the appropriate software solutions to the information systems needed by organizations.

MSTL 5511 Strategic Management, Leadership and Finance Presented in this course, to provide opportunities for students to demonstrate skills in the management of work organization, are methods of strategic management: strategic planning, portfolio analysis, strategy formulation, leadership, and strategies for changing structure. Concepts in finance include budgeting, cost studies, financial ratio analysis, and funds flow.

This course is further developed to include sections on: administrative and management applications of new technologies; administrative and management techniques, and technological developments that can improve the management process.

MSTL 5512 Case Analysis Cases from the Harvard Business School Case Service are used by students to develop creative approaches to training program design. Emphasis is placed on designing alternative systems through use of the following methodologies: brainwriting, cross-impact analysis, critiques of science fiction stories, and scenario writing. Computer conferences are used to promote discussion. An online (searchable) database of a case prepared by students serves as a learning resource in this course.

This course is further developed to include sections on: specialized project in the K-12 setting; specialized project in adult education; higher education; or vocational, technical, or occupational settings

SPECIALTY COURSE DESCRIPTIONS

MIRM 5509 Practicum Proposal in Information Technology and Resource Management (Part I) Students are required to produce a proposal of publishable quality on a project in information resource management. Upon approval of their proposal, students will be able to produce the final practicum report.

MIRM 5510 Practicum Report in Information Technology and Resource Management (Part II) Students are required to produce a final report of publishable quality on a project in information resource management. This report will become part of the online student practicum database.

MIRM 5540 Telecommunications in Information Technology and Resource Management Topics include computer-based information telecommunications networks, electronic mail, packet switching, GTE Telenet and Tymnet, multiplexing modems, handshaking, satellite communications, file protection, and data encryption (security).

MIRM 5541 Emerging Technology in Information Technology and Resource Management The implications of emerging computer architectures and work stations to the field of information technology and resource management is the subject of this course. Topics include: computer-based information, telecommunication networks (OCLC, BRS, DIALOG); CD-ROM and optical disks technologies; and satellite communications, teleconferencing, data security, and encryption schemes.

COMPUTER EDUCATION

The computer education specialization is offered for people employed or seeking employment in an educational setting. Educators with experience in the use of computers and individuals seeking to enter the education field have the opportunity to enhance their knowledge, skills and efficiency in telecommunications, courseware design, structured programming and database management. In addition, computer education emphasized the applications of research and theory in education

CURRICULUM

The core courses are completed through a computer-based learning delivery system available to the students in their locale. Online interactive learning methods and teleconferencing are used throughout the instructional sequence.

Regardless of the specialization selected, students will be scheduled to take a common core of eight courses. In addition students will then begin their major and complete four specialization courses, including a practicum component offered in two parts. The common core courses and specialization courses are listed. (3 credit hours per course)

COMMON CORE COURSES

- An Introduction to Digital Computers and Telecommunications
- Online Information Systems
- Statistics, Measurement, and Quality Control
- The Theory of Human Factors
- Database Management Systems
- Systems Analysis and Design
- Strategic Management, Leadership, and Finance
- Case Analysis

SPECIALIZATION COURSES
Computer Education:

- CED 5572   Introduction to Structured Programming in Pascal
- CED 5573   Advanced Programming in Pascal
- CED 5509   Practicum Proposal in Computer Education
- CED 5510   Practicum Report in Computer Education

The practicum (5509 and 5510) enables students to investigate a situation directly related to activities within their own institutions or organizations and translate course theory into practice.

CORE COURSE DESCRIPTIONS

MSTL 5501 An Introduction to Digital Computers and Telecommunications Students are required to demonstrate mastery of key concepts and rules pertaining to the use of digital computers and the UNIX operating system. Topics include: UNIX tools, data communications, uploading and downloading files, text formatting with nroff, text editing with ex, ed, vi, and sed. Students learn to apply applications packages that run under the UNIX system.

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MSTL 5508 Systems Analysis and Design The principles of systems analysis and design are presented and include the analysis of complex situations, problem analysis, and model building; the design process and the implementation of an operational system from its logical design; Artificial Intelligence and the application of expert systems; and model building (simulation, optimization and scheduling).

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SPECIALTY COURSE DESCRIPTIONS

MSCE 5509 Practicum Proposal in Computer Education (Part I) Students are required to produce a proposal of publishable quality for a project in computer education. Upon approval of their proposal, students will be able to produce the final practicum report.

MSCE 5510 Practicum Report in Computer education (Part II) Students are required to produce a final report of of publishable quality for a project in computer education. This report will become part of the online student practicum database.

MSCE 5572 Introduction to Structured Programming in Pascal Students will develop a systematic approach to problem solving that will result in a plan that can be coded in the Pascal programming language.

MSCE 5573 Advanced Computer Programming in Pascal Building on a foundation in structured programming, students will select an appropriate area for the educational application of computers. They will then create a usable Pascal problem that incorporates advanced techniques to meet an identifiable need.

ADMISSIONS APPLICATION AND FORMS

- **ADMISSIONS APPLICATION**

- **PORTFOLIO FORM**

- **SKILLS ASSESSMENT FORM**

- **RECOMMENDATION FORMS**

- **TRANSCRIPT REQUEST FORMS**

✈ **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

_____ Computer Education Specialization

_____ Information Systems Specialization

_____ Training & Learning Specialization

_____ Information Technology and
Resource Management Specialization

If you are interested in applying to the combined
4 year Master's/Doctoral Option,
please write your program choice below

_____
Program Choice

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 Eligibile for Veteran Assistance (V.A.) benefits? ◻ Yes ◻ No

CENTER SPECIFIC DATA:

Employer: _____

Job Title: _____

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.

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 de-
grees. Nova University practices a policy of nondiscrimination
in employment and admission. Nova University does not dis-
criminate on basis of race, color, age, sex, religion or creed, na-
tional or ethnic origin, or handicap.*

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COMPUTER-RELATED SKILLS
ASSESSMENT FORM
CBL Masters Program

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: _____   _____

GO TO NEXT PAGE

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**COMPUTER-RELATED SKILLS
ASSESSMENT FORM
CBL Masters Program**

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

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    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: _____ _____ _____

GO TO NEXT PAGE

2. Spreadsheet analysis   ____ Yes ____ No

Software Used: _____

3. Database Management   ____ Yes ____ No

Software Used: _____

What type of computer do you have at **home**?

1. IBM or IBM-compatible   ____ Yes ____ No

2. Apple II series   ____ Yes ____ No

3. Apple MAC series   ____ Yes ____ No

4. Other(s): _____

What type of computer are you able to use at **work**?

1. IBM or IBM-compatible   ____ Yes ____ No

2. Apple II series   ____ Yes ____ No

3. Apple MAC series   ____ Yes ____ No

4. Mainframe, Midi, or Mini Computer   ____ Yes ____ No

5. Dedicated Workstation   ____ Yes ____ No

6. Other(s): _____

How many years have you been using a computer?   _____ years

Are you able to use a modem and a computer to
upload and download files?   ____ Yes ____ No

Are you able to use a modem and a computer to
gain access to an electronic bulletin-board?   ____ Yes ____ No

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**PORTFOLIO FORM
CBL Masters Program**

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.)

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RECOMMENDATION FORM
CBL Masters Program

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.

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Date

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.

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

TRANSCRIPT REQUEST FORM
CBL Masters Program

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)

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