

1985

Master of Science in Computer-Based Learning Overview

Nova Southeastern University

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Master of Science in Computer-Based Learning

With a Specialization in Training and Learning



A Computer-Based Program
for Training Professionals Delivered
Through UNIX*

 **NOVA UNIVERSITY**

**Center for Computer-Based Learning
Information Sciences**
3301 College Avenue
Ft. Lauderdale, Florida 33314

*UNIX is a trademark of Bell Laboratories.



Nova University

INFORMATION SCIENCES

3301 College Avenue, Fort Lauderdale, Florida 33314 • 305/475-7047

Dear Fellow Professional:

Enclosed you will find a description and application materials for our Master of Science in Computer-Based Learning (MSCBL) program with a specialization in training and learning technology.

The Center for Computer-Based Learning is now accepting applications. Students can begin the program anytime, as a great deal of student work will be completed using our VAX 11/780 running BSD 4.2 UNIX.

If you are interested in applying to this master's program, please complete the enclosed application form and admissions portfolio form and mail them directly to:

Nova University
Center for Computer-Based Learning
Admissions Office
3301 College Avenue
Ft. Lauderdale, FL 33314

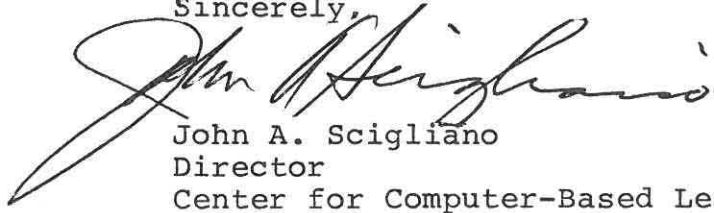
The application form must be accompanied by a check or money order in the amount of \$30.00, payable to Nova University. The remaining credentials should soon follow in order to complete your file for final acceptance:

1. Three letters of recommendation
2. Official transcript(s)

If you should need additional information, please do not hesitate to call 305-475-7047.

Thank you for your interest in our MSCBL program. We look forward to receiving your application.

Sincerely,



John A. Scigliano
Director
Center for Computer-Based Learning

Nova University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's and doctoral degrees. Nova University admits students of any race, color and national or ethnic origin.

NOVA UNIVERSITY
MASTER OF SCIENCE IN COMPUTER-BASED LEARNING
SPECIALIZATION IN TRAINING AND LEARNING
TECHNOLOGY

Introduction

The Center for Computer-Based Learning (CBL) now offers a master's program in computer-based learning with a specialization in training and learning technology. The program has been designed specifically for the education of professionals for jobs in business, industry, and the military. The program is concerned with the educational uses of microcomputers, networking, information management, and telecommunications. Students can earn an advanced degree by using a combination of individual study, computer-based learning, teleconferences, and seminars, while at the same time making significant contributions to their own organizations.

This degree program is delivered in a format similar to the computer-based model that is used in the CBL doctoral programs. All students will begin work at their home locations using their own equipment immediately on acceptance into the program and payment of their first quarterly tuition installment. Their work in the introductory course (an introduction to online computer-based learning) will enable them to communicate electronically and to use the basic features of the UNIX* operating system. They will then start the remaining courses online and participate in online conferences.

**UNIX is a trademark of AT&T Bell Laboratories*

Program Description

The major purpose of the Nova University Master of Science in Computer-Based Learning program is to provide a means for individuals to advance in their professions by applying the latest developments in information handling, computer utilization, telecommunications, and learning theory to their institution or organization. The program facilitates the design and application of learning systems based on emerging technologies in computers and telecommunications. The program enables students to develop automated processes and systems in their work environments that take full advantage of the latest in software and hardware tools. For this reason, the program has been designed to operate in a UNIX environment. The UNIX operating system is rapidly expanding into most fields of computer usage--from mainframe environments to office computers to micros.

The program is based on the premise that training and consulting personnel today are information managers--their role has been similar to the information scientist. The new demands on specialists in the training field require them to collect the "right" information and package it in a form that leads to effective training programs. That is why this program is organized around a core of courses that deals with information management. All of these courses concern the application of the theory and use of the tools of information and computer science. The UNIX operating system was selected to facilitate an environment that nurtures the development of a new cadre of training specialists.

UNIX was developed at Bell Laboratories to foster a cooperative atmosphere among scientists and engineers. This program uses the UNIX system, not only for its extensive set of tools for automation, but also because it facilitates idea sharing and joint projects among the students enrolled. UNIX operates at Nova University on a Digital Equipment Corporation mini/mainframe computer, a VAX 11/780. Students make telephone connection with Nova's computers by dialing phone numbers in their local areas. Package switching makes this facility possible at no additional phone call cost to the student.

Students who do not live in a Tymnet access location will have to pay a toll charge to their nearest local Tymnet number. Students purchase connect time on Nova's computers at the time of registration. Overtime is charged by computer connect hour and telephone time. Telephone charges will vary with the location of the student.

TELECOMMUNICATIONS LINK

Each student will need a personal computer, communications software and a modem, or a terminal with a modem. The student who does not presently own this equipment should talk with a local dealer regarding the requirements necessary to communicate with Nova University's VAX 11/780 and also must be able to upload and download.

COMPUTER-ASSISTED INSTRUCTION

The UNIX system includes numerous software tools in a command interpreter called the shell. The shell enables students to communicate online with professors. It also provides a vehicle for student-to-student dialog about projects and problems. This is accomplished through programs in the shell called "mail" and "write." These utilities enable students and professors to mail documents, to ask questions of professors or certain students or groups of students, and to receive bulletins concerning the program or student progress. UNIX contains a resident CAI authoring system called LEARN through which an extensive amount of the content in the first two core courses is completed. The LEARN system under UNIX enables students to maintain extensive control over their own learning by making it possible for them to use all of the UNIX utilities while they are in any given lesson. Descriptions of the courses are provided on pages that follow.

WRITTEN ASSIGNMENTS AND PROJECTS (PRACTICUM ARCHIVE)

All written assignments are entered online. Students are required to complete satisfactorily one practicum--an applied research project that addresses significant problems in their organizations. This project is reviewed, corrected, and sent back to the student's home directory to be read and filed by the student. A series of text formatters and writing tools is available in the UNIX environment that facilitates speedy and accurate processing of student projects. A master file or archive containing all practicum reports is maintained in the Nova computer for later retrieval by students and professors. The database forms a learning resource from which all students can learn from the work of others enrolled in the program. The database works much like ERIC in the DIALOG system. A special-purpose thesaurus is maintained to facilitate searching in this database.

THE MSCBL STUDENT DATABASE

A great deal of work by students in the program is done on database management systems (DBMS) that run under the UNIX operating system. The major DBMS used in the program is Ingres, a relational database management system. Throughout the master's program the Ingres system serves as a powerful online aid for development work and in the learning process.

CAMPUS EXPERIENCE

While most of the coursework is completed online, students are required to attend two one-week (seven days) seminars at the Nova main campus. Students are encouraged to attend a seminar during the beginning and near the end of the program. Preseminar assignments are given to each student. A computer conference is held prior to each seminar. Seminars and instruction will be provided during the two one-week sessions to augment the online work conducted during the year. Opportunities are provided for in-depth discussions, lectures, video presentations, examinations, and idea sharing among conferees. The emphasis in the seminars is on the key issues in the training profession. In addition, the latest developments in digital computers, telecommunications, and information sciences will be demonstrated. Professionals from universities, government agencies, and industry will serve as presenters. Students are required to provide their own lodging and travel expenses at these on-campus seminars.

EXAMINATIONS

Examinations are scheduled throughout the program. Quizzes are given online, as well as in person during the one-week on-campus experience. Final examinations are required for each core course. At any time students can review their own master record on file in the Nova University central database. Student records are encrypted to protect them from unauthorized reading or writing.

GRADING SYSTEM

The Center for Computer-Based Learning assigns grades to course work in the Master of Science in Computer-Based Learning according to the following system:

GRADE	ACHIEVEMENT RATING	QUALITY POINTS
A	Excellent	4
B	Satisfactory	3
C	Marginal Pass	2
F	Failure	0
P	Pass (<i>used for practicum</i>)	-
I	Incomplete	-
PR	In Progress (<i>used for practicum</i>)	-
W	Withdraw	-

Faculty members are responsible for assigning grades for the courses they teach. Practicum evaluators assign grades for practicums. In most courses, a grade of A, B, C, or F will be assigned based on the instructor's assessment and evaluation of the student's work. Practicums are graded in terms of PASS ("P") or FAIL ("F").

An INCOMPLETE for a course indicates that the student has failed to meet ALL requirements, however, it is reasonable to expect that the student WILL be able to satisfy the requirements. An INCOMPLETE must be made up by the date stipulated in the Policy and Procedures Manual. If not, it becomes a FAIL. Students who receive two FAIL grades will be terminated from the program and may not be readmitted.

STUDENT PROGRESS REPORTS

The Center for Computer-Based Learning maintains up-to-date progress records on each student. Students are given working transcripts, from the Student Services Office, that show the current status of grades and earned semester hours for all courses completed and/or attempted, and for courses in which students are currently enrolled.

TRANSFER OF CREDIT

Up to six semester hours of prior graduate work may be transferred into the MSCBL degree program if the content was similar to the work required in this program and it was offered at the same or higher academic level. These courses must be from an accredited institution, they must be less than ten years old, and the student must have received a grade of "B" or better.

EQUIVALENT EXPERIENCE

Up to three hours of credit may be granted for skills acquired in nonacademic, graduate settings if the student can show these skills at the level required in this program. A fee is charged for such evaluation. At least 27 credits in the degree must be completed through Nova University.

ADMISSIONS

The entire program for the M.S. degree should take about 18 to 24 months to complete. The following requirements must be satisfied by each applicant:

1. A bachelor's degree from a regionally accredited college or university with accompanying transcripts
2. Introductory level computer literacy that includes access to and the ability to use a personal computer and modem
3. A GRE score OR completion of a portfolio form with appropriate work experience and credentials
4. Three letters of recommendation
5. A completed application form

The director of admissions and the Center for Computer-Based Learning staff will make all decisions concerning admissions.

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.

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 CBL office.

TUITION AND FEES

Application fee	\$30.00 (nonrefundable)
Tuition-Master's Level	\$2,700/year for 1 1/2 years or \$112.50/credit
Registration fee	\$15.00 per 3-month term
Online fee	\$140.00/20-hour packet (\$7.00/hr).
Experience Evaluation	\$50/credit

Included in the tuition are the following: study guides, handouts, and case analysis documents. Students must purchase their own textbooks. Students' travel costs for the campus experience are not included in the tuition.

Tuition rates are subject to change. Students are expected to pay tuition in full at the time of registration and may not register for additional courses if they have an outstanding balance against previous tuition.

Computer Time: This cost includes both the time on the Nova mainframe 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 net location.

Current cost for computer time is \$7.00 per hour and must be purchased in 20 hour increments (minimum cost \$140.00). This charge must be paid at the time of registration.

Access to the mainframe computer at Nova is over Tymnet during the hours of 6 P.M.- 7 A.M. Monday-Thursday and from Friday at 6 P.M.- 7 A.M. Monday. There are five holidays during the year when access is available all day: Labor Day, Thanksgiving Day, Christmas Day, New Years Day, and the fourth of July. Special reminders are posted just before these holidays.

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 that or subsequent courses until they are formally readmitted. Students who withdraw and reenter are assessed a readmission fee of \$10.00 and are subject to the prevailing tuition rate. Individuals on withdrawal who wish to be readmitted must complete a readmission form and be approved for readmission by the Admissions Committee of the Master of Science in Computer-Based Learning Program.

Refunds: Students who use no online computer time but who have paid tuition, and notify the Center for Computer-Based Learning 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. Students who withdraw prior to the end of the third week after a new term begins will be entitled to a 60% 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. Tuition may be paid by Mastercard, American Express, Choice, or Visa. Please call Accounts Receivable at 305-475-7614 for more information. Information on Financial Aid and Student Loans can be obtained from our Office of Student Financial Planning and Resources, 305-475-7411.

GRADUATION REQUIREMENTS

To be eligible for graduation students must satisfy the following:

1. Successful completion of ten 3-semester hour courses in computer-based learning (six common core and four major courses),
2. Attendance at two one-week seminars (campus experience) on Nova University's main campus in Fort Lauderdale, Florida,
3. Successful completion of a six-credit action research practicum project,
4. Attainment of a Grade Point Average of 3.0 or higher,
5. Current in all tuition and fees.

All requirements must be completed within seven years of the student's start date.

CURRICULUM

Students will take a common core of six courses and complete an action-research practicum. Each course is of three months duration. The common core courses are listed below with course descriptions followed by the specialty courses. Successful completion of each course (except the practicum) earns a student 3 semester-hours credit. Six semester-hours credit are awarded for successful completion of the practicum.

CORE COURSES

- #1 - CBL 5501 An Introduction to Digital Computers and Telecommunications
- #2 - CBL 5502 Online Information Systems
- #3 - CBL 5503 Statistics, Measurement, and Quality Control
- #4 - CBL 5504 Instructional Theory and Design for CBL
- #5 - CBL 5505 Database Management Systems
- #6 - CBL 5506 Learning Theory, Problem Analysis, and Artificial Intelligence
- #7 - CBL 5509 Practicum in Computer-Based Learning (6 credits)

24 credits

CORE COURSE DESCRIPTIONS:

CBL 5501 An Introduction to Digital Computers and Telecommunications

The student is 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, vi, and sed. Students learn to apply applications packages that run under the UNIX system.

CBL 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).

CBL 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.

CBL 5504 Instructional Theory and Design for Computer-Based Learning (CBL)

The major theories of instructional design are presented. Topics include human problem solving, job analysis, feasibility studies, evaluation of instructional systems, research in media and instruction, and strategies for change in organizations. Instructional systems tools in the UNIX operating system are explored and applications are made to educational settings.

CBL 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.

CBL 5506 Learning Theory, Problem Analysis, and Artificial Intelligence

The goal of this course is to prepare professionals to apply theories of learning to the development of computer-based systems in training programs and in educational settings. Topics include problem analysis in learning systems and the application of AI and expert systems in organizations through the C-Prolog language.

CBL 5509 Practicum in Computer-Based Learning (6 semester hours)

Students are required to produce a report of publishable quality on a CBL design project. This report will become a part of the online student practicum database.

TRAINING AND LEARNING SPECIALIZATION COURSES

3 semester-hours each

#8 - CBL 5531 CAI Authoring Systems

#9 - CBL 5532 Analysis and Design of Computer-Based Training Programs

#10 - CBL 5535 Management and Finance of CBT Programs

#11 - CBL 5536 Special Problems: Case Analyses in Training

12 credits

SPECIALTY COURSE DESCRIPTIONS:**CBL 5531 CAI Authoring Systems for Computer-Based Learning**

Several different authoring systems are presented (LEARN and the Instructional Workbench in the UNIX system, PLATO, TICCIT, PILOT, etc.). Software tools are reviewed along with rules for documentation and formatting of files and directories. Guided design techniques are used in the application of UNIX systems to training programs.

CBL 5532 Analysis and Design of Computer-Based Training

Analysis of training needs through assessment centers and job analysis strategies are presented. Menu and screen design using shellscreens and windows are presented. Computer conferences include discussions of interactive video and computer programs, CBT courseware development, standards in computer-based learning systems design, and the systems approach to project planning and evaluation.

CBL 5535 Management and Finance for CBT

Used in this course, to provide opportunities for students to demonstrate skills in the management of work organizations, are methods of strategic management: strategic planning, portfolio analysis, strategy formulation, leadership, and strategies for changing structure are presented. Concepts in finance include budgeting, cost studies, financial ratio analysis, and funds flow.

CBL 5536 Case Analysis of Training Programs

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 cases prepared by students serves as a learning resource in this course.

CATEGORIES OF COURSES IN THE M.S. IN TRAINING AND LEARNING PROGRAM

Problem Analysis and Systems Design Skills	Quantitative Skills	Computers and Telecommunications Skills
CORE COURSES		
Database Management Systems	Statistics, Measurement, and Quality Control	Digital Computers
Learning Theory, Problem Analysis and Artificial Intelligence		Online Information Systems Instructional Theory
SPECIALTY COURSES		
Case Analysis in CBT		Design of CBT
Management and Finance of CBT Programs		Authoring Systems



Nova University

INFORMATION SCIENCES

3301 College Avenue, Fort Lauderdale, Florida 33314 • 305/475-7047

Dear Applicant:

Attached is the admissions portfolio form for the Master of Science in Computer-Based Learning program. You have the option of completing this form or submitting your score on the aptitude section of the GRE. If you choose to submit a GRE score it must have been taken within the last five years. If you complete the portfolio your application will be reviewed based on the information you provide on this form.

To exercise the portfolio option, please complete each of the eleven sections on the pages attached. Forward the completed form along with the appropriate documentation to:

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



Nova University

INFORMATION SCIENCES

3301 College Avenue, Fort Lauderdale, Florida 33314 • 305/475-7047

Name _____

ADMISSIONS PORTFOLIO FORM

1. EMPLOYMENT HISTORY (Specific job descriptions and dates)

2. GRADUATE COURSES FOR CREDIT

Provide documentation or examples of any of the following items that you feel necessary to support your portfolio.

3. WORKSHOPS, SEMINARS, CONFERENCES, AND SPECIAL MEETINGS (List Topics)

4. PUBLICATIONS, PROPOSALS, AND REPORTS YOU HAVE AUTHORED

5. MAJOR IMPROVEMENT PROJECTS OR INNOVATIONS YOU HAVE INSTITUTED IN
YOUR INSTITUTION OR ORGANIZATION

6. AWARDS, ACHIEVEMENTS, OR SPECIAL RECOGNITION YOU HAVE RECEIVED

7. OFFICES HELD IN PROFESSIONAL ORGANIZATIONS

8. HOW MANY TIMES HAVE YOU RUN FOR OFFICE? _____

NOVA UNIVERSITY

RECOMMENDATION FOR ADMISSION TO THE M.S. IN COMPUTER-BASED LEARNING PROGRAM

Name of Applicant _____

Institution or Organization _____

TO THE APPLICANT: One of the forms should be completed by an administrator or supervisor who can indicate the nature of your performance. Three (3) recommendation forms are required.

TO THE EVALUATOR: The individual named above has made application to the M.S. in Computer-Based Learning program. One of the steps in the admissions process requires each applicant to obtain three (3) letters of recommendation from administrators or supervisors denoting that the applicant has performed satisfactorily in his or her work. The items listed below concern the applicant's performance on the job. Your appraisal of the applicant will be used to help determine if the M.S. in Computer-Based Learning program is appropriate for this person. Please rate the applicant on the following items:

1. Attitude toward work	Somewhat negative	Average	Positive
2. Motivation toward work			
	Low	Average	High
3. Ability to carry out tasks			
	Low	Average	High
4. Resourcefulness in identifying & carrying out tasks			
	Low	Average	High
5. Emotional Control			
	Unstable	Usually well balanced	Always well balanced
6. Interpersonal Relationships			
	Avoided	Tolerated by others	Well-liked by others
7. Most significant strength	_____		

8. Most significant weakness	_____		

9. I have known the applicant for _____ years. The applicant has been a member of my staff for _____ years. I have known him/her well _____, slightly _____.			
10. In my opinion, the candidate's potential for success in an M.S. program of studies is: Good _____, Average _____, Poor _____. I am unable to rate the candidate _____.			
11. In my opinion, the candidate has the ability to carry out effectively an institutional or organizational research project: Yes _____, No _____.			

12. I have observed the candidate's work on institutional or organizational projects and find the product: Good _____, Average _____, Poor _____, Unknown _____.

13. The candidate works effectively with administrators or supervisors at his institution or organization. Yes _____, No _____.

14. The candidate has been involved in innovative projects at his institution or organization. Yes _____, No _____.

Date _____ Signature _____
Name _____
Title _____

Institution or
Organization _____ Department _____

MAILING ADDRESS: Admissions Office
Information Sciences
Nova University
3301 College Avenue
Ft. Lauderdale, FL 33314

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| | Low | Average | High |
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| | Unstable | Usually well balanced | Always well balanced |
| 6. Interpersonal Relationships | | | |
| | Avoided | Tolerated by others | Well-liked by others |
| 7. Most significant strength | _____ | | |
| | _____ | | |
| 8. Most significant weakness | _____ | | |
| | _____ | | |
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Date _____ Signature _____
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