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# Microcomputer Applications in Higher Education Information Handbook for GEM Sites July 1983

Nova Southeastern University

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*[Signature]*

MICROCOMPUTER APPLICATIONS IN  
HIGHER EDUCATION  
ADULT EDUCATION  
VOCATIONAL, TECHNICAL, AND OCCUPATIONAL EDUCATION

EDUCATIONAL SPECIALIST DEGREE  
MASTER'S DEGREE  
CERTIFICATE

INFORMATION HANDBOOK  
: FOR  
GEM SITES

CENTER FOR HIGHER EDUCATION  
OFFICE OF COMPUTER STUDIES

July, 1983

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## INTRODUCTION

The Center for Higher Education (CHE) and the Office of Computer Studies (OCS) are offering a 36 credit hour educational specialist degree, a 36 credit hour master's degree, and an 18 credit hour certificate in Microcomputer Applications in Education with a specialization in higher education, in adult education, or in vocational, technical and occupational education. For both of the degree programs, the student takes 15 credit hours through CHE and 21 credit hours through OCS. For the certificate program, the student takes 6 credit hours through CHE and 12 credit hours through OCS.

The microcomputer courses will be offered at 12 sites located throughout Florida. Where appropriate, CHE students will take classes with graduate students enrolled in the GEM program of the Center for the Advancement of Education (CAE). When enrollment is sufficient, CHE clusters will be formed at sites in any one of 11 states.

## ADMISSION TO PROGRAM:

Admission to any of the three programs is dependent upon the individual being employed in higher education, adult education at the post-secondary level, or in vocational, technical, and occupational education. Admission to the master's degree program and to the certificate program is open to those holding a bachelor's degree from an accredited institution. Admission to the educational specialist program is restricted to those who hold a master's degree from an accredited institution.

## APPLICATION PROCEDURE:

The application used will be the CHE application (see Appendix A). The application procedure is as follows:

1. Student requests application form. Student is sent application form and, if Florida resident, a site course schedule and the CAE Open House schedule.
2. Student returns application with the \$25.00 application fee to the Admissions Office, Center for Higher Education. If the applicant is a previous or current Nova University graduate student then the \$25.00 application fee is waived.
3. A copy of the application is sent to the Office of Computer Studies and to the CAE Office for the appropriate site coordinator.
4. The applicant is sent a letter of provisional acceptance into the program contingent upon receipt of the appropriate documents and sufficient enrollment in the applicant's service area. Included with the letter will be:
  - a. a registration form (see Appendix B)
  - b. a curriculum schedule
  - c. the tuition payment policy and the late fee policy
5. Upon receipt of the registration form, the student is sent the pink copy as a receipt along with information about the location and date of the first class and a reminder to bring the receipt to the first class.

## OPEN HOUSES:

When CAE Open Houses are held, a special time will be set aside for a brief presentation on the CHE program by a microcomputer course instructor recommended by the site coordinator.

## TUITION:

Tuition is \$100 per credit hour for a total of \$3600 for the educational specialist degree and the master's degree programs; the tuition is \$1800 for the certificate program. Tuition is paid at the time of registration for each module or course. For six credit modules, the student may pay \$300 at the time of registration and \$300 within 30 days of the first class session. For nine credit modules, the student would make the third \$300 payment within 60 days of the first class session.

## PROGRAM REQUIREMENTS:

There are four modules that must be completed for both the educational specialist degree and the master's degree. CHE Modules I, II, and III are the same for both degrees. The certificate program requires the student to complete CHE Module I and part of CHE Module III and CHE MS Module IV. In addition, a 6 credit Practicum must be completed for both the educational specialist and the master's degrees. The specific program requirements are:

### EDUCATIONAL SPECIALIST:

CHE Module I	9 credits
CHE Module II	6 credits
CHE Module III	6 credits
CHE ED.S.Module IV	9 credits
Practicum (CHE 640)	6 credits
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36 credits	

### MASTER OF SCIENCE:

CHE Module I	9 credits
CHE Module II	6 credits
CHE Module III	6 credits
CHE MS Module IV	9 credits
Practicum (CHE 540)	6 credits
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36 credits	

### CERTIFICATE:

CHE Module I	9 credits
CHE Module III (CED 721)	3 credits
CHE MS Module IV (CHE 510 CHE 520)	6 credits
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18 credits	

## MODULE CONTENTS:

CHE Module I:  
CED 600 Teaching Computer Literacy

CED 617 Software Search and Evaluation  
CED 610 Authoring Tools and Graphics

CHE Module II:

CED 725 Programming Microcomputers  
CED 735 Advanced Programming of Microcomputers in  
BASIC

CHE Module III:

CED 721 Administrative Applications of Micro-  
computers  
CED 750 Independent Study of Selected Topics  
in Microcomputing

CHE MS Module IV:

CHE 510 Instructional Theory and Design  
CHE 520 Tests and Measurements  
CHE 530 Computer Applications in Education

CHE Ed.S. Module IV:

Applied Research and Evaluation  
Curriculum and Program Planning  
Learning Theory and Applications OR one of the  
following specialization courses:

Higher Education: "The Emergence of Higher Education  
in America" or "The Politics, Law and Economics  
of Higher Education"

Adult Education: "History, Philosophy and Nature of  
Adult Education" or "Theory and Practice of  
Adult Education Methodology"

VTO Education: "The Emergence of VTO Education in  
America" or "Personnel"

REFUND POLICY:

- A. Refunds for all courses except those in CHE MS Module IV  
and CHE Ed.S. Module IV will be made according to the  
following schedule:

100% if withdrawal is made in writing prior to the  
end of the first class meeting  
75% if withdrawal is made in writing prior to the  
second class meeting  
50% if withdrawal is made in writing prior to the  
third class meeting

No refunds will be made after the third class meeting  
regardless of class attendance.

- B. In CHE MS Module IV the only refund available is a 75%  
refund if withdrawal is made in writing within 2 weeks

after registration.

- C. In CHE Ed. S. Module IV the only refund available is a 100% refund if withdrawal is made in writing prior to the beginning of the first class meeting.

#### REGISTRATION PROCEDURE:

All registrations should be made at least one week prior to the beginning of the term to avoid a late registration charge of \$20. Initial registration, registration for CHE MS Module IV, and registration of the Practicum are made through the Admissions Office, Center for Higher Education. For all other modules, the student registers on-site. Late registrations for all modules are also handled on-site.

#### STUDENT FLOW MODEL:

The order in which modules are taken will differ with the term in which the student enters the program. Below are the possible sequences depending upon the student's entry into the master's degree program. Differences for the educational specialist degree program and the certificate program are noted.

##### A. Master of Science Degree

###### Student Beginning in July:

CHE Module I	July
CHE Module II	September
CHE Module III	January
CHE MS Module IV	March
Practicum	July

###### Student Beginning in September:

CHE Module I	September
CHE Module III	January
CHE Module II	March
CHE MS Module IV	July
Practicum	September

###### Student Beginning in March:

CHE Module I	March
CHE Module II	July
CHE MS Module IV	
(CED 510, CED 520)	September
CHE Module III	
and	
CHE MS Module IV	
(CED 530)	January
Practicum	March



B. Educational Specialist Degree

Students enrolled in the educational specialist degree program will follow the same sequence as the MS degree students except for the placement of CHE Ed.S. Module IV. Students will take the courses in this module as they are offered in the CHE clusters in their area.

C. Certificate:

Students enrolled in the certificate program may enroll for the 2 required CHE MS Module IV courses at any time in their program. They must take CHE Module I before taking the required CHE Module III course. The CHE Module III course is offered only in the term that begins in January.

**TRANSFER CREDITS:**

A maximum of six semester hours may be transferred and applied to either the master's degree or the educational specialist degree program. For the master's degree, these credits may have been earned in microcomputer or education courses. Only credit for microcomputer courses may be transferred and applied to the educational specialist degree program. These transferred credits must be for courses equivalent to courses within the program, earned within the last five years, and not used for another degree.

**WITHDRAWAL:**

To withdraw from the university, a student must submit a letter of withdrawal to the Admissions Office, Center for Higher Education. Withdrawal from a course may be made in writing any time prior to the last class. A student withdrawn or terminated by the University will be notified in writing.

