Computer-Based Graduate Programs in Computer Education 1986-87 Catalog

Nova Southeastern University

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NOVA UNIVERSITY

Computer-Based Graduate Programs in Computer Education

1986-87 Catalog
Computer-Based Graduate Programs in Computer Education

1986-87 Catalog

Doctor of Education (Ed.D.) in Computer Education
Educational Specialist (Ed.S.) in Computer-Based Learning
Master of Science (M.S.) in Computer-Based Learning

Volume 2, Published November, 1986

Policies and programs set forth herein are effective through June 30, 1987. The regulations and requirements herein, including fees, are necessarily subject to change without notice at any time at the discretion of the Nova University administration.

Nova University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's, educational specialist, and doctoral degrees. Nova University admits students of any race, color, and national or ethnic origin.
Now entering its third decade, Nova University is beginning to see the impact that its graduates are having on the institutions within our society. Many of the University’s programs are mission oriented, designed to improve the performance of professionals, and evidence is being collected that indicates that Nova alumni are having a strong, positive effect on the institutions in which they are employed.

Independent education must continue to be responsive and adaptable to the varying needs of potential students if it is to represent a true alternative to the tax-supported sector. Nova University is committed to maintaining quality while it is meeting these needs.

Abraham S. Fischler
President, Nova University
Philosophy and Mission

The first doctoral degree in computer education, the doctor of education in computer education (Ed.D.), was established in 1984 at Nova University to provide effective leadership to help improve the field of education through effective use of this technology. In January, 1986, the master of science (M.S.) and the educational specialist (Ed.S.) degrees in computer-based learning (CBL) were introduced. These programs were designed for practitioners working in an educational or training setting. Effective educators with experience in the use of computers at university, college, or K-12 levels, as well as trainers in business and government, are eligible to apply for these opportunities to become skilled in telecommunications, software design, and educational applications of research and theory. Participation in the programs is open to qualified individuals who have access to Tymnet. Students from across the United States and representatives from several foreign countries are currently enrolled in the programs. Telecommunications enables the programs to have a truly international flavor.

The Cohort Concept

The Ed.D. and the Ed.S. computer-based degrees are delivered online to students organized as "cohorts" or groups of learners. There are two new cohorts (i.e. groups of students from across the country) formed each year for the doctoral and educational specialist programs: one cohort begins each January; the second cohort starts in July. Individuals are expected to apply and begin their online introductory work in the program as soon as they have been interviewed and formally accepted into the program. This may be up to five months before the official starting date for their cohort. Students in the master’s programs begin their work on an individual basis as soon as their applications are reviewed and approved for admission.
The most salient aspects of this field-based approach are the extensive use of computer-based telecommunications supplemented by the intensive summer and winter institutes. As practitioners, students are required to apply their newly acquired knowledge and competencies to the test of reality through direct application within their own work environments. The significance of this structured intermingling of study and practice is summed up in the following point: in most traditional graduate programs, the ability to perform as an outstanding practitioner is assumed to be a consequence of earning the degree. At Nova University, it is a condition for earning the degree.

Practicums are applied research projects designed to promote solutions to current problems in the students' institutions or their professional field through the use of microcomputers and/or telecommunications.

Students are required to satisfactorily complete practicums that address significant problems in their own organizations. These projects are reviewed, corrected, and sent back to the student's home directory to be read, filed, and reacted to by the student.

Program Overview

There are three different computer-based graduate degrees offered in the area of computer education:

The doctor of education in computer education
The educational specialist in computer-based learning
The master of science in computer-based learning

Applicants must hold a master's degree to enter either the Ed.D. or the Ed.S. program and a bachelor's degree to enter the M.S. program. All programs use the same electronic communication process and a similar approach to assignments and practicums. They all include face-to-face meetings through intensive one-week institutes in Florida. At these one-week (i.e. 6 to 9 days) formal institutes, students participate in a variety of activities such as presentations; informal interactions; lectures, discussions, and institute activities in two new study areas; and completion of proctored exams. This event brings together students from all cohorts and all geographic locations served by the program. Emphasis at the institutes is on the key issues in the various study areas and in the general field of computer education. Students are required to provide their own lodging and travel expenses for these institutes.

Written Assignments and the Practicum Archive

Each study area includes a variety of assignments and activities to complete locally. Most of these written assignments are then entered online and electronically "mailed" to the instructor.

Information Retrieval Service

Students are required to conduct an electronic literature search for each of their practicums. The Information Retrieval Service (IRS) was designed to provide Nova students with an opportunity to acquire resources that might not otherwise be available to them. Its function is to supply students with some of the resources (e.g., computer searches, ERIC microfiche, and consultation services) needed for planning practicums.

The result of a computer search is a printout that contains the full bibliographic citation of all documents and journal articles related to the requested search. The computer printout amounts to an annotated bibliography. Using the data in the printout, students can locate complete copies of desired materials.
Communication Process

ELECTRONIC TOOLS

The program facilitates the design and application of information systems based on emerging technologies in computers and telecommunications. It enables students to develop programs and instructional systems using them in their own work environments to take full advantage of the latest in software tools, telecommunications, and hardware design. For this reason the program has been designed to operate in a UNIX* environment. The UNIX operating system has expanded into most fields of computer usage, from university mainframes to office computer and personal microcomputers. Using modems with their personal computers, students can connect to Nova’s computers by calling local phone numbers.

Students who do not live in a normal Tymnet access location within the continental United States will have to pay a toll or service charge to their nearest local Tymnet number. Student tuition includes up to 100 hours of connect time on Nova’s computer for each student each year. If they wish, students may also purchase additional hours of connect time.

The UNIX system includes numerous software tools in a command interpreter called the "Shell." The Shell enables students to communicate online with professors and with other students about projects and problems. This is accomplished through communication utilities in the Shell called "mail," "write," and "talk." These utilities enable students to "mail" documents to their professors; to ask questions of their instructors or other students; and to receive bulletins concerning the program.

Study Areas

Each degree program includes the completion of specified formal study areas. Each of these study areas, directed by a senior national lecturer, introduces students to the topic through a printed study guide and structured online and offline activities. Students meet with the national faculty at the institute sessions. Assignments and questions are submitted electronically to the faculty. Exams for the study areas are administered at the institute meetings.

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

The Doctor of Education in Computer Education Degree (Ed.D.)

The five major components in this program are: 1) the eight online study areas, 2) two one-week institutes each year, 3) the professional experience project (PEP), 4) three practicums, and 5) a comprehensive synthesis of the three years’ work. Students will be expected to declare an area of specialization within the program topics by the beginning of their second year.

STUDY AREAS

There are eight study areas in the Ed.D./CED program. Students begin one or two of these study areas at the institutes and then have approximately five months to complete them.

PROGRAMMING PROFICIENCY

It is the responsibility of each doctoral student, during the first two years of the program, to acquire -- outside of the program -- and to be able to demonstrate competency in advanced BASIC and introductory Pascal programming. This must be completed prior to registering for Study Area #7 (Advanced Structured Programming) in the student’s third year.

INSTITUTES

All doctoral cohorts meet together twice a year for three years. The winter institute is held at the site of the Florida Instructional Computing Conference (usually in Orlando, Florida) in January or February for 6 days. This usually involves missing four days of work from the home position. The summer institute is held on the Nova University main campus in middle to late July for a period of 9 days (including two weekends). Students must attend a total of six institutes.

Study areas begin approximately one month prior to each institute and conclude at the following institute with a proctored exam. Networking with colleagues and professionals in the field also takes place at the institutes and is an important element of the program.
PROFESSIONAL EXPERIENCE PROJECT (PEP)
Each doctoral student must plan and complete an individual professional growth and dissemination experience project and have it approved. It must contain the equivalent of participation at two annual conferences (including presentations and service to the profession) of a major professional association related to computer-based learning and a variety of other activities designed to encourage the student to grow professionally. The plan will be updated prior to each institute and submitted as a synthesis report at the sixth institute.

PRACTICUMS
Doctoral students must successfully complete three practicums. The third practicum is a major practicum: it is of broader scope and has greater impact than the first two practicums. The major practicum must be explained orally to the student's program colleagues and the faculty. It will also be defended online before final approval. Normally, at least two of the practicums -- including the major practicum -- will focus on the area of specialization. At least one of the three practicums must use a research design.

COMPREHENSIVE SYNTHESIS
Upon completion of the student's final study area, a set of comprehensive review questions will be electronically mailed to the student to answer. These questions will require the student to synthesize key concepts and skills from all study areas, practicums, and the PEP with emphasis on the student's area of specialization. The student will usually have one weekend to complete the entire synthesis.

SEQUENCE OF INSTRUCTION
Following acceptance and payment of the service fee, new students usually spend one to three months becoming familiar with the techniques of electronic telecommunications. New students are allotted sufficient online time during the familiarization period to learn how to use their equipment to communicate electronically. They then begin formal coursework with their cohort in the instructional sequence specified for their degree.
The Doctor of Education Degree in Computer Education Curriculum Sequence

FIRST YEAR

TERM 1

STUDY AREA #1 Digital Computers and Telecommunications
CED 7710 - DIGITAL COMPUTERS IN EDUCATION (3 credits)
CED 7712 - APPLICATIONS IN TELECOMMUNICATIONS AND NETWORKING (3 credits)

STUDY AREA #2 Educational Research and Evaluation
CED 7721 - EDUCATIONAL RESEARCH AND EVALUATION (3 credits)
CED 7722 - APPLICATIONS OF EDUCATIONAL RESEARCH AND EVALUATION (3 credits)

TERM 2

STUDY AREA #3 Learning Theory and Computer-Based Learning (CBL)
CED 7735 - LEARNING THEORIES (3 credits)
CED 7736 - CURRICULUM DESIGN AND COMPUTER-BASED LEARNING (CBL) (3 credits)

PRACTICUM #1
CED 7701 - PRACTICUM IN THE UTILIZATION OF COMPUTERS IN EDUCATION (6 credits)

SUMMER INSTITUTE
One week in July in Florida

WINTER INSTITUTE
One week in January in Florida

SECOND YEAR

TERM 3

STUDY AREA #4 Database Management Systems
CED 7745 - FUNDAMENTALS OF DATABASE MANAGEMENT SYSTEMS (3 credits)
CED 7746 - APPLICATIONS OF DATABASE MANAGEMENT SYSTEMS (3 credits)

STUDY AREA #5 Courseware
CED 7755 - COURSEWARE DESIGN FOR COMPUTER-BASED LEARNING (3 credits)
CED 7756 - APPLICATIONS OF SOFTWARE AND COURSEWARE DESIGN PRINCIPLES (3 credits)

TERM 4

STUDY AREA #6 Instructional Systems
CED 7761 - INTRODUCTION TO SYSTEMS ANALYSIS (3 credits)
CED 7762 - APPLICATIONS OF SYSTEMS ANALYSIS (3 credits)

PRACTICUM #2
CED 7702 - PRACTICUM IN THE UTILIZATION OF COMPUTERS IN THE PROBLEM-SOLVING PROCESS (6 credits)

SUMMER INSTITUTE
One week in July in Florida

WINTER INSTITUTE
One week in January in Florida
The Doctor of Education Degree in Computer Education Curriculum Sequence

THIRD YEAR

TERM 5

STUDY AREA #7a Advanced Structured Programming
CED 7775 - ADVANCED PASCAL (3 credits)

STUDY AREA #8 Management and Leadership in the Use of Technology
CED 7785 - MANAGEMENT TECHNIQUES (3 credits)
CED 7786 - LEADERSHIP IN EDUCATION AND TRAINING (3 credits)
CED 7704 - MAJOR PRACTICUM PROPOSAL (6 credits)

TERM 6

STUDY AREA #7b Advanced Structured Programming
CED 7776 - THE "C" PROGRAMMING LANGUAGE (3 credits)

MAJOR PRACTICUM #3
CED 7705 - MAJOR PRACTICUM: TITLE (6 credits)

SUMMER INSTITUTE
One week in July in Florida

WINTER INSTITUTE
One week in January in Florida

The Educational Specialist Degree in Computer-Based Learning

The four major components in the Ed.S. program are: 1) three online study areas (6 credits each), 2) four three-credit courses in the specialty area, 3) three one-week institutes during the program and 4) completion of a formal practicum.

COURSES AND STUDY AREAS
There are three study areas and four separate courses in the Ed.S. program. Each study area consists of two three-credit courses. Students also select a specialty area consisting of four three-credit courses. There are two specialties in the computer education area: adult education and electronic education. Students may also select a specialty in training and learning offered by the Center for Computer-Based Learning. Students begin their orientation to the UNIX system as soon as they are accepted into the program. After completing the orientation, they may begin informal work on the first study area. At the institute, they are formally registered in both the first and second study areas; they then have six-months to complete both areas. The Ed.S. students are incorporated into the equivalent doctoral cohort for the first year of their program and they meet most of the same requirements that the doctoral students meet during their first year.

This process is repeated at their second institute six months later. However, during their second six-months in the program, they will take only one study area while they complete their practicum activity. During the second institute, Ed.S. students will also begin work on the first two courses in the four-course specialty area that they will select at this time.

INSTITUTES
All educational specialist students meet at a formal week-long institute every six months for the year and one-half of the program. Each student must attend three institutes during the eighteen month program. Depending upon when the student begins the program, this means attending two summer and one winter institute or two winter and one summer institute. The winter institute is held at the site of the Florida Instructional Computing Conference (usually in Orlando, Florida) in January or February for 6 days. This usually involves missing four days of work. The summer institute is held on the Nova University main campus in middle to late July for a period of 9 days (including two weekends). Study areas begin approximately one month prior to
Each institute, and conclude with an exam at the institutes. Networking with colleagues and professionals in the field also takes place at the institutes and is an important element of the program.

**PRACTICUM**

Ed.S. students must successfully complete one practicum; i.e., an action research project in the improvement of the educational process using computers and/or telecommunications. It is usually focused on a problem in the home setting.

**SEQUENCE OF INSTRUCTION**

Following acceptance and payment of the service fee, new Ed.S. students usually spend one to three months becoming familiar with the techniques of electronic telecommunications. New students are allotted sufficient online time during the familiarization period to learn how to use their equipment to communicate electronically. Students then begin formal coursework with their cohort in the instructional sequence specified for the Ed.S. degree.

"Once entered into a word processing program, on line writing aids -- such as Writer’s Workbench -- help check writing form and style"
## The Educational Specialist Degree in Computer-Based Learning

### SECOND YEAR

(12 semester hours)

**TERM 3**

All computer education Ed.S. students will also take four three-credit courses in their specialty area as listed below:

<table>
<thead>
<tr>
<th>Specialty Area</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ADULT EDUCATION (AE) SPECIALTY</strong>&lt;br&gt;Students employed in higher education or adult education will take the following four courses:</td>
<td>#1 - CED 5571</td>
<td>Administrative and Management Applications of New Technology</td>
</tr>
<tr>
<td></td>
<td>#2 - CED 7732</td>
<td>Application of CBL Design Principles in a Structured Programming Language</td>
</tr>
<tr>
<td></td>
<td>#3 - CED 7775</td>
<td>Advanced Computer Programming in Pascal</td>
</tr>
<tr>
<td></td>
<td>#4 - CED 5575</td>
<td>Specialized Project in the Adult Education, Higher Education, or VTO Setting</td>
</tr>
<tr>
<td><strong>ELECTRONIC EDUCATION (EE) SPECIALTY</strong>&lt;br&gt;Students employed in K-12 settings and majoring in electronic education will take the following four three-credit courses:</td>
<td>#1 - CED 5571</td>
<td>Administrative and Management Applications of New Technology</td>
</tr>
<tr>
<td></td>
<td>#2 - CED 7732</td>
<td>Application of CBL Design Principles in a Structured Programming Language</td>
</tr>
<tr>
<td></td>
<td>#3 - CED 7775</td>
<td>Advanced Computer Programming in Pascal</td>
</tr>
<tr>
<td></td>
<td>#4 - CED 5574</td>
<td>Specialized Project in the K-12 Setting</td>
</tr>
<tr>
<td><strong>TRAINING AND LEARNING (TL) SPECIALTY</strong>&lt;br&gt;Students employed in business or industry, and involved in the use of computers and/or other technology in training settings, and majoring in training and learning will take the following four three-credit courses:</td>
<td>#1 - CED 5531</td>
<td>CAI Authoring Systems</td>
</tr>
<tr>
<td></td>
<td>#2 - CED 5532</td>
<td>Analysis and Design of Computer-Based Training Programs</td>
</tr>
<tr>
<td></td>
<td>#3 - CED 5535</td>
<td>Management and Finance of CBT Programs</td>
</tr>
<tr>
<td></td>
<td>#4 - CED 5536</td>
<td>Special Problems: Case Analyses in Training</td>
</tr>
</tbody>
</table>

*THESE COURSES ARE OFFERED THROUGH THE CENTER FOR COMPUTER-BASED LEARNING*

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## The Master of Science Degree in Computer-Based Learning

The four major components in the M.S. program are: 1) six three-credit, core courses; 2) four three-credit courses in the specialty area; 3) two one-week summer institutes during the program and 4) completion of a formal practicum.

### COURSES

There are six separate online core courses in the M.S. program. Students in all specialty areas take the same core during their first year. The core is coordinated by the Center for Computer-Based Learning. The center assumes responsibility for instruction, materials, and grading for these 18 credits. Students also select a specialty area consisting of four three-credit courses. There are two specialties in the computer education area: adult education and electronic education. Students may also select a specialty in training and learning offered by the Center for Computer-Based Learning.

Students begin their orientation to the UNIX system as soon as they are accepted into the program. After completing the orientation, they then begin formal work on their first course. As soon as one course is completed, students begin work on their next course. When appropriate, they may be enrolled in two courses simultaneously.

### INSTITUTES

All master's students meet together at a formal week-long institute during the summer after they begin the program and again during the following summer. Each student must attend two institutes during the eighteen month program. The summer institute is held on Nova University's main campus in middle to late July for a period of 7 - 9 days (including the weekend). Networking with colleagues and professionals in the field also takes place at the institutes and is an important element of the program.

### PRACTICUM

M.S. students must successfully complete one practicum: i.e., an action research project in the improvement of the educational process using computers and/or telecommunications. It is usually focused on a problem in the student's work setting.
SEQUENCE OF INSTRUCTION
Following acceptance and payment of the tuition, new M.S. students immediately begin their formal, online, course work. Students purchase their online time in packets of 20 hours; they learn to use their time online wisely and to do much of their work offline on their own computers for later uploading.

Regardless of the specialty selected, students will take a core of six courses and complete an action-research practicum during their first year in the program. They will then select a specialty area and take their four specialty area courses. The core courses and the courses in each specialty are listed below:

The Master of Science Degree in Computer-Based Learning

**FIRST YEAR**
(24 semester hours)

**MASTER'S CORE COURSES:**

- 3 credits: #1 - CBL 5501 An Introduction to Digital Computers and Telecommunications
- 3 credits: #2 - CBL 5502 Online Information Systems
- 3 credits: #3 - CBL 5503 Statistics, Measurement, and Quality Control
- 3 credits: #4 - CBL 5504 Instructional Theory and Design for Computer-Based Learning
- 3 credits: #5 - CBL 5505 Database Management Systems
- 3 credits: #6 - CBL 5506 Learning Theory, Problem Analysis, and Artificial Intelligence
- 3 credits: #7 - CBL 5509 Practicum in Computer-Based Learning: Part I
- 3 credits: #8 - CBL 5510 Practicum in Computer-Based Learning: Part II

24 credits in the first year.

The Master of Science Degree in Computer-Based Learning

**SECOND YEAR**
(12 semester hours)

All computer-Based master's students then take the four courses listed in their specialty area. These are the same specialties and courses offered for Ed.S. students:

**ADULT EDUCATION (AE) SPECIALTY**
Students employed in colleges or universities (higher education) or in adult education will take the following four courses:

#1 - CED 5571 Administrative and Management Applications of New Technology
#2 - CED 5572 Introduction to Structured Programming in Pascal
#3 - CED 5573 Advanced Computer Programming in Pascal
#4 - CED 5575 Specialized Project in the Adult Education, Higher Education, or VTO Setting

**ELECTRONIC EDUCATION (EE) SPECIALTY**
Students employed in K-12 settings and involved in the use of computers in teaching or administration will take the following four three-credit courses:

#1 - CED 5571 Administrative and Management Applications of New Technology
#2 - CED 5572 Introduction to Structured Programming in Pascal
#3 - CED 5573 Advanced Computer Programming in Pascal
#4 - CED 5574 Specialized Project in the K-12 Setting

**TRAINING AND LEARNING (TL) SPECIALTY**
Students employed in business or industry, and involved in the use of computers and/or other technology in training settings, and majoring in training and learning will take the following four three-credit courses:

#1 - CED 5531 CAI Authoring Systems
#2 - CED 5532 Analysis and Design of Computer-Based Training Programs
#3 - CED 5535 Management and Finance of CBT Programs
#4 - CED 5536 Special Problems: Case Analyses in Training

*These courses are offered through The Center for Computer-Based Learning.
Program Administration

Admissions

Since the programs are designed for professionals in education and training, the following entry requirements must be satisfied by each applicant:

DOCTORATE OR EDUCATIONAL SPECIALIST DEGREE APPLICANTS

1. A master's degree from an accredited university;
2. At least one year of professional experience in education or training;
3. Sufficient computer literacy to select and use microcomputer software in an educational setting and to describe the purposes of programming languages, including the presentation of oral arguments that the applicant has an aptitude for learning programming independently;
4. Completion of a portfolio with appropriate work experience, credentials, and original written materials that demonstrate effective communication skills;
5. Three letters of recommendation;
6. An application form with the application fee and transcripts of all prior graduate work;
7. Demonstration of effective oral communication skills through a formal oral interview;
8. For the doctorate, a description of how proficiency in advanced BASIC programming (through random file handling) and introductory Pascal programming will be accomplished prior to taking Advanced Structured Programming (Study Area #7) at the start of the third year in the Ed.D. program.

The Admissions Committee will make final decisions concerning admissions. Following formal acceptance, students will submit the service fee. They will then receive their user code and introductory UNIX materials so they can have sufficient online experience prior to their initial cohort meeting at the institute. About six weeks prior to each institute, students will submit a registration form and a quarterly tuition payment. They will then be added to the course rolls and the instructional materials will be sent to them. This usually includes a study guide, information on text purchases and assignments, plus a videotape (1/2 inch VHS) with an orientation by the senior national faculty member.

MASTERS OF SCIENCE DEGREE APPLICANTS

Applicants must meet the following requirements to begin the master of science in computer-based learning program:

1. A bachelor's degree from an accredited college or university;
2. At least one year of professional experience in education or training;
3. Sufficient computer literacy to select and use microcomputer software in an educational setting and to describe the purposes of programming languages, including the presentation of oral arguments that the applicant has an aptitude for learning programming independently;
4. Completion of a portfolio with appropriate work experience, credentials, and original written materials that demonstrate effective communication skills;
5. Three letters of recommendation;
6. An application form with the application fee and transcripts of all prior college courses.

Fees and Tuition

DOCTORATE AND EDUCATIONAL SPECIALIST DEGREE

The application must be accompanied by a $30 check made payable to Nova University. This is a one-time nonrefundable Ed.D. or doctoral application fee. Also, there is a non-refundable service fee of $350 due upon acceptance into the program. The service fee is valid only during the term in which it is paid. If the student does not begin the program during that term, a second service fee must be paid to extend acceptance into the next term. If the service fee is not paid within one year of the interview, a new interview will be required and a $100 reinterview fee will be charged. The tuition for the current year is $3,700 plus a $50 registration fee for each six-month term. If quarterly payments are selected, each payment is $950. A registration fee of $25 is included in each payment. A $50 late fee is assessed on each payment received after the due date. Tuition may be paid by check, Mastercard, American Express, Choice, or Visa. Please call Accounts Receivable at 305/475-7614 for further information. Doctoral students who must continue beyond three years and educational specialist students going beyond two years go into continuing services. Students in continuing services may extend for a six-month period at an additional charge of one-half of the then-current tuition. A second six-month extension may also be requested. Doctoral students may receive a third six-month extension with the permission of the student affairs committee. The fee for each six-month extension is the same regardless of how
The fee for each six-month extension is the same regardless of how much of the six-month period is used to complete the program. The full payment for each extension must be paid at the beginning of the extension. Online hours during the extensions are purchased separately in packages of twenty hours each at the then-current hourly charge. If Ed.S. students submit equivalent experiences for evaluation, there is a charge of $50/credit awarded up to the maximum of three credits. If a student withdraws and is later accepted back into the program, a readmission fee that is equivalent to the then-current service fee must be paid. Graduation fees and cap and gown rentals are paid during the final year. Tuition and fees are subject to change.

Up to 100 hours of computer time are provided for each of the three years of the doctoral program. One hundred hours are allotted for the first year of the Ed.S. program and 50 hours for the second year. These hours are not cumulative. Additional hours are billed at the then-current rate. The hours for online operation are between 6 P.M. and 7 A.M. (local time) on weekdays and all day on weekends. 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.

Students must purchase their own textbooks and cover the cost of their own lodging, meals, and travel expenses for the institute sessions.

Annual costs for the program vary with each individual but the following breakdown of typical expenses may serve as a planning guide:

<table>
<thead>
<tr>
<th>Cost Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application fee</td>
<td>$30</td>
</tr>
<tr>
<td>Initial service fee</td>
<td>$350</td>
</tr>
<tr>
<td>Annual tuition</td>
<td>$3,700</td>
</tr>
<tr>
<td>Registration and service fees</td>
<td>$100</td>
</tr>
<tr>
<td>Books and materials</td>
<td>$350</td>
</tr>
<tr>
<td>Excess online charges; approx.$10</td>
<td>$250</td>
</tr>
<tr>
<td>per hour for online time over the 100 hours allotted</td>
<td></td>
</tr>
<tr>
<td>Institute travel, meals, rooms, etc.</td>
<td>$2,000</td>
</tr>
<tr>
<td>Total estimate for first year</td>
<td>$6,780</td>
</tr>
</tbody>
</table>

Potential Additional Expenses:
Computer equipment and modem if not currently owned: $1,000 to $5,000. If access to your Tymnet node is not a local call, additional toll charges for your 100 hrs./year online may run $5 to $15/hr. (usually higher outside the United States).

### MASTER OF SCIENCE DEGREE APPLICANTS

The application must be accompanied by a $30 check made payable to Nova University. This is a one-time nonrefundable M.S. application fee. Tuition currently is $3,000/year for 1 1/2 years; this is $125/credit. There is a $15 registration fee for each three-month term. Students must also purchase computer time in packets of 20 hours. Currently, a twenty-hour packet costs $140. The cost includes both time on the Nova mainframe and the cost of Tymnet, even if Tymnet is not used. If students cannot access a Tymnet node via a local number, they must pay their own toll access charges to the nearest net location. A late fee is assessed on each payment received after the due date. Masters students not maintaining continuous enrollment in the program will be withdrawn. Students who withdraw and reenter are assessed a readmission fee of $30 and are subject to the prevailing tuition rate. To reenter, students must complete a readmission form and be approved for readmission by the Admissions Committee of the Master of Science in Computer-Based Learning Program. If students submit equivalent experiences for evaluation, there is a charge of $50/credit awarded up to the maximum of three credits. Graduation fees and cap and gown rentals are paid during the final year. Tuition and fees are subject to change.

The hours for online access are between 6 P.M. and 7 A.M. (local time) on weekdays and all day on weekends. 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.

Students must purchase their own textbooks and cover the cost of their own lodging, meals, and travel expenses for the summer sessions.

Annual costs for the program vary with each individual but the following breakdown of typical expenses may serve as a planning guide:

<table>
<thead>
<tr>
<th>Cost Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application fee</td>
<td>$30</td>
</tr>
<tr>
<td>Annual tuition</td>
<td>$3,000</td>
</tr>
<tr>
<td>Registration and service fees</td>
<td>$60</td>
</tr>
<tr>
<td>Books and materials</td>
<td>$250</td>
</tr>
<tr>
<td>Online charges;</td>
<td>$900</td>
</tr>
<tr>
<td>Institute travel, meals, rooms, etc.</td>
<td>$1,000</td>
</tr>
<tr>
<td>Total estimate for first year</td>
<td>$5,240</td>
</tr>
</tbody>
</table>

Potential Additional Expenses:
Computer equipment and modem if not currently owned: $1,000 to $5,000. If access to your Tymnet node is not a local call, additional toll charges may run $5 to $15/hr. (usually higher from outside the United States).
Refunds

DOCTORATE AND EDUCATIONAL SPECIALIST DEGREE

Students who have paid tuition before the start of the first study area must notify the CED office in writing of their intent to withdraw from the program before the first online session is scheduled. They will be entitled to a full refund of all monies paid, with the exception of the $30 nonrefundable application and the $350 service fee. If an official withdrawal letter is received during the first month of any quarter, the student will be entitled to a credit for two-thirds of the tuition paid for that quarter. If the withdrawal occurs during the second month of the quarter, students will receive credit for one-third of that quarter's tuition. If written notice of withdrawal is received after the second month, refund credit will not be given. Students are responsible for continuing tuition payments until the official withdrawal is received by the program office. If an application is rejected, the applicant will be refunded all monies paid except the nonrefundable application fee.

MASTER OF SCIENCE DEGREE

Students who use no online time but who have paid tuition, and notify the program office 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 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 upon the hours used. If an applicant is rejected all monies will be refunded except the nonrefundable $30 application fee. Tuition may be paid by check, Mastercard, American Express, Choice, or Visa. Please call Accounts Receivable at 305/475-7614 for further information.

Veterans' Benefits

Nova University academic programs are approved by the Coordinator for Veterans Approval, State of Florida, Department of Education, for veterans' education benefits. The Student Services Office will assist veterans in applying for benefits.

Financial Aid

Information on Financial Aid and Student Loans can be obtained from our office of Student Financial Planning and Resources, 305/475-7411.

Grading Systems

DOCTORATE AND EDUCATIONAL SPECIALIST DEGREE

Grades of PASS or NO PASS are assigned for each course and practicum. A "pass" is equivalent to a minimum of a letter grade of "B." Course grades are assigned by the faculty responsible for each course, and practicum grades are assigned by the practicum evaluator and reviewed by the director of practicums. Course grades are sent to students and are also maintained by the registrar's office so official transcripts may be requested when needed. Students receiving a grade of NO PASS in a course or on a practicum will be placed on academic probation until the course has been retaken and passed. Students who receive two NO PASS grades (courses and/or practicums) will be terminated from the program. Readmission following academic dismissal is not possible in this program.

MASTER OF SCIENCE DEGREE PROGRAM

Each course and practicum will be graded on a traditional letter grade basis with an "A" equivalent to a GPA of 4.0. The "expected" grade for meeting criteria will be a "B;" only exceptional work will receive a grade of "A."

Transfer Credit

DOCTOR OF EDUCATION IN COMPUTER EDUCATION DEGREE

No provisions are made for credit for life experiences or other forms of advanced standing except that consideration will be given for the granting of up to six semester hours of credit in post-master's work earned within the past ten years for the same or equivalent coursework. There is no tuition credit for courses transferred into the program.
EDUCATIONAL SPECIALIST DEGREE

Up to six semester hours of credit for post-master's level work that is equivalent to coursework within the Ed.D. or Ed.S. degree may be transferred into the program. These credits must be from a regionally accredited institution and be less than ten years old, and the student must have received a grade of "B" or better. Transfer credit and equivalent experience credit lighten the workload. However, there is no tuition credit for transferred courses or for equivalent experience granted.

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

Applicability of Credits toward the CBL Doctoral Programs:
Students in the Ed.S. program will gain a thorough background in the fundamentals that will be needed for doctoral work in this area. They will have completed some closely related experiences in certain study areas and they should be able to design alternative coursework in certain areas of the computer-based doctoral program that will allow them to accelerate their work in the CED doctorate. When Ed.S. courses are identical with the Ed.D./CED program, they may be transferred directly into the doctoral program. At least 24 of the Ed.S. credits (i.e., the Ed.S. core courses) are directly from the Ed.D. program and thus may be utilized in the Nova Ed.D./CED program.

MASTER OF SCIENCE DEGREE PROGRAM
Up to six hours of prior graduate work may be transferred into the 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 credits must be from a regionally accredited institution and be less than ten years old, and the student must have received a grade of "B" or better. Masters level courses will not transfer into the doctorate.
MASTER OF SCIENCE DEGREE

1. Complete the six core courses (3 credits each for a total of 18 credits)
2. Complete the four specialty courses (12 credits total)
3. Participate fully in two summer institutes on the main campus
4. Complete one practicum successfully (6 credits)
5. Be current in all tuition and fees.

Total credit for the entire program is 36 semester hours. All requirements must be completed within two years from the date of enrollment into the program. An additional six months may be approved upon petition.

Readmission

Students who have withdrawn and wish to be readmitted must complete a readmission form and be approved for readmission by the Admissions Committee. Students who withdraw and reenter are assessed a readmission fee and are subject to the prevailing tuition rate.

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. When questions about procedures, decisions, or judgements arise, counseling is available for discussion and resolution of differences. Students may also have recourse to more formal avenues of appeal and redress. An appeals policy is available upon request from the Director of Student Affairs.

Course Descriptions

DOCTORATE AND EDUCATIONAL SPECIALIST DEGREES

STUDY AREA #1 - DIGITAL COMPUTERS AND TELECOMMUNICATIONS

CED 7710 - DIGITAL COMPUTERS IN EDUCATION
Students will begin to develop the skills needed to demonstrate mastery of the key concepts and rules pertaining to the use of digital computers and the UNIX operating system.

CED 7712 - APPLICATIONS IN TELECOMMUNICATIONS AND NETWORKING
Expanding on their basic skills within the UNIX operating system, students will develop advanced competencies in communications to work with the UNIX environment and to apply this knowledge to access information in other databases via telecommunications.

STUDY AREA #2 - EDUCATIONAL RESEARCH AND EVALUATION

CED 7721 - EDUCATIONAL RESEARCH AND EVALUATION
Basic statistical concepts and techniques of research design will be mastered and utilized, including the development of a potential practicum proposal.

CED 7722 - APPLICATIONS OF EDUCATIONAL RESEARCH AND EVALUATION
Students will use computer-based research and statistical resources to apply the basic concepts of research and evaluation to educational problems.

STUDY AREA #3 - LEARNING THEORY AND COMPUTER-BASED LEARNING (CBL)

CED 7735 - LEARNING THEORIES
The basic theories of learning, the use of these theories in the management of learning, and the application of learning theory and research to computer-based learning (CBL) constitute the main focus of this course.
CED 7736 - CURRICULUM DESIGN AND COMPUTER-BASED LEARNING (CBL)
During this course students will explore various curriculum theories and become familiar with common instructional design models. Students will explore the psychology of software design and the relationship of curriculum design to computer-based learning (CBL) so they can create a curriculum project.

STUDY AREA #4 - DATABASE MANAGEMENT SYSTEMS
CED 7745 - FUNDAMENTALS OF DATABASE MANAGEMENT SYSTEMS
Students will become familiar with database management systems, hierarchical and relational models, design philosophies, data dictionaries, and data directories.

CED 7746 - APPLICATIONS OF DATABASE MANAGEMENT SYSTEMS
Each student will be expected to build his or her own database and to utilize it in an appropriate situation selected by the student. The student will identify major issues, problems, and the structure of Management Information Systems (MIS).

STUDY AREA #5 - COURSEWARE
CED 7755 - COURSEWARE DESIGN FOR COMPUTER-BASED LEARNING (CBL)
This course enables students to explore such topics as principles involved in authoring systems; graphics; documentation design and formatting; packaging and marketing software and courseware for training and educational programs; computer-managed instruction; courseware evaluation and selection guidelines; copyrighting; software development tools; database management techniques in courseware design; and educational applications of videodisc systems.

CED 7756 - APPLICATIONS OF SOFTWARE AND COURSEWARE DESIGN PRINCIPLES
Students will be required to demonstrate their knowledge of courseware design principles by designing and implementing a project in which selected principles may be applied.

STUDY AREA #6 - INSTRUCTIONAL SYSTEMS
CED 7761 - INTRODUCTION TO SYSTEMS ANALYSIS
Investigating the skills and techniques needed to analyze computer system design problems, students will be able to propose alternative problem solving approaches. Systems models, development and design, and networking will be included in the topics explored.

CED 7762 - APPLICATIONS OF SYSTEMS ANALYSIS
Students will conduct a study of selected computer systems, identify a problem, and prepare a final proposal for the solution of the problem selected. Implementation, testing, measuring effectiveness and efficiency, and reporting will constitute the major focus of this course.

STUDY AREA #7 - ADVANCED STRUCTURED PROGRAMMING
CED 7775 - ADVANCED PASCAL
Building on a foundation in structured programming, students will become proficient in the use of the Pascal programming language.

CED 7776 - THE "C" PROGRAMMING LANGUAGE
Following structured programming techniques, the "C" programming language will be used to enable students to develop original programs and to convert shell scripts into more efficient "C" programs.

STUDY AREA #8 - MANAGEMENT & LEADERSHIP IN THE USE OF TECHNOLOGY
CED 7785 - MANAGEMENT TECHNIQUES
Students will acquire a basic understanding of administration and management at all levels of organizations. The roles of administrators and teachers and the impact of technology on effective management will be explored. Case studies, readings and discussions on areas such as policy formation, strategic planning, MBO, budgeting, and proposal writing will help provide students with working management tools.
CED 7786 - LEADERSHIP IN EDUCATION AND TRAINING
The importance of organizational health will be explored as students use case studies and readings. Discussions will be used to help students investigate the effective use of committees; the methodology of conflict resolution; and techniques for effective supervision, brainstorming, decision making, consultation, and communication skills. Futuristics and situational leadership models and theories will help develop leadership in the use of technology in educational and training settings.

PRACTICUMS

CED 7701 - PRACTICUM IN THE UTILIZATION OF COMPUTERS IN EDUCATION
A highly structured process to allow students to investigate and attempt to solve an educational problem that is directly related to their area of work. The microcomputer and/or the online system will be utilized in the solution strategy.

CED 7702 - PRACTICUM IN THE UTILIZATION OF COMPUTERS IN THE PROBLEM SOLVING PROCESS
The practicum process will be utilized to identify and solve a problem that is amenable to the use of computers for its solution. There is to be an interaction between the graduate study completed and the working environment of the practicum.

CED 7704 - MAJOR PRACTICUM PROPOSAL
A detailed online proposal describing a potential problem in a professional situation that the student can attempt to solve. The solution must attempt to lead to a significant improvement in educational practices through the utilization of technology. The proposal must adhere to the form and style specified by the current version of the Ed.D. Major Practicum Guidelines. (Prerequisite: CED 7701 and CED 7702)

CED 7705 - MAJOR PRACTICUM: (TITLE)
Implementation of the approved Major Practicum Proposal (MAP) is to result in a comprehensive report. The final report is submitted online so it is "searchable" by others and can add to the base of knowledge. The final report and/or the proposal must be shared orally at a program institute with colleagues in the program. The report format must adhere to the current version of the Ed.D. Major Practicum Guidelines.

MASTER OF SCIENCE AND EDUCATIONAL SPECIALIST DEGREES

CBL 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, 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, videodisc 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 relational 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: PART I
Students are required to produce a proposal of publishable quality on a CBL design project. Upon approval of the proposal, students will be able to produce the final practicum report.

CBL 5510 -- PRACTICUM IN COMPUTER-BASED LEARNING: PART II
Students are required to produce a final report of publishable quality on a CBL design project. This report will become a part of the online student practicum database.

CED 5571 -- ADMINISTRATIVE AND MANAGEMENT APPLICATIONS OF NEW TECHNOLOGY
Students will become familiar with administrative and management techniques. They will examine various management scenarios to explore ways that new technological developments can improve the management process.

CED 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.

CED 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 program that incorporates advanced techniques to meet an identified need.

CED 5574 -- SPECIALIZED PROJECT IN THE K-12 SETTING
Working with a faculty mentor, the student will identify a specific area of the use of high technology in education to investigate in depth. A complete plan must be approved and the final product clearly documented and evaluated.

CED 5575 -- SPECIALIZED PROJECT IN THE ADULT EDUCATION, HIGHER EDUCATION, OR VTO SETTING
Working with a faculty mentor, the student will identify a specific area of the use of high technology in education to investigate in depth. A complete plan must be approved and the final product clearly documented and evaluated.
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About Nova University

Nova University was chartered by the State of Florida in 1964. Numerous graduate programs offer master's, educational specialist, and doctoral degrees, and postgraduate education. Nova College offers undergraduate education, and the University School, a demonstration school, serves children from preschool through high school. In addition, nondegree, continuing education and certificate programs are available.

From the beginning, the University has distinguished itself by its innovative outlook, its unique programs that provide both traditional and nontraditional choices in educational delivery, and its research in many fields aimed at solving the problems of immediate concern to mankind.

The Nova University campus is located on a 200-acre site west of Fort Lauderdale, Florida, at 3301 College Avenue in the town of Davie.
## Nova University Degree Offerings

### DOCTORAL AND PROFESSIONAL DEGREES

- **Doctor of Arts (D.A.)** in:
  - Information Science
  - Training and Learning Technology
- **Doctor of Business Administration (D.B.A.)** in:
  - Business Administration
  - International Management
- **Juris Doctor (J.D.)** in:
  - Law
- **Doctor of Philosophy (Ph.D.)** in:
  - Early and Middle Childhood Education
  - Higher Education
  - Leadership in Adult Education
  - School Administration
  - Vocational, Technical, Occupational Education
- **Master of Arts (M.A.)** in:
  - Business Administration
  - International Business Administration (M.I.B.A.)
- **Master of Public Administration (M.P.A.)** in:
  - Public Administration
- **Doctor of Business Administration (D.B.A.)**
- **Doctor of Business Administration (D.B.A.)**
  - Executive Master of Business Administration in Banking (M.B.A.-Ex.)
  - Business Administration
  - Master of Business Administration (M.B.A.)
  - Master of International Business Administration (M.I.B.A.)
  - Master of Public Administration (M.P.A.)
  - Master of Science (M.S.)
  - Child and Youth Care Administration
  - Coastal Zone Management
  - Computer Applications
  - Computer-Based Learning
  - Computer Science
  - Computer Studies
  - Counseling Psychology
  - Criminal Justice Education (23 majors)
  - Health Education
  - Health Services Administration
  - Human Resource Management
  - Human Services
  - International Economics and Finance
  - Learning Resources
  - Marine Biology
  - Microcomputer Applications in Management
  - School Guidance
  - Speech and Language Pathology
  - Telecommunications Management

### MASTER'S DEGREES

- Master of Accounting (M.Ac.) in:
  - Accounting
- Executive Master of Business Administration in Banking (M.B.A.-Ex.)
- Master of Business Administration (M.B.A.)
- Master of International Business Administration (M.I.B.A.)
- Master of Public Administration (M.P.A.)
- Master of Science (M.S.) in:
  - Child and Youth Care Administration
  - Coastal Zone Management
  - Computer Applications
  - Computer-Based Learning
  - Computer Science
  - Computer Studies
  - Counseling Psychology
  - Criminal Justice Education (23 majors)
  - Health Education
  - Health Services Administration
  - Human Resource Management
  - Human Services
  - International Economics and Finance
  - Learning Resources
  - Marine Biology
  - Microcomputer Applications in Management
  - School Guidance
  - Speech and Language Pathology
  - Telecommunications Management

### BACHELOR'S DEGREES

- Bachelor of Science (B.S.) in:
  - Accounting
  - Administrative Studies
  - Business Administration
  - Community Psychology
  - Computer Engineering
  - Computer Information Systems
  - Computer Science
  - Computer Systems
  - Elementary Education
  - General Psychology
  - Legal Studies
  - Organizational Psychology
  - Professional Management
  - Secondary Education

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The provisions set forth in this bulletin are not to be regarded as an irrevocable contract between the student and Nova University. The regulations and requirements herein, including tuition and fees, are necessarily subject to change without notice at any time at the discretion of the administration. The University further reserves the right to require a student to withdraw at any time, as well as the right to impose probation on any student whose conduct is unsatisfactory. Any admission on the basis of false statements or documents is void upon the discovery of the fraud, and the student is not entitled to any credit for work which he may have done at the University. Upon dismissal or suspension from the University for cause, there will be no refund of tuition and fees. The balance due Nova University will be considered receivable and will be collected. A transcript of a student's academic record cannot be released until all his/her accounts, academic and non-academic, are paid.

Any Nova University student has the right to inspect and review his/her educational record. The policy of the University is not to disclose personally identifiable information contained in a student's educational record without prior written consent from the student, except to University officials, to officials of another school in which the student seeks enrollment, to authorized representatives of federal or state agencies, to accrediting organizations, to parents of dependent students, under judicial order, to parties in a health or safety emergency, or when verifying graduation with a particular degree.

A student also has the right to petition Nova University to amend or correct any part of his/her educational record which he/she believes to be inaccurate, misleading, or in violation of the privacy or other rights of students.

If these rights are violated, a student may file a complaint with the Department of Education. A student may obtain a copy of the Educational Privacy Act policy by requesting it in writing from the Director of Student Services, Nova University, Parker Building, 3301 College Avenue, Fort Lauderdale, Florida 33314. A schedule of fees and a listing of the types and locations of educational records is contained in this policy.

Nova University does not discriminate on the basis of handicap, sex, race, religion, national or ethnic origin in admission, access or employment for any of its programs and activities. The University Registrar and Director of Personnel have been designated as student and employee coordinators, respectively, to assure compliance with the provisions of the applicable laws and regulations relative to non-discrimination. Nova University programs are approved by the coordinator for Veterans Approval, State of Florida, Department of Education, for veterans' educational benefits.

The school is authorized under Federal Law to enroll non-immigrant alien students.

The Nova University general policies on Student Relations are on file in the Office of the Registrar.