

1983

# Center for the Study of Administration Off- Campus Masters Program Schedule Block III July- September 1983

Nova University

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# Nova University

CENTER FOR THE STUDY OF ADMINISTRATION

3301 College Avenue, Fort Lauderdale, Florida 33314 • 305/475-7300

## BLOCK III, JULY - SEPTEMBER

### OFF-CAMPUS MASTERS PROGRAM SCHEDULE

MBA, HRM, MPA, MSCJ

MASTER OF BUSINESS ADMINISTRATION  
MASTER OF PUBLIC ADMINISTRATION

REGISTRATION PERIOD  
Contact Local Cluster  
Coordinator for  
registration information

Nova University  
3301 College Avenue  
Ft. Lauderdale, FL 33314

#### TELEPHONES

Admissions/Counseling

(305) 475-7689

475-7646

Florida Watts:

(800) 432-5021 ext. 7646

| WEEKEND SESSION | SEQUENCE I       | SEQUENCE II      | CLASS/SECTION/TIME                                     |
|-----------------|------------------|------------------|--|
| FIRST           | July 8, 9        | July 15, 16      | Early: Friday 6-8 PM                                   |
| SECOND          | July 22, 23      | July 29, 30      | Saturday 8-12 Noon                                     |
| THIRD           | August 12, 13    | August 19, 20    |  |
| FOURTH          | August 26, 27    | Sept. 23, 24     | Late: Friday 8:15-10:15 PM                             |
| FIFTH           | Sept.-Oct. 30, 1 | Sept.-Oct. 30, 1 | Saturday 1-5 PM  |
|                 |                  |                  | Note: Second letter of section indicates early or late |

\*MID-TERM EXAMS FOR SEQUENCE I CLASSES WILL BE HELD SATURDAY, AUGUST 13, 1983 AS APPLICABLE

\*MID-TERM EXAMS FOR SEQUENCE II CLASSES WILL BE HELD SATURDAY, AUGUST 19, 1983 AS APPLICABLE

#### KEY TO ABBREVIATION FOR MASTERS COURSES

CR-Required, Core Course

EL-Elective

HR-Required, HRM Program

MB-Required, MBA Program

MP-Required, MPA Program

PP-Program Prerequisite

CJ-Criminal Justice Program

NOTE: COURSES REQUIRED FOR ONE PROGRAM MAY BE TAKEN AS AN ELECTIVE IN ANOTHER PROGRAM

STUDENTS DESIRING A SPECIALIZATION SHOULD TAKE ALL ELECTIVES IN THEIR AREA OF CONCENTRATION!

CLUSTER COORDINATOR

Anthony Duruh  
247 Lynnette Place  
Lakeland, FL 33805  
(813) 858-6735

## Organizational Behavior & Development

CLUSTER COORDINATOR

Mr. Al Valzone  
Mitel Corporation  
5400 Broken Sound Blvd.  
Boca Raton, FL 33431  
H: (305) 395-3973

## Marketing Management

CLUSTER COORDINATOR

Mr. Dallas Grover  
1103 Palm a Sola Blvd.  
Bradenton, FL 33505  
H: (813) 792-7062

## Organizational Behavior & Development

CLUSTER COORDINATOR

Mr. Bob McDonnell  
269 Highland Drive, N.W.  
Cedar Rapids, Iowa 52405  
H: (319) 365-2194  
O: (319) 366-7611

## Quantitative Methods in Management

CLUSTER COORDINATOR

Ms. Clara Glover  
418 Skylark Blvd.  
Satellite Beach, FL 32937  
H: (305) 773-7363  
O: (305) 632-1111

## Organizational Behavior & Development



✓ DAYTONA BEACH-MBA

SEQUENCE I

CLUSTER COORDINATOR

Meeting at:

Daytona Beach Community College  
Building #27, (Allied Health)  
Room #117  
Daytona Beach, FL

Mr. John McGhee  
647 North Street  
Daytona Beach, FL 32014  
H: (904) 255-5225

GMP 5050 BE

Managerial Economics

GMP 5205 AL

Management Environment

✓ FT. MYERS-MBA/HRM

SEQUENCE I

CLUSTER COORDINATOR

Meeting at:

J. Hamilton Welch Academy  
3049 McGregor Blvd.  
Ft. Myers, Florida

Mr. Dennis Andrews  
Rt. 2, Box 716  
Ft. Myers, FL 33903  
H: (813) 995-0225  
O: (813) 995-2131

GMP 5090 BE

Business Policy

GMP 5010 FL

Environment of Organizations

GAINESVILLE-MBA

SEQUENCE II

CLUSTER COORDINATOR

Meeting at:

TBA

Mr. Ed Dice  
2919 N.W. 29 Street  
Gainesville, FL 32605  
H: (904) 378-2329

GMP 5010 GE

Environment of Organizations

GMP 5020 FL

Organizational Behavior & Development

✓ HIALEAH/MIAM SPRINGS

SEQUENCE I

CLUSTER COORDINATOR

Meeting at:

Chamber of Commerce Building  
59 West 5 Street  
Hialeah, FL

Mr. Larry Malta  
Chamber of Commerce  
59 West 5 Street  
H: (305) 888-2642  
O: (305) 887-1515

GMP 5040 BE

Quantitative Methods in Management

GMP 5020 BL

Organizational Behavior & Development

✓ NORTH PALM BEACH-MBA

SEQUENCE I

CLUSTER COORDINATOR

Meeting at:

Seacoast Utilities  
Training Classroom  
4200 Hood Road  
Palm Beach Gardens, FL

Ms. Margie Morley  
4225 Linden Avenue  
Palm Beach Gardens, FL  
H: (305) 622-2799

GMP 5050 CE

Managerial Economics

GMP 5220 AL

Interpersonal & Intergroup  
Dynamics



## PROGRAM UPDATE

Growth can be a mixed blessing if not properly managed. Our program in business administration and public services are growing once more. Not by merely additional students in courses, but by program offerings and options to enhance the educational and training needs of our current students and potentially new clientele. Added to our business program is a new Master of Accounting degree program, giving accounting majors a significant option between the MBA with an accounting specialization and a specialized professional degree in their field. The new degree offers advanced accounting courses designed to meet the developmental needs of those currently in the accounting profession, as well as those who desire to move into this profession.

Added to our public administration program is a social services concentration and a degree option. The Master of Human Services program has been transferred to our department from the Behavioral Sciences Center providing us the needed flexibility to better service practitioners in the human service-social service field. We welcome the current students from the Human Services program and offer them a greater range of elective courses from our public administration and human resource management curriculum. Specialization include health systems, human resource, and public management, as well as criminal justice.

We have added additional coursework in computer science through the creation of a new degree and specialization in Micro-Computer Applications in Management. Students entering the Master of Science in Micro-Computer Applications in Management may specialize in business administration, public management, or human resource management. The Micro-Computer Lab is located conveniently "next door" on the third floor of our home in the Parker Building.

Two additional new programs are slated to be operational by October, 1983. The first is the Master of Science in Telecommunications Management. The second is the Master of Science in Security Management. Both of these programs are being designed to encourage students in the MBA, MPA, and MS/HRM programs to enroll in individual courses as electives or pursue a four course specialization.

One other bit of news is noteworthy for those of you who are considering the current two course option to the Master's Project (GMP 5400 and GMP 5800). You may now enroll in a five day workshop in either Operations Research or Productivity Improvement in lieu of the Master's Project. Limits of thirty students per workshop session are planned. We have scheduled the first Operations Research Workshop for July 18-22, 1983. The first Productivity Improvement Workshop is scheduled for August 27-31, 1983. Check with the Program Office for details.

As I pointed out at the beginning of this Program Update, growth can be a mixed blessing if not properly managed. We are faced with a space problem on the third floor of Parker which should not affect our ability to deliver the programs, but which will mean that additions to our staff may be temporarily housed in adequate, though not convenient places. (Perhaps by the time you read this message this problem will be resolved. We are working on it.) Also, please be patient with staff members who do not have all the answers to detailed questioning regarding the new programs. Naturally, we will be conducting staff workshops to disseminate the information to all persons at all levels, but it will take some time before everyone is equally conversant in all areas. Again, by the time you read this message this problem may be more or less resolved.

As July begins our new fiscal year we look to the challenges and prospects the enhancement of our programs brings to all our students, our faculty and staff, and the greater university community.

Neuman F. Pollack, Director



## M E M O R A N D U M

I am pleased to announce the availability of two five day Workshops, either of which may be used as an option to the Master's Project. The Workshop will carry four semester hours of credit.

One Workshop will be devoted to operations research with micro-computer applications in management. The other Workshop will be devoted to productivity improvement with micro-computer application in management.

Students electing to participate in the Operations Research Workshop will learn to apply quantitative techniques commonly used in decision and utility theory, forecasting, simulation, and mathematical programming. Micro-computer applications utilizing elements of these topics will be covered.

Students electing to participate in the Productivity Improvement Workshop will learn to analyze productivity needs of organizations and design productivity improvement projects based on those needs. Topics include defining productivity measurements, evaluation of productivity projects, and budgetary and personnel constraints associated with productivity improvement. Micro-computer applications utilizing elements of these topics will be covered.

In both Workshops, students will begin to learn how to employ the micro-computer as a management tool. The Workshops, however, are not designed to make the student fully computer literate.

In order to be eligible to enroll in either Workshop, the student must have met the following requirements:

1. full matriculant status in the Master's Program;
2. ten or more courses in the Master's Program including GMP 5040 and GMP 5050 with grades of "B" or better;
3. "good standing" with the comptroller's office.

No more than thirty (30) students will be admitted to a Workshop. Workshops will be scheduled several times per year as needed. Student performance will be evaluated. Attendance at Workshop sessions does not in and of itself constitute credit for the Workshop in lieu of the Master's Project.

For additional information on the Workshops please contact Dr. Charles Blackwell in the Program Office. In Broward County, dial 475-7482; throughout Florida dial 1-800-432-5021 and ask for extension 7482; outside of Florida dial 305-475-7482.

The dates of the first offering of the Operations Research Workshop are July 18-22, 1983. The dates for the first offering of the Productivity Improvement Workshop are August 27-31, 1983.

### Schedule of Fees

|              |   |
|--------------|---|
| \$440        | Tuition                                       |
| 60           | Registration, Materials, and Computer Lab Fee |
| 45           | Meals (5 lunches and one dinner)*             |
| <u>\$545</u> | Total due the University                      |

The above does not include accommodations.

\*Send a \$45.00 check with your application.

OCALA-MBASEQUENCE ICLUSTER COORDINATOR

Meeting at:

Monroe Regional Medical Center  
Conference Classroom  
First Floor  
131 S.W. 15 Street  
Ocala, Florida

Ms. Nancy Vallario  
P.O. Box 652  
Williston, FL 32696  
(904) 528-3867

GMP 5050 DE

Managerial Economics

GMP 5320 AL

Managerial Communications

ORLANDO II-MBA/HRMSEQUENCE IICLUSTER COORDINATOR

Meeting at:

City Hall/Fire Station  
Education Classroom  
175 Newburgport Avenue  
Altamonte Springs, FL

Ms. Linda Partin  
102 Canada Avenue  
Altamonte Springs, FL  
H: (305) 831-6521

GMP 5090 CE

Business Policy

GMP 5100 BL

Masters Project

ORLANDO III-MBASEQUENCE IICLUSTER COORDINATOR

Meeting at:

City Hall/Fire Station  
Education Classroom  
175 Newburgport Avenue  
Altamonte Springs, FL

Ms. Linda Partin  
102 Canada Avenue  
Altamonte Springs, FL  
H: (305) 831-6521

GMP 5050 EE

Managerial Economics

GMP 5220 BL

Interpersonal &amp; Intergroup Dynamics

ST. PETERSBURG/FPC-MBASEQUENCE ICLUSTER COORDINATOR

Meeting at:

Florida Power Corp.  
34 Street, South  
St. Petersburg, FL

Mr. Ken Parnell  
11302 111 Avenue, North  
Seminole, FL 33542  
H: (813) 866-4228  
O: (813) 397-0031

GMP 5010 HE

Environment of Organizations

GMP 5020 GL

Organizational Behavior &amp; Development



✓ SOUTH MIAMI-MBA/HRM

SEQUENCE II

CLUSTER COORDINATOR

Meeting at:

Baptist Hospital  
Education Classroom  
8900 N. Kendall Avenue  
Miami, FL 23176

Ms. Sara Nelson  
7735 S.W. 145 Court  
Miami, FL 33183  
H: (305) 387-9012

GMP 5070 CE

Marketing Management

GMP 5260 AL

Labor Relations: Principles,  
Problems, Cases

✓ TAMPA/CLEARWATER II-MBA/MPA

SEQUENCE II

CLUSTER COORDINATOR

Meeting at:

Tampa College  
Mercury Building, Rm. 203  
Tampa, Florida

Mr. Richard Cipriano  
2711 Grandview Place  
Brandon, FL 33511  
H: (813) 685-3200

GMP 5060 BE

Managerial Accounting

GMP 5205 BL

Managerial Environment

✓ RICHLAND, WA-MBA

SEQUENCE II

CLUSTER COORDINATOR

Meeting at:

International Dunes Rivershore  
50 Comstock  
Richland, WA

Mr. Robert Van Meter  
Rockwell Handford Operation  
P.O. Box 800  
Bldg. 2750 E, 200 E.  
Richland, WA 99352  
O: (509) 373-1150

GMP 5400 BE

Grants & Contracts

GMP 5800 BL

Policy Analysis & Program Evaluation

✓ RICHLAND-MBA

SEQUENCE II

CLUSTER COORDINATOR

Meeting at:

International Dunes Rivershore  
50 Comstock  
Richland, WA

Mr. Robert Van Meter  
Rockwell Handford Operation  
P.O. Box 800  
Bldg. 2750 E, 200 E.  
Richland, WA 99352  
O: (509) 373-1150

GMP 5050 FE

Managerial Economics

GMP 5260 BL

Labor Relations: Principles,  
Problems, Cases

✓ WEST PALM BEACH II-MBA

SEQUENCE I

CLUSTER COORDINATOR

Meeting at:

Health Department  
901 Evernia Street  
West Palm Beach, FL

Mr. Dick Morley  
4225 Linden Avenue  
Palm Beach Gardens, FL  
H: (305) 622-2799  
O: (305) 837-3357

GMP 5921 AE

Information Systems Analysis & Design

GMP 5931 AL

Current Information Systems Technology



TUITION

Graduate tuition is \$330 per course. Tuition for program prerequisite courses is \$300. Students receiving employer reimbursements are expected to pay tuition in advance and secure reimbursement from their employers. Promissory notes for partial payment will be issued only to those students who are waiting for student loans to be processed. Approval to sign promissory notes must be obtained from the comptroller's office.

REFUNDS

Refunds are made solely at the option of the University for conditions beyond the students' control. Refunds must be requested in writing on the Add/Drop, Withdrawal Forms. Requests are based on the date of the written request form. When granted, the tuition credit will be as follows: After the first weekend 75%, after the second weekend 50%, then 0%.

TEXTBOOKS

Textbooks are to be purchased through the Cluster Coordinator.

REGISTRATION

Registration is to be made through the Cluster Coordinator.

REGISTRATION  
FEE

A registration fee of \$15 applies to each registration form processed by the University. Include the registration fee with the tuition and other applicable fees.