

1982

# Center for the Study of Administration On-Campus Masters Program Schedule Block III, July-September 1982

Nova University

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**NOVA  
UNIVERSITY**

3301 COLLEGE AVENUE, FORT LAUDERDALE, FLORIDA 33314 • 305/475-7300  
CENTER FOR THE STUDY OF ADMINISTRATION

BLOCK III, JULY - SEPTEMBER 1982

ON-CAMPUS MASTERS PROGRAM SCHEDULE

MBA,HRM,MPA, MSCJ

MASTER OF BUSINESS ADMINISTRATION (MBA)  
MASTER OF PUBLIC ADMINISTRATION (MPA)  
MS/HUMAN RESOURCE MANAGEMENT (MS/HRM)  
MS/CRIMINAL JUSTICE (MS/CJ)

REGISTRATION PERIOD:  
Prior Registrants-by mail  
or on Saturday 6/26, 1982  
New Student Counseling/  
Registration Period - by  
Appointment: June 1 -  
July 5, 1982  
Late Fee after July 5

NOVA UNIVERSITY  
3301 COLLEGE AVENUE  
FT. LAUDERDALE, FL  
33314  
TELEPHONE:  
Admissions/Counseling  
(305) 475-7481  
Master's Program Office  
(305) 475-7644  
-7646  
Florida Watts:  
(800) 432-5021  
ext.7646

WEEKEND SESSION	SEQUENCE I	SEQUENCE II	CLASS/SECTION/TIMES
FIRST	JULY 9,10	JULY 16,17	<u>EARLY:</u> Friday 6-8 pm Saturday 8-12
SECOND	JULY 23,24	JULY 30,31	
THIRD	AUG. 6, 7	AUG. 13,14	<u>LATE:</u> Friday 8-10 pm Saturday 12:30-4:30
FOURTH	AUG. 27,28	SEPT.10,11	
FIFTH	SEPT.24,25	SEPT.24,25	NOTE: Second letter of section defines whether course is Early or Late

\*MID-TERM EXAMS FOR SEQUENCE I CLASSES WILL BE HELD SATURDAY JULY 31, 1982 AS APPLICABLE  
MID-TERM EXAMS FOR SEQUENCE II CLASSES WILL BE HELD SATURDAY AUGUST 7, 1982 AS APPLICABLE

KEY TO ABBREVIATIONS 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!

\*\*SCHEDULE OF MASTERS PROGRAM ON-CAMPUS (FT. LAUDERDALE) COURSES\*\*

COURSE/SECTION			TITLE	INSTRUCTOR	DATES/ SCHEDULE	ROOM
GMP 5001	A		Introductory Accounting (PP)	BLACKWELL	Monday 7-10 P.M. 7/12-9/20/82	P-107
GMP 5002	A		Introductory Statistics (PP)	PELLET	Tuesday 7-10 P.M. 7/13-9/14/82	P-209
GMP 5004	A		Introductory Psychology	SANFORD	Wednesday 7-10 P.M. 7/14-9/15/82	P-150
GMP 5005	A		Introductory Marketing (PP)	SAND	Thursday 7-10 P.M. 7/15-9/16/82	P-142
GMP 5009	A		Management Communications: Strategies and Skills	STEPHENS	Tuesday 7-10 P.M. 7/13-9/14/82	P-129
GMP 5010	AE		Environment of Organizations (CR)	CARTANO	I	P-210
GMP 5010	BL		Environment of Organizations (CR)	CARTANO	I	P-210
GMP 5020	AE		Organization Behavior & Development Factors (CR)	KASSOFF	I	P-107
GMP 5020	BL		Organization Behavior & Development Factors (CR)	KASSOFF	I	P-237
GMP 5030	AL		Human Resource Management (CR)	ROBERTS	II	P-150
GMP 5030	BL		Human Resource Management (CR)	ROBERTS	I	P-150
GMP 5040	AE		Quantitative Methods in Management (CR)	RIVERS	I	P-150
GMP 5040	BE		Quantitative Methods in Management (CR)	DiPAOLO	II	P-129
**NOTE: Students MUST complete GMP 5040 before registering for GMP 5050						
GMP 5050	AE		Managerial Economics (CR)	GOODSTEIN	I	P-237
GMP 5060	AE		Managerial Accounting (MB)	WEISS	I	P-129
GMP 5070	AL		Marketing Management (MB)	PESTELLA	I	P-129
GMP 5080	AL		Financial Management (MB)	DiPAOLO	II Fri. Sat.	P-240 P-241
GMP 5090	AL		Business Policy (MB)	KOOROS	I	P-209
**NOTE: Only students permitted who have completed GMP 5010-5080 to enroll in 5090. This rule will be enforced.						
GMP 5100	AA		Masters Project (4 credits)	BLACKWELL	By Appointment	P-304
GMP 5120	AL		Current Topics in Accounting Research & Studies (EL)	LIPNER	II	P-143
GMP 5150	AE		Tax Planning & Research (EL)	VANDERBECK	I	P-105

GMP 5230	AE	International Technology and Planning of Energy (EL)	KOOROS	I	P-143
GMP 5205	AE	Managerial Environment (HR)	LOFFRADO	II	P-143
GMP 5260	AL	Labor Relations: Principles, Problems and Cases (HR)	BENNETT	II	P-129
GMP 5400	AE	Grants & Contracts (EL)	RAFKY	II	P-210
GMP 5800	AL	Policy Analysis & Program Evaluation (EL)	ANDERS	II	P-210
GMP 5410	AE	Health Systems: Structure and Organization (EL)	STAEBLER	II	P-105
GMP 5460	AL	Administrative Law (MP)	BORETH	II	P-105
GMP 5463	AE	Contract Pricing & Negotiations (EL)	SPINKA	II	P-107
GMP 5571	AL	Marketing Communication & Promotion (EL)	WHALEN	II	P-107
GMP 5370	AL	Special Topic/Strategic Human Resources Planning (EL)	GOODSTEIN	I	P-105
GMP 5560	AL	Advanced Financial Policy (EL)	SAND	I	P-107
GMP 6060	AE	Issues & Trends in Judicial Administration (CJ)	KAY	I	P-209
GMP 6070	AL	Juvenile Justice (CJ)	PUDALOFF	I	P-209

TUITION The graduate tuition fee is \$330 per course. The tuition for program prerequisite courses is \$300. Students receiving employer tuition reimbursement are expected to pay tuition in advance, and then secure reimbursement from their employer. 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 gained from the comptrollers office.

REFUNDS Refunds are made solely at the option of the university for conditions beyond the student's control. Refunds must be requested in writing, and the refund is 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%, and then 0%. The Add/Drop withdrawal form must be used. The amount of the refund is based on the date of the form submitted.

TEXTBOOKS Textbooks for all course can be purchased: The Corner Book Exchange, 4134 S.W. 64th Avenue, Davie, Florida 33314 (305) 792-7778.

REGISTRATION Registration is by mail if accompanied by full payment or during office hours (8:30-5:00 weekdays). Students eligible for employer reimbursement must pay tuition in advance, and then secure reimbursement from their employer. Late registration will result in an additional fee or penalty in the amount of \$10.00.

## COUNSELING

If you are not sure of your course registration requirements, please call or visit the Masters Program office for counseling. Courses should be taken in the sequence as listed in the Masters Bulletin. Permission to go out of sequence must be obtained in the Masters Program office. Be sure you obtain course syllabi at the time of registration. ALL STUDENTS SHOULD READ THE MASTER'S BULLETIN AND BECOME FAMILIAR WITH PROGRAM POLICIES AND PROCEDURES. ALL NEW STUDENTS MUST MAKE AN APPOINTMENT FOR COUNSELING BEFORE REGISTERING FOR CLASSES. Counseling appointments will be taken from June 1 through July 5, 1982. DEADLINE FOR NEW STUDENT APPLICATIONS IS July 5, 1982. Returning students should register for classes from June 1 through July 5, 1982.

## MANAGEMENT CERTIFICATE COURSES

Nova University Master's Programs has several Certificate programs available to non-degree administration professionals already working in their field who wish to increase their organizational and personal effectiveness. Courses are offered in 3 month terms or Blocks and meet every 3rd weekend on a Friday evening and Saturday either as an Early or Late class. A Certificate can be earned by taking four courses in each of the following specific Specialty areas.

For additional information call 475-7646 or 475-7643

- (AC) Accounting
- (AM) Acquisitions Management  
(Procurement, Contracts,  
Quality Assurance)
- (BF) Banking and Finance
- (CS) Computer Systems Management
- (CJ) Criminal Justice
- (ET) Energy Technology Management
- ((HS) Health Systems Management
- (HR) Human Resource Management
- (IB) International Business
- (MA) Marketing
- (PM) Public Management

### CURRENT OFFERINGS

SEE FRONT OF SCHEDULE FOR WEEKEND SEQUENT DATES/TIME.

- (AC) GMP 5120 Current Topics in Accounting Research & Studies - Sequence I - Late
- (AC) GMP 5150 Tax Planning and Research - Sequence II - Early
- (HR) GMP 5205 Managerial Environment - Sequence II - Early
- (AM) GMP 5463 Contract Pricing & Negotiations - Sequence II - Early
- (ET) GMP 5230 International Technology & Planning of Energy - Sequence I - Early
- (HR) GMP 5260 Labor Relations: Principles, Problems, & Cases - Sequence II - Late
- (HR) GMP 5370 Special Topic/Strategic Human Resource Planning - Sequence II - Early
- (HS) GMP 5410 Health Systems: Structure and Organization - Sequence II - Early
- (PM) GMP 5460 Administrative Law - Sequence II - Late
- (MA) GMP 5571 Marketing Communication & Promotion - Sequence II - Late
- (CJ) GMP 6060 Issues and Trends in Judicial Administration - Sequence I - Early
- (CJ) GMP 6070 Juvenile Justice - Sequence I - late