

1983

Center for the Study of Administration On-Campus Master's 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

TELEPHONES:

Admissions/Counseling

475-7689/475-7643

Master's Program Office

475-7644/475-7646

Florida WATS:

(800) 432-5021 ext. 7646

BLOCK III JULY - SEPT. 1983
ON CAMPUS MASTER'S PROGRAM SCHEDULE
MASTER OF BUSINESS ADMINISTRATION (MBA)
MASTER OF PUBLIC ADMINISTRATION (MPA)
MS/HUMAN RESOURCE MANAGEMENT (MS/HRM)
MS/CRIMINAL JUSTICE (MS/CJ)

KEY TO ABBREVIATIONS FOR MASTER'S COURSES

(CR) - Required, Core Courses

(EL) - Elective

(HR) - Required, HRM Program

(MB) - Required, MBA Program

(MP) - Required, MPA Program

(CJ) - Criminal Justice Program

KEY TO ABBREVIATIONS FOR MANAGEMENT CERTIFICATE COURSES

(AC) - Accounting

(AM) - Acquisitions Management

(CS) - Computers Systems Management

(CJ) - Criminal Justice

(ET) - Energy Technology

(HS) - Health Systems Management

(HR) - Human Resource Management

(IB) - International Business

(MA) - Marketing

(PM) - Public Management

COUNSELING

If you are not sure of your course registration requirements, please call or visit the Master's Program Office for counseling. Courses should be taken in sequence as listed in the Master's Bulletin. Permission to go out of sequence must be obtained from the Program Director. 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 6, 1983 - July 5, 1983. DEADLINE FOR NEW STUDENT APPLICATIONS IS June 24, 1983. Returning students should register for classes from June 6, 1983 through July 5, 1983.

REGISTRATION

Register in person by submitting your completed registration form and tuition and fees IN FULL to the Registrar's Office, Parker Building Room 104. The Registrar's Office is open Monday through Friday, 8:30 AM - 5:00 PM.

You mail your completed registration form and tuition and fees IN FULL to the Registrar's Office, 3301 College Ave., Ft. Lauderdale, FL 33314. Call 475-7403 to request registration materials if you have not received them.

Registration must be completed by July 5, 1983 to avoid a late fee of \$10.00. Registration after the first night of class incurs a late fee of \$50.00.

S E Q U E N C E I

<u>SESSION</u>	<u>DATES</u>	<u>TIMES</u>
First	July 8, 9	Early: Friday 6-8 PM
Second	July 22, 23	Saturday 8-12 Noon
Third	Aug. 12, 13	Late: Friday 8:15-10:15 PM
Fourth	Aug. 26, 27	Saturday 1-5 PM
Fifth	Sept. 30, Oct. 1	NOTE: Second Letter of Section Indicates Early or Late

<u>COURSE #/SECTION</u>	<u>TITLE</u>	<u>ROOM</u>
GMP 5010 AL	Environment of Organization (CR)	P-210
GMP 5020 AE	Organization Behavior & Development (CR)	P-210
GMP 5030 AL	Human Resource Management (CR)	P-237
*GMP 5040 AE	Quantitative Methods in Management (CR)	9/30-P-215 P-237
*GMP 5060 AE	Managerial Accounting (MB)	P-150 9/30-P-209
GMP 5080 AE	Financial Management (MB)	P-129
GMP 5090 AE	Business Policy (MB)	P-107
NOTE: ONLY STUDENTS WHO HAVE COMPLETED GMP 5010-5080 WILL BE PERMITTED TO ENROLL IN GMP 5090. THIS RULE WILL BE ENFORCED.		
GMP 5140 AL	Taxation of Corporations & Partnerships (MB/EL)	P-150 9/30-P-209
GMP 5270 AL	Collective Bargaining in the Public Sector (HR/EL)	P-105
GMP 5300 AL	Career Development (EL)	P-129
GMP 5463 AL	Contract Pricing & Administration (AM/EL)	P-107
**GMP 5400 AE	Grants & Contracts	P-106
**GMP 5800 AL	Policy Analysis & Program Evaluation	P-106
GMP 5100 A	Master's Project (4 Credits)	Appt. Only

HIALEAH/MIAMI SPRINGS

GMP 5020 BL	Organization Behavior & Development
GMP 5040 BE	Quantitative Methods

*Students Must Have Satisfied Program Prerequisites to Register for Classes

**Two Course Option for Master's Project

NOTE: All Electives Require Enrollment of 10 or More Students

Mid-Term Exams will be held Saturday, July 30, 1983 in the I.R.P. Room-
As Applicable

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!

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. 8317
~~8307~~

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.

8308

Schedule of Fees

~~8308~~

\$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.

PROGRAM UPDATE

Growth can be a mixed blessing if not properly managed. Our programs 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. Specializations 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

S E Q U E N C E I I

<u>SESSION</u>	<u>DATES</u>	<u>TIMES</u>
First	July 15, 16	Early: Friday 6-8 PM
Second	July 29, 30	Saturday 8-12 Noon
Third	Aug. 19, 20	Late: Friday 8:15-10:15 PM
Fourth	Sept. 23, 24	Saturday 1-5 PM
Fifth	Sept. 30, Oct. 1	NOTE: Second Letter of Section Indicates Early or Late

<u>COURSE #/SECTION</u>	<u>TITLE</u>	<u>ROOM</u>
GMP 5030 BL	Human Resource Management (CR)	P-210 9/30-P-240
*GMP 5040 CE	Quantitative Methods in Management (CR)	P-237
GMP 5050 AL	Managerial Economics for Decision Making (CR)	P-237
*GMP 5070 AE	Marketing Management (MB)	P-210 9/30-P-240
GMP 5190 AE	Energy Administration & Management (ET/EL)	P-105
GMP 5420 AL	Current Issues in Health Management (HS/EL)	P-105
GMP 5460 AE	Administrative Law (MP/CJ) (Same as GMP 6030)	P-106 9/30-P-130
GMP 5541 AE	Comparative Financial Systems (IB/EL)	P-150
*GMP 5570 AL	Marketing Research (MA/EL)	P-107 9/30-P-131
GMP 5810 AL	Financial Institutions & Markets (BF/EL)	P-129 9/30-P-128
*GMP 5941 AL	Computer Control (CS/EL)	P-150
GMP 5755 AE	Small Business Management (EL)	P-129 9/30-P-215
GMP 6020 AL	Law Enforcement & Security (CJ)	P-106 9/30-P-130

CORAL SPRINGS - June 17-18, July 15-16, Aug. 19-20, Sept. 9-10, Sept. 30-Oct. 1.

GMP 5010	Environment of Organization
GMP 5020	Organization Behavior & Development

*Students Must Have Satisfied Program Prerequisites to Register for Courses
 NOTE: All Electives Require Enrollment of 10 or More Students
 Mid-Term Exams will be held Saturday Aug. 13, 1983 in the I.R.P. Room-As Applicable

NOTE: Students now have the option of taking classes in Coral Springs and Hialeah-Miami Springs sites without notifying the Program Office of a change of location. As the enrollment in Coral Springs and Hialeah-Miami Springs grows, additional course options will be available at those sites.

NOTE:	GMAT - Review	Irwin Katz 791-1664	Monday 6-9 PM 8/29-10/17	Room TBA
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PREREQUISITES

<u>COURSE/SECTION</u>	<u>TITLE</u>	<u>DATE/TIME</u>	<u>ROOM</u>
GMP 5001 A	Introductory Accounting (PP)	Monday 7/11-9/26 7-10 PM	P-150
GMP 5002 A	Introductory Quantitative Analysis (PP)	Tuesday 7/12-9/13 7-10 PM	TBA
GMP 5004 A	Introductory Psychology (PP)	Tuesday 7/12-9/13 7-10 PM	P-150
GMP 5005 A	Introductory Marketing (PP)	Thursday 7/14-9/13 6-9 PM	TBA
GMP 5009 A	Management Communications: Strategies & Skills (PP)	Wednesday 7/13-9/14 6-9 PM	P-150

REGISTRATION FEE A University registration fee is now being applied to each registration form processed. The fee is \$15.00 regardless of the number of courses listed on the registration form. Simply include the registration fee with your tuition and other applicable fees.

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 a promissory note must be obtained from the Comptroller's 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.

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

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 one of the specialty areas listed on the front page.

For additional information call 475-7644 or 475-7689.

Cancelled courses

GMA

Please cancel:

Term 8307:

GMP 5101 sec A ✓

GMP 5102 sec A ✓

GMP 5004 sec A ✓

GMP 5030 sec A ✓

GMP 5040 sec A ✓

GMP 5190 sec A ✓

GMP 5010 sec E (Cocoa) ✓

GMP 5020 sec E " ✓

GMP 5010 G (Gainesville) ✓

GMP 5020 F " ✓

GMP 5010 H ✓ (St. Pete)

GMP 5020 G " ✓

M. Joanne
7/19/83