

1983

Center for the Study of Administration On-Campus Masters Program Schedule-Block II, April-June 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

(305) 475-7689

Master's Program Office

(305) 475-7644

475-7646

Florida WATS:

(800) 432-5021

ext. 7646

BLOCK II, APRIL - JUNE 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 Course

(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

(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 March 7, 1983 - April 4, 1983. DEADLINE FOR NEW STUDENT APPLICATIONS IS March 31, 1983. Returning students should register for classes from March 7, 1983 through April 4, 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 April 4, 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	April 8, 9	Early: Friday 6-8 PM
Second	April 29, 30	Saturday 8-12 Noon
Third	May 20, 21	Late: Friday 8:15-10:15 PM
Fourth	June 10, 11	Saturday 1-5 PM
Fifth	June 24, 25	NOTE: Second Letter of Section Indicates Early or Late

<u>COURSE #/SECTION</u>	<u>TITLE</u>	<u>INSTRUCTOR</u>	<u>ROOM</u>
GMP 5030 AE	Human Resource Management (CR)	Tureen	P-210
*GMP 5040 AL	Quantitative Methods (CR)	Golden	P-210
*GMP 5050 AE	Managerial Economics (CR)	Pellet	P-237
NOTE: STUDENTS MUST COMPLETE GMP 5040 BEFORE REGISTERING FOR GMP 5050			
*GMP 5060 AE	Managerial Accounting (MB)	Weiss	P-129
GMP 5110 AE	Accounting Theory (AC/EL)	Vanderbeck	P-107
GMP 5240 AE	Advanced Organizational Development (HR/EL)	Gibson	P-105
GMP 5320 AL	Management Communications (HR/EL)	Gibson	P-105
GMP 5450 AL	Public Administration Theory & Practice (MP/PM/EL)	Baer	P-129
GMP 5581 AL	International Banking (IB/EL)	TBA ANTHONY ✓	P-107
GMP 5620 AL	Investment Principles & Policy <i>2 req.</i>	Lipman	P-237
GMP 6000 AE	Crime and Justice in North America (CJ)	Baer	P-143
GMP 6010 AL	Criminal Justice Theories & Typologies (CJ)	Lacey	P-143
**GMP 5400 AE	Grants and Contracts	Britt	P-150
**GMP 5800 AL	Policy Analysis & Program Evaluation	Britt	P-150
GMP 5100 A	Master's Project (4 Credits)	Blackwell	Appt. Only

*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, May 14 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!

S E Q U E N C E I I

<u>SESSION</u>	<u>DATES</u>	<u>TIMES</u>
First	April 15, 16	Early: Friday 6-8 PM
Second	May 6, 7	Saturday 8-12 Noon
Third	June 3, 4	Late: Friday 8:15-10:15 PM
Fourth	June 17, 18	Saturday 1-5 PM
Fifth	June 24, 25	NOTE: Second Letter of Section Indicates Early or Late

<u>COURSE #/SECTION</u>	<u>TITLE</u>	<u>INSTRUCTOR</u>	<u>ROOM</u>
GMP 5010 AE	Environment of Organization (CR)	Cartano	P-241
GMP 5010 BL	Environment of Organization (CR)	Sand	P-241
GMP 5020 AE	Organization Behavior & Development (CR)	McCartney	P-129 6/24 P-131
GMP 5020 BL	Organization Behavior & Development (CR)	McCartney	P-129 6/24 P-131
GMP 5030 BL	Human Resource Management (CR)	Preziosi	P-210
*GMP 5040 BE	Quantitative Method (CR)	Rivers	P-237
*GMP 5070 AE	Marketing Management (MB)	Gruber LUTZ	P-210
GMP 5080 AE	Financial Management	Haight	P-237
GMP 5090 AL	Business Policy (MB)	Haight LASH	P-143 6/24 P-106
NOTE: ONLY STUDENTS WHO HAVE COMPLETED GMP 5010 - 5080 WILL BE PERMITTED TO ENROLL IN GMP 5090. THIS RULE WILL BE ENFORCED.			
GMP 5381 AE	Managing Stress (EL)	Preziosi	P-143 6/24 P-106
GMP 5410 AL	Health Systems (HS/EL)	TBA RIVERS	P-107 6/24 P-128
GMP 5462 AE	Contract & Procurement Law (AM/EL)	Dodson	P-107 6/24 P-128
GMP 5550 AL	Sales Management (MA/EL)	TBA LUTZ	P-150 6/24 P-130
GMP 5930 5931 AE	Current Information Systems Technology (CS/EL)	TBA BEBEE	P-150 6/24 P-130

*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, May 21 in the I.R.P. Room - As Applicable

Springtime is a time of reflection on our efforts of the previous fall and winter seasons. As you are well aware, our enrollment has enjoyed unprecedented growth during the last six months. We attribute this to many factors, the most important of which is the enthusiastic endorsement of our programs by our students and graduates, and their employers. This year we have focused great attention on expanding our offerings in the fields of computer systems management, microcomputer applications in management, accounting, marketing, international business, and banking and financial institution management. Certificate programs in these and other fields are now available to students both on campus in Fort Lauderdale and through-out our field-based delivery system. As in the past, we are committed to meet the educational needs of career professionals in their ever expanding managerial roles.

Neuman F. Pollack-Director

PREREQUISITES

<u>COURSE/SECTION</u>	<u>TITLE</u>	<u>INSTRUCTOR</u>	<u>DATE/TIME</u>	<u>ROOM</u>
GMP 5002 A	Introductory Quantitative Analysis (PP)	Barritt	Monday 7-10 PM 4/11-6/20	P-241
GMP 5003 A	Introductory Economics (PP)	Pellet	Monday 7-10 PM 4/11-6/20	P-150
GMP 5009 A	Management Communications: Strategies and Skills (PP)	Hepler	Thursday 7-10 PM 4/14-6/16	P-131
	GMAT - Review	Irwin Katz	Tuesday 6-9 PM 5/10-6/14	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 gained 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.