

1984

Center for the Study of Administration On-Campus Masters Program Schedule-Block II, March-June 1984

Nova University

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TELEPHONES:

Admissions/Counseling
475-7689/475-7643
Master's Program Office
475-7646
Florida WATS:
(800) 432-5021 x7646

BLOCK II MARCH - JUNE 1984

ON-CAMPUS MASTER'S PROGRAMS SCHEDULE
MASTER OF BUSINESS ADMINISTRATION (MBA)
MASTER OF PUBLIC ADMINISTRATION (MPA)
MS/HUMAN RESOURCE MANAGEMENT (MS/HRM)
MS/CRIMINAL JUSTICE (MS/CJ)
MASTER OF ACCOUNTING (M/ACC)
MS/HUMAN SERVICES (MS/HS)

KEY TO ABBREVIATIONS FOR MASTER'S COURSES

(CR) - Required, Core Courses	(M/A) - Required, M/ACC Program
(EL) - Elective	(MB) - Required, MBA Program
(HR) - Required, HRM Program	(MP) - Required, MPA Program
(H/S) - Human Services Program	(CJ) - Criminal Justice Program

KEY TO ABBREVIATIONS FOR MANAGEMENT CERTIFICATE COURSES

(AC) - Accounting	(HR) - Human Resource Management
(AM) - Acquisitions Management	(HS) - Health Systems Management
(BA) - Banking & Financial Inst.	(IB) - International Business
(CS) - Computer Systems Management	(MA) - Marketing
(CJ) - Criminal Justice	(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 February 27, 1984 - March 23, 1984. DEADLINE FOR NEW STUDENT APPLICATIONS IS March 16, 1984. Returning students should register for classes from February 27, 1984 through March 23, 1984.

REGISTRATION

Register in person by submitting your completed registration form, 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, tuition, and fees IN FULL to the Registrar's Office, 3301 College Avenue, Ft. Lauderdale, FL 33314. Call 475-7403 to request registration materials if you have not received them.

Registration must be completed by March 23, 1984 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	March 30, 31	Early: Friday 6 - 8 PM
Second	April 13, 14	Saturday 8 - 12 Noon
Third	May 11, 12	Late: Friday 8:15 - 10:15 PM
Fourth	June 1, 2	Saturday 1 - 5 PM
Fifth	June 22, 23	NOTE: Second Letter of Section Indicates Early or Late

<u>COURSE #/SECTION</u>	<u>TITLE</u>	<u>ROOM</u>
GMP 5010 AE	Environment of Organization (CR) <i>Baer</i> ✓	P-239
GMP 5020 AL	Organization Behavior & Development (H/S-CR) <i>Gibson</i> ✓	P-239
GMP 5030 AE	Human Resource Management (CR) <i>Tureen</i> ✓	P-207
GMP 5030 BL	Human Resource Management (CR) <i>Preziosi</i> ✓	P-207
+*GMP 5040 AE	Quantitative Methods in Management (CR) <i>Rivers</i> ✓	P-237
+*GMP 5040 BL	Quantitative Methods in Management (CR) <i>Rivers</i> ✓	P-237
*GMP 5060 AE	Managerial Accounting (MB) <i>Weiss</i> ✓	P-241
GMP 5219 AL	Theory & Practice in Working with Groups (H/S) <i>Segal</i> ✓	P-241
GMP 5410 AE	Health Systems: Structure & Organization (EL) <i>Liebowitz</i> ✓	P-129
GMP 5450 AL	Public Administration Theory & Practice (MP) <i>Baer</i> ✓	P-129
GMP 5491 AE	Management Practices in the Non-Profit Sector (H/S-EL) <i>Collins</i> ✓	P-107
GMP 5840 AL	Commercial Bank Policy (EL) <i>Collins</i> ✓	P-238
GMP 6080 AE	Contemporary Corrections (CJ) <i>MacGregor</i> ✓	P-105
GMP 6090 AL	Community Corrections, Probation-Parole <i>MacGregor</i> ✓	P-105

HIALEAH/MIAMI SPRINGS

GMP 5080 BE	Financial Management (MB) <i>- DiPaolo</i> ✓
GMP 5220 AL	Interpersonal & Intergroup Dynamics (EL) <i>MALTA</i> ✓

*Students Must Have Satisfied Program Prerequisites to Register for Classes

+Criminal Justice students should take GMP 5040 in place of GMP 6040

NOTE: All Electives Require Enrollment of 10 or More Students

Mid-Term Exams will be held Saturday, April 28, 1984 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

PROGRAM UPDATE

Another spring has come! We have had a good winter throughout our system. Our enrollment on campus was very strong and our cluster population increased. We welcome new students wherever they are taking classes. A special welcome is extended to students in brand new clusters in Port Charlotte, Tampa, Orlando, Boca Raton, and Miami. We anticipate adding clusters in Tallahassee and Salisbury, NC in the near future.

We are becoming international in scope with agreements to offer the MBA Programs in Toronto in cooperation with the Canadian School of Management and in London in conjunction with St. John's College. We would like to set up an intensive seminar dealing with a variety of aspects of international business with a component on campus in Fort Lauderdale and a component in Toronto or London. Similarly, we hope to implement a seminar dealing with national public policy as it relates to business conducted in Washington, DC. As soon as these programs are fully designed and priced, we will notify all students and graduates of our program. These will be professional development seminars and will not take the place of coursework in the degree programs at the present time.

Our Productivity Improvement and Operations Research Workshops have been a great success. These workshops will be scheduled more frequently in the future in order to accommodate a growing number of students wishing to participate. We are considering expanding the coverage of material in the workshops based upon the enthusiasm of the students who have participated in the past. Your input is always encouraged.

To students in field-based clusters, I ask that you consider assisting site coordinators in recruiting new students. We have found that the most effective spokespersons for our programs have been students and graduates. We appreciate your continued support. Students on campus are encouraged also to recommend potential new students. We would be pleased to conduct an information meeting for interested persons at your place of employment. Please contact either Lee Krosser or Bill Spade regarding such a meeting.

Graduation exercises for 1984 will be July 29, 1984, at the Sunrise Musical Theater. All persons who have satisfied requirements for graduation by June 30, 1984, will be permitted and encouraged to join the processional. I look forward to greeting you on Graduation Day!

Neuman F. Pollack
Center Director

Productivity Improvement Workshop

In Block II we will offer the Productivity Improvement Workshop on two (2) different five day periods. For those students attending their final block of classroom courses on Sequence II dates, the workshop dates will be May 30, 1984 through June 3, 1984. For those students attending Sequence I classes the dates will be June 8, 1984 through June 13, 1984.

In order for each of you to get as much from your classroom courses, we recommend that you make application for the appropriate workshop so as not to miss a week-end of classes.

A maximum of fifty (50) applications will be accepted for each of the workshops.

Following is a brief description of the workshop along with the entrance requirements. If you qualify and wish to reserve a place in either workshop, please fill out, and return to my attention, the preliminary application below.

Workshop Description

In this workshop students will learn innovative techniques essential to improved productivity when applied in profit and non-profit organizations. The workshop will emphasize a set of practical operating guides that can lead to an increase in productivity through planning, evaluating and motivating. Specific techniques will be addressed that can be incorporated into formal efforts of productivity improvement in any organizational environment. Students will learn how to conduct productivity audits and make productivity-effectiveness analyses. Students will apply practical solutions to existing productivity problems and become familiar with micro-computer applications that can enhance gains in productivity.

Entrance Requirements

Students are expected to have appropriate graduate preparation in economics, accounting, human behavior, statistics, and human resource management. They are expected to be able to apply the principles of scientific management, human relations concepts and systems theory.

Prerequisite: Ten or more courses in the Master's Program, including satisfactory completion of GMP 5020, 5030, 5040, and 5050.

Name _____

Return to:

Address _____

Dr. Charles Blackwell
Nova University
3301 College Ave.
Ft. Lauderdale, FL 33314

Phone(H) _____

(O) _____

Date: May 30 - June 3, 1984 _____

Cluster _____

June 8 - June 13, 1984 _____

S E Q U E N C E I I

<u>SESSION</u>	<u>DATES</u>	<u>TIMES</u>
First	April 6, 7	Early: Friday 6 - 8 PM
Second	April 27, 28	Saturday 8 - 12 Noon
Third	May 18, 19	Late: Friday 8:15 - 10:15 PM
Fourth	June 8, 9	Saturday 1 - 5 PM
Fifth	June 29, 30	NOTE: Second Letter of Section Indicates Early or Late

<u>COURSE #/SECTION</u>	<u>TITLE</u>	<u>ROOM</u>
*GMP 5050 AE	Managerial Economics for Decision Making (CR) <i>Pellet</i> ✓	P-241
*GMP 5070 AL	Marketing Management (MB) - <i>Whalen</i> ✓	P-241
GMP 5080 AE	Financial Management (MB) - <i>Haight</i> ✓	P-239
GMP 5090 AL	Business Policy (MB) - <i>Lash</i> ✓	P-239
NOTE: ONLY STUDENTS WHO HAVE COMPLETED GMP 5010 - 5080 WILL BE PERMITTED TO ENROLL IN GMP 5090. THIS RULE WILL BE ENFORCED.		
GMP 5150 AE	Tax Planning & Research (AC) <i>Vanderbeck</i> ✓	P-129
GMP 5160 AL	Introduction to Fund Accounting (AC)	P-129
GMP 5360 AE	Human Resource Development (EL) <i>McCARTNEY</i> ✓	P-207
GMP 5381 AL	Managing Stress (EL) <i>McCARTNEY</i> ✓	P-207
GMP 5462 AE	Contract & Procurement Law (EL) <i>Dobson (DODSON)</i> ✓	P-105
GMP 5541 AL	Comparative Financial Systems (EL) <i>Pellet</i> ✓	P-238
GMP 5573 AE	Retail Marketing Management (EL) - <i>Whalen</i> ✓	P-107
GMP 5800 AE	Policy Analysis & Program Evaluation (EL) <i>Poyntz</i> ✓	P-238
GMP 5931 AE	Current Information Systems (CS/EL) <i>Pickler</i> ✓	P-237
GMP 5100 A	Master's Project (4 credits)	Appt. Only

CORAL SPRINGS

GMP 5020 BL	Organization Behavior & Development (CR) <i>Gibson</i> ✓
*GMP 5040 CE	Quantitative Methods in Management (CR) <i>Rivers</i> ✓
*GMP 5060 BE	Managerial Accounting (MB) - <i>Slutzky</i> ✓
*GMP 5070 BL	Marketing Management (MB) <i>Sand</i>

*Students Must Have Satisfied Program Prerequisites to Register for Classes
 NOTE: All Electives Require Enrollment of 10 or More Students
 Mid-Term Exams will be held Saturday, May 5, 1984 in the I.R.P. Room --
 As Applicable

P R E R E Q U I S I T E S

<u>COURSE #/SECTION</u>	<u>TITLE</u>	<u>DATE/TIME</u>	<u>ROOM</u>
GMP 5002 A	Introductory Quantitative Analysis (PP) <i>Sonnenreich</i>	Monday 4/2-6/11 6 - 9 PM	P-130
GMP 5003 A	Introductory Economics (PP) <i>Di Paolo</i> ✓	Wednesday 4/4-6/6 6 - 9 PM	TBA
GMP 5009 A	Management Communications: - <i>KROSSER</i> ✓ Strategies & Skills (PP)	Thursday 4/5-6/14 6 - 9 PM	P-130

<u>GMAT - Review:</u>		Tuesday 4/24-6/12 6 - 9 PM	Trailer 099
Irwin Katz 791-1664			

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 \$375 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 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 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.