

1983

# Center for the Study of Administration On-Campus Masters Program Schedule-Block IV, October-December 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

475-7646

Florida WATS:

(800) 432-5021 x7646

## BLOCK IV OCTOBER - DECEMBER 1983

### 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)

### KEY TO ABBREVIATIONS FOR MASTER'S COURSES

(CR) - Required, Core Courses

(EL) - Elective

(HR) - Required, HRM Program

(M/A) - Required, M/ACC 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

(H/S) - Human Services

(IB) - International Banking

(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 September 6, 1983 - September 30, 1983. DEADLINE FOR NEW STUDENT APPLICATIONS IS SEPTEMBER 23, 1983. Returning students should register for classes from September 6, 1983 through September 30, 1983.

## 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 Ave., Ft. Lauderdale, FL 33314. Call 475-7403 to request registration materials if you have not received them.

Registration must be completed by September 30, 1983 to avoid a late fee of \$10.00. Registration after the first night of class incurs a late fee of \$50.00.



SEQUENCE I

<u>SESSION</u>	<u>DATES</u>	<u>TIMES</u>
First	Oct. 7, 8	Early: Friday 6 - 8 PM
Second	Oct. 21, 22	Saturday 8 - 12 Noon
Third	Nov. 11, 12	Late: Friday 8:15 - 10:15 PM
Fourth	Dec. 2, 3	Saturday 1 - 5 PM
Fifth	Dec. 16, 17	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>Cartano</i>	P-241
GMP 5020 AL	Organization Behavior & Development (CR) <i>McCartney</i>	P-241
GMP 5030 AL	Human Resource Management (CR) <i>Lash</i>	P-240
+*GMP 5040 AE	Quantitative Methods in Management (CR) <i>Rivers</i>	P-237
GMP 5090 AE	Business Policy (MB) <i>Kerwin</i>	P-207
NOTE: ONLY STUDENTS WHO HAVE COMPLETED GMP 5010 - 5080 WILL BE PERMITTED TO ENROLL IN GMP 5090. THIS RULE WILL BE ENFORCED.		
GMP 5110 AE	Accounting Theory (AC/EL) <i>vanderbeck</i>	P-129
GMP 5115 AL	Principles of Auditing (AC/EL) <i>Spinka</i>	P-129
GMP 5205 AE	Managerial Environment (HR/EL) <i>McCartney</i>	P-106
GMP 5260 AL	Labor Relations: Principles, Problems, & Cases (HR/EL)	P-106 <i>Berne</i>
GMP 5820 AL	Marketing & Management in Financial Institution (FI/EL)	P-207 <i>Harris</i>
GMP 6050 AL	Developmental Concepts and Planning (CJ/EL) <i>Jim Chin</i>	P-107
GMP 5100 A	Master's Project (4 Credits)	Appt. Only
GMP 5580	International Business Oct. 8-9, Nov. 5-6, Dec. 3-4	P-209 <i>Kooro</i>

HIALEAH/MIAMI SPRINGS

GMP 5030 CL	Human Resource Management <i>Tureen</i>
GMP 5050 BE	Managerial Economics <i>Gates</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, November 5, 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!

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



### PROGRAM UPDATE

The Workshops in Operation Research and Productivity Improvement were quite successful. In all, over eighty students participated in the Workshops. They will be rescheduled on a regular basis during the summer months and at other times as needed. We will set a tentative schedule for 1984 and ask students to preregister for the workshop and date of their choice.

Our new degree programs and specializations in Microcomputer Applications in Management, Accounting, Security Management, and Telecommunications Management are being favorably received. The initial marketing of these programs will be the South Florida area and selected cluster sites. As is the case with our more established programs, we will deliver these new programs in field locations if we can serve twenty to twenty-five students in a cluster.

The Center for the Study of Administration has undergone a reorganization during the Summer. Dr. George Trivoli, Distinguished Professor of Finance has become the Academic Director of the DBA Program. Dr. James Klein remains the Academic Director of the DPA Program. Dr. Neuman F. Pollack, Director of the Master's Programs has become the Director of the Center for the Study of Administration. Both administrative and academic consolidation of the Center will provide us with the opportunity to contain operation costs and permit us to enhance program cross fertilization between our doctoral programs and between the doctoral and masters programs.

One of the first off-shoots of the consolidation this fall is the opportunity for MBA students to take an elective in International Business with doctoral students. Dr. Kooros will teach the course. Course requirements for the MBA students will be modified slightly as is the usual practice in other universities that permit masters degree candidates to take an elective at the doctoral level. We will monitor this course very carefully in order to ensure that all students receive the appropriate credit for their work. In the future, we have plans to run joint workshops open to all doctoral and masters candidates.

Our field-based program continues to grow steadily. The fall term will see new clusters start in Salt Lake City, Utah, (at American Express Company), Rock Springs and Gillette, Wyoming, and Gainesville, Florida. Cluster development is also underway in Phoenix, Arizona, Denver, Colorado, Bismarck, North Dakota, and Ventura, California. Our corporate program in Richland, Washington, has just received approval by the State of Washington to recruit statewide at both the masters and doctoral levels.

Our Coral Springs, Florida, program is expanding giving students in Northwest Broward County an alternative to driving to the main campus or our Boca Raton - Mitel Corporation cluster for classes. Much thanks goes to Pat Distasio and Kevin Keating for their efforts in Coral Springs.

Neuman F. Pollack, Ph.D.  
Center Director

MASTER OF SCIENCE IN HUMAN SERVICES

FALL SCHEDULE

The following courses will be available to Human Services for the period September - December 1983, at the locations shown:

<u>Main Campus</u>	-	Cycle 8309 dates
GMP 5219 (H/S 513)		Monday: September 12 - November 7 (6-10 PM)
GMP 5491* (H/S 540)		Tuesday: September 13 - November 8 (6-10 PM)
GMP 5413 (H/S 549)		Wednesday: September 14 - November 9 (6-10 PM)
GMP 5185 (H/S 542)		December 6 - 7 - 8 (6-10 PM)

\*New course; may be substituted for H/S 540



5002A Rivers  
5009A - Krosser

on campus

GM-75/100  
8310

SEQUENCE II

<u>SESSION</u>	<u>DATES</u>	<u>TIMES</u>
First	Oct. 14, 15	Early: Friday 6 - 8 PM
Second	Oct. 28, 29	Saturday 8 - 12 Noon
Third	Nov. 18, 19	Late: Friday 8:15 - 10:15 PM
Fourth	Dec. 9, 10	Saturday 1 - 5 PM
Fifth	Dec. 16, 17	NOTE: Second Letter of Section Indicates Early or Late

<u>COURSE #/SECTION</u>	<u>TITLE</u>	<u>ROOM</u>
*GMP 5050 AL	Managerial Economics for Decision Making (CR) <i>Rellet</i>	P-237
*GMP 5060 AE	Managerial Accounting (AC/MB) <i>Weiss</i>	P-237
*GMP 5070 AE	Marketing Management (MB) <i>Gruber</i>	P-240
GMP 5080 AL	Financial Management (MB) <i>Two Roger</i>	P-207
GMP 5430 AE	Health Administration & Management (HS/EL) <i>Liebowitz</i>	12/16 P-213 P-129
GMP 5464 AL	Prin. of Purchasing & Material Management (AM/EL)	12/16 P-214 P-240 <i>Gruenbaum</i>
GMP 5470 AE	Planning, Budgeting & Control (MP/EL) <i>Thomas</i>	12/16 P-209 P-107
GMP 5571 AL	Marketing Communication & Promotion (MA/EL) <i>Whalen</i>	12/16 P-213 P-241
GMP 5905 AL	Computer Application in Business (AC/EL) <i>Haley</i>	12/16 P-214 P-129
GMP 5911 AE	Business Information Systems (CS/EL) <i>beebe</i>	12/16 P-215 P-241
GMP 6001 AE <i>Cancelled</i>	Law Enforcement & Security in America (SM/CJ/EL) <i>Baer</i>	12/16 P-215 P-106
GMP 6002 AL <i>Cancelled</i>	Security Systems Hardware & Software (SM/CJ/EL)	12/16 P-238 P-106
		12/16 P-238

CORAL SPRINGS

GMP 5010 BL	Environment of Organization <i>Cartano</i>
GMP 5020 BE	Organization Behavior & Development <i>Gibson</i>
GMP 5030 BL	Human Resource Management <i>Rivin</i>
GMP 5040 BE	Quantitative Methods in Management <i>Rivers</i>

\*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, November 5, 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.



## 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)	Monday 10/10-12/12 6 - 9 PM	P-238
GMP 5003 A	Introductory Economics (PP)	Thursday 10/13-12/15 6 - 9 PM	T-098
GMP 5009 A	Management Communications: Strategies & Skills (PP)	Wednesday 10/12-12/14 6 - 9 PM	P-143

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### 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, 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 475-7643 or 475-7689.