

1985

# Center of the Study of Administration-Master of Public Administration

Nova University

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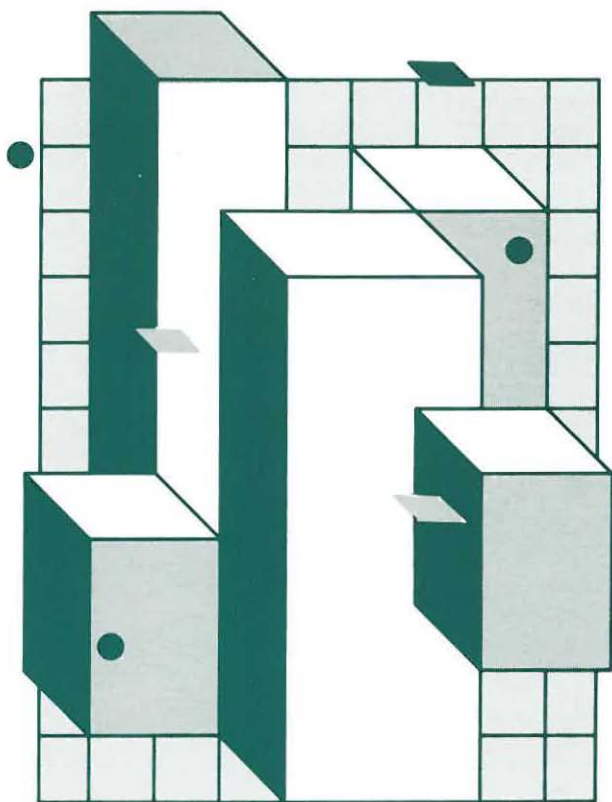
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# MASTER OF PUBLIC ADMINISTRATION



NOVA UNIVERSITY  
CENTER FOR THE STUDY OF ADMINISTRATION

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## MPA CURRICULUM PROFILE

	credits
GMP 5010 The Political and Legal Environment of Organizations . . . .	3
GMP 5020 Organizational Behavior and Development . . . . .	3
GMP 5030 Human Resource Management . . . . .	3
GMP 5040 Quantitative Methods of Decision-Making . . . . .	3
GMP 5050 Managerial Economics . . . . .	3
GMP XXXX Elective . . . . .	3
GMP 5450 Public Administration Theory and Practice . . . . .	3
GMP XXXX Elective . . . . .	3
GMP 5460 Administrative Law . . . . .	3
GMP XXXX Elective . . . . .	3
GMP 5470 Planning, Budgeting, and Control . . . . .	3
GMP 5480 Public Policy Analysis and Procedure . . . . .	3
GMP 5100 Master's Project . . . . .	<u>4</u>
	40

### Specializations

Master of Public Administration students may elect to concentrate their studies in a number of specialization areas or majors. Specializations require that *four* electives be taken within a specific content area:

- Computer Systems Management
- Criminal Justice
- Health Systems Management
- Human Resource Management
- Human Services
- Microcomputer Applications in Management
- Telecommunications Management

Specializations are available in field-based clusters when a minimum of ten students in the cluster collectively agree to pursue a common degree concentration.

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## **MASTER OF PUBLIC ADMINISTRATION**

### **PROGRAM OBJECTIVES**

The Nova University MPA degree program is a dynamic program featuring learning and delivery systems designed for practitioners of public administration who wish to enhance their management effectiveness. The academic thrust of the Master of Public Administration program leads the student to greater appreciation of significance of sound managerial practices in the public domain.

### **PROGRAM PHILOSOPHY**

The Master of Public Administration program emphasizes a three-fold series of concerns for the professional public administrator: academic growth, analytical proficiency, and professional managerial development. The program focuses on the enhancement of a student's familiarity with ideas and concepts relating to public policy analysis; the program builds student competencies in the techniques of modern management; and the program encourages student sensitivity to issues relating to elements of a public management ethic.

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## **PROGRAM SCHEDULE**

The program utilizes the non-traditional weekend format with class meetings on Friday evenings and Saturdays, both on campus and at locations convenient to the student's home. Classes are scheduled in thirteen-week blocks or semesters, with each course meeting every second to third weekend. Students generally enroll in two courses per block. The entire degree program may be completed in 18 to 21 months. Courses are scheduled in logical sequence so that a student is able to track her/his entire program at the time of admission to the program. The program can be delivered on location to a minimum of 25 students.

## **FACULTY**

All MPA courses are conducted by professors with advanced academic qualifications as well as extensive practical experience in business and public management. A national core adjunct faculty augments Nova's full-time professional staff. The diverse backgrounds and years of experience of the faculty facilitate in-depth discussion across a broad spectrum. A special effort is made to integrate practical with theoretical points of view.

## **PROGRAM ADMISSION REQUIREMENTS**

Applicants must —

1. hold a baccalaureate degree from an accredited college or university;
2. have earned three semester hours in American government, macro-economics, public budgeting/accounting, and business statistics;
3. provide a five-hundred to one-thousand-word essay explaining their professional experience and/or goals and how they believe the degree program to which they are applying will contribute to their professional development;
4. perform satisfactorily on the Graduate Management Admission Test (GMAT) or the Graduate Record Exam (GRE);
5. provide three letters of recommendation;
6. submit a completed application form accompanied by a \$30 application fee.

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## DEGREE REQUIREMENTS

To complete the MPA program students are required to complete successfully forty specified credit hours of study. A Master's Project or capstone workshop dealing with productivity improvement or operations management skills and techniques is included in the forty credits.

## PROGRAM TUITION AND FEES\*

Application Fee (non-refundable)	\$ 30.00
Registration Fee (per term)	\$ 20.00
Tuition per credit hour	\$ 160.00
Graduation Fee	\$ 30.00

*\*Tuition and fees are subject to change without notice.*

## FINANCIAL ASSISTANCE

Students who may be eligible for Veterans Administration benefits are invited to consult the VA counselor at the University. In many cases tuition is reimbursed by employers.

## TRANSFER POLICY

The University will accept up to six semester credits or ten quarter credits of graduate work (with a grade of not less than a "B") from an accredited program of graduate study at another institution, provided those graduate credits have not been applied toward another degree and the course content is the equivalent of courses offered in this program. Applications for approval of graduate transfer credits must be made in writing to the department and students are advised to receive recognition for this work at the time of admission. Once enrolled at Nova, students may not transfer credits taken after their date of first matriculation.

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## CORE COURSE AND OPTIONAL WORKSHOP DESCRIPTIONS FOR THE MPA PROGRAM\*

**GMP 5010 The Political and Legal Environment of Organizations (CR) 3 cr.** Description and analysis of the business-government interface in the United States. The course covers the following areas: public goods and public policy, the actors in public policy games, ruling class domination in America, public policy and the public interest, the nature of the corporate economy in the United States, and social responsibility of business in a democratic society.

**GMP 5020 Organization Behavior and Development (CR) 3 cr.** This course links the classical substance of organization and management with the analysis of reorganization elements and dimension of human behavior in the work environment.

**GMP 5030 Human Resource Management (CR) 3 cr.** Personnel administration in the United States, emphasizing the development, management, and scope of personnel relations in the public services. Major topics covered include an overview of personnel management ideas prevalent in the United States; the structure of the public personnel system; recruiting and managing personnel; responsibility and control of personnel; and the future of personnel management.

**GMP 5040 Quantitative Methods in Management (CR) 3 cr.** Topics to be discussed include probability theory, decision-making using expected value criteria, sampling theory, forecasting, and simulation. Emphasis will be placed on managerial applications and the application of computer models when appropriate. **Prerequisite:** Undergraduate statistics or GMP 5002.

**GMP 5050 Managerial Economics for Decision Making (CR) 3 cr.** The application of economic theory and quantitative methods to business decision-making. Product demand, marginal pricing, competitive bidding, and allocation of resources. **Prerequisites:** GMP 5040 and Undergraduate Economics or GMP 5003.

**GMP 5450 Public Administration Theory and Practice (MP) 3 cr.** The study of public administration from the standpoint of linkages between the politics of administration and the techniques of public management. Specific topics include: the nature of formal and informal organizations; organization environment relations; the bureaucratic environment; administrative behavior and decision-making.

**GMP 5460 Administrative Law (MP) 3 cr.** The examination of the public administrative environment from a legal perspective. The course deals with the Administrative Procedures Act and its impact on public administration. Selected topics include: the administrative process; administrative procedure and judicial review; rules and rule-making; discretion and its control; tort liability of government and its office. A case law approach is followed in this course.

**GMP 5470 Planning, Budgeting, and Control (MP) 3 cr.** Fundamental principles of the tools of financial management and budget preparation in the public sector. Selected topics include: revenue and expenditure policies; fiscal planning and budgeting; tax principles and policies; public indebtedness; fiscal control measures; public policy evaluation from the perspective of alternative public budgeting systems.

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**GMP 5480 Public Policy Analysis and Procedure (MP) 3 cr.**

Description and analysis of techniques of public policy evaluation. Selected topics include: distributive, regulatory, and redistributive public policies; the practice of policy evaluation; the application of quantitative methods of program evaluation; the impact of politics on policy analysis. Case analyses are a component of this course.

**GMP 5100 Master's Project (EL) 4 cr.**

The development and preparation of an independent research project. **Prerequisite:** Completion of all required courses.

**GMP 5101 Operations Research Workshop (EL) 4 cr. Workshop Description:**

This Workshop provides students with theoretical and practical knowledge of operations research techniques/tools and their application to various managerial situations. Tools presented include: Linear programming (including transportation and assignment algorithms), PERT network models, EOQ inventory model, Queuing theory models, Decision theory (pay-off table and tree analysis), and Forecasting models. Emphasis is placed on problem/model formulation and solution application with knowledgeable computer computational support to provide more realistic managerial decision-making learning experiences.

**GMP 5102 Productivity Improvement Workshop (EL) 4 cr. 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.

*\*A complete listing of elective courses is contained in our center bulletin which is given to each student upon enrollment in the program.*



## **MASTER OF PUBLIC ADMINISTRATION**

Nova University, 3301 College Av., Ft. Lauderdale, Florida 33314  
(305) 475-7681

Nova University programs are approved by the coordinator for Veterans Approval, State of Florida, Department of Education, for veterans' educational benefits. This school is authorized under Federal Law to enroll non-immigrant alien students. The Nova University general policies on Student Relations are on file in the Office of the Registrar.

**Nova University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's, educational specialist, and doctoral degrees. Nova University admits students of any race, color, and national or ethnic origin.**