

1984

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

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:

Admission/Counseling

475-7689/475-7643

Master's Program Office

475-7646

Florida WATS:

(800) 432-5021 x7646

BLOCK I JANUARY - MARCH 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)

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
	(CJ) - Criminal Justice Program

KEY TO ABBREVIATIONS FOR MANAGEMENT CERTIFICATE COURSES

(AC) - Accounting	(HR) - Human Resource Management
(AM) - Acquisitions Management	(H/S) - Human Services
(CS) - Computer Systems Management	(IB) - International Business
(CJ) - Criminal Justice	(MA) - Marketing
(HS) - Health Systems Management	(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 November 28, 1983 - December 22, 1983. DEADLINE FOR NEW STUDENT APPLICATIONS IS December 16, 1983. Returning students should register for classes from November 28, 1983 through December 22, 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 Avenue, Ft. Lauderdale, FL 33314. Call 475-7403 to request registration materials if you have not received them.

Registration must be completed by December 22, 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	Jan. 6, 7	Early: Friday 6 - 8 PM
Second	Jan. 20, 21	Saturday 8 - 12 Noon
Third	Feb. 10, 11	Late: Friday 8:15 - 10:15 PM
Fourth	Mar. 2, 3	Saturday 1 - 5 PM
Fifth	Mar. 16, 17	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-240
GMP 5020 AE	Organization Behavior & Development (CR)	P-240
GMP 5030 AE	Human Resource Management (CR)	P-239
GMP 5030 BL	Human Resource Management (CR)	P-239
+*GMP 5040 AE	Quantitative Methods in Management (CR)	P-237
+*GMP 5040 BL	Quantitative Methods in Management (CR)	P-237
*GMP 5050 AE	Managerial Economics (CR)	P-129
GMP 5090 AE	Business Policy (MB)	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 5120 AE	Current Topics in Accounting Research & Studies (AC/EL)	P-238
GMP 5170 AL	Taxation of Individuals (AC/EL)	P-129
GMP 5220 AL	Interpersonal & Intergroup Dynamics (EL)	P-238
GMP 5620 AL	Investment Principles & Policies (EL)	P-207
GMP 6060 AE	Issues & Trends in Judicial Administration (CJ/EL)	P-107
GMP 6070 AL	Juvenile Justice (CJ/EL)	P-107

HIALEAH/MIAMI SPRINGS

*GMP 5060 BE	Managerial Accounting (AC/MB)
*GMP 5070 BL	Marketing Management (MB)

*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, January 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!

S E Q U E N C E I I

<u>SESSION</u>	<u>DATES</u>	<u>TIMES</u>
First	Jan. 13, 14	Early: Friday 6 - 8 PM
Second	Jan. 27, 28	Saturday 8 - 12 Noon
Third	Feb. 17, 18	Late: Friday 8:15 - 10:15 PM
Fourth	Mar. 9, 10	Saturday 1 - 5 PM
Fifth	Mar. 23, 24	NOTE: Second Letter of Section Indicates Early or Late

<u>COURSE #/SECTION</u>	<u>TITLE</u>	<u>ROOM</u>
GMP 5011 AE	Community Needs & Social Support Systems (H/S)	P-129
*GMP 5060 AE	Managerial Accounting (AC/MB)	P-237
*GMP 5070 AL	Marketing Management (MB)	P-240
GMP 5080 AE	Financial Management (MB)	P-207
GMP 5240 AE	Advanced Organization Development (HR/EL)	P-107
GMP 5320 AL	Management Communications (HR/EL)	P-107
GMP 5412 AL	Community Mental Health (EL)	P-129
GMP 5440 AE	Health Policy & Planning (HS/EL)	P-238
GMP 5461 AL	Contract Management & Administration (EL)	P-238
GMP 5480 AL	Public Policy Analysis & Procedure (MP/EL)	P-207
GMP 5540 AL	Comparative International Management (IB/EL)	P-237
GMP 5572 AE	Marketing New Products (MA/EL)	P-240
GMP 5830 AL	Commercial Bank Management (EL)	P-239
GMP 5921 AE	Information Systems Analysis & Design (CS/EL)	P-239
GMP 5931 AL	Current Information Systems (CS/EL)	P-106

CORAL SPRINGS

GMP 5010 BE	Environment of Organization (CR)
GMP 5030 CL	Human Resource Management (CR)
*GMP 5050 BL	Managerial Economics (CR)
GMP 5550 AE	Sales Management (MA/EL)
GMP 5911 AE	Business Information Systems (CS/EL)

*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, February 11, 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 5001 A	Introductory Accounting (PP)	Tuesday 1/10-3/13 6 - 9 PM	TBA
GMP 5002 A	Introductory Quantitative Analysis (PP)	Monday 1/9-3/12 6 - 9 PM	P-143
GMP 5005 A	Introductory Marketing (PP)	Wednesday 1/11-3/14 6 - 9 PM	P-131
GMP 5009 A	Management Communications: Strategies & Skills (PP)	Thursday 1/12-3/15 6 - 9 PM	P-214
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<u>GMAT - Review:</u>	Jan. 5, 10, 12, 17, 19, 24, 26	6 - 9 PM	P-131
Irwin Katz 791-1664		Monday 1/23-3/12 6 - 9 PM	P-131
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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.