1978

Program in Population and Health Graduate Programs for Working Professionals Master of Science in Health Management 1978/79

Nova University

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Program in Population and Health

Graduate Program For Working Professionals

Master of Science in Health Management

Nova University
3301 College Avenue
Fort Lauderdale, FL 33314
United States of America

Phone: (305) 587-6660
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PROGRAM IN
POPULATION & HEALTH

Master of Science
in
Health Management
## Calendar for MS/HM

### 1978

#### WEEKEND SESSION

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<thead>
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#### WEEKEND SESSION

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#### WEEKEND SESSION

<table>
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*For final examinations only.
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</tbody>
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*For final examinations only.*
Nova University is an independent, nonsectarian, nonprofit, and racially nondiscriminatory institution that was founded in 1964 to specialize in graduate study and initially for research in science. Nova was accredited in 1971 by the Southern Association of Colleges and Schools.

In 1970, Nova University joined in an educational consortium with the New York Institute of Technology, a private nonprofit institution located in Old Westbury, Long Island, New York. The outgrowth of this union is Nova College, the undergraduate division of Nova University.

Since the early 1970's, Nova has experienced remarkably rapid growth in student enrollment by pioneering with innovative programs in many fields and by becoming a national school with study clusters across the nation. As of early 1977, Nova had over 9,000 students enrolled in over 20 states and also had programs outside the U.S.

Nova University is an institution of higher learning with programs leading to the Doctor of Philosophy in the behavioral, life, and ocean sciences. The Juris Doctor is offered in law. The Education Specialist degree is offered in education, both on-campus and in an off-campus format. The Master of Science degree is conferred in administration and supervision of educational systems, biochemistry, counseling and guidance, computer science, elementary education, exceptional child education, experimental oncology, gifted child education, learning technology, microbiology, reading, and visiting teacher education. The Master of Arts degree is offered in elementary education, exceptional child education, early childhood education, reading, and secondary education. A number of degrees are offered in an off-campus format: the Doctor of Education in elementary and secondary school administration; in community college education; and in vocational, technical and occupational education, as well as the Doctor of Public Administration and the Doctor of Education in early childhood education. At the master's level the University also offers, in an off-campus format, degrees in public administration, child care administration,
modern educational systems, human resource management, and business administration. Both master’s and bachelor’s degrees are offered in criminal justice in off-campus programs.

Through Nova College, the Center for Undergraduate Studies, the University offers the following baccalaureate degrees: the Bachelor of Science in community services, criminal justice, psychology, sociology, political science, public affairs, accounting, finance, management, marketing, early childhood education, elementary education, secondary education, public communications, and computer technology.

For further information on any of the above programs, consult the Nova Bulletin. This catalog describes only the Master of Science in Health Management.
MASTER'S PROGRAM
GENERAL INFORMATION

Acceptance Procedures. Students meeting all requirements will be admitted to the program as full matriculants. Students who lack some requirements prior to beginning class are permitted to register as nonmatriculants or conditional matriculants. Full matriculation is granted upon satisfaction of all requirements.

NONMATRICULANTS STATUS
This status is given to a student permitted to register for course work but who is lacking either of the following:
1) transcripts
2) letters of recommendation.

CONDITIONAL MATRICULANT STATUS
This status is given to a student permitted to register for course work but who is lacking any of the following:
1) satisfaction of prerequisite courses
2) less than a 3.0 Grade Point Average.

Study Format. The school calendar operates year around, and the average student enrolls for two courses in a Block which runs for three months. There are four weekend seminars for each course, each Block, with an examination on the 5th weekend. All courses represent three semester hours of graduate credit. Thus, the student is able to complete 24 credits of study a year by attending four Blocks, and the average student is able to satisfy all course requirements in about one and a half years.

Attendance Policy. Students must attend weekend seminars on a regular basis. Absences should be cleared with the instructor in advance.

Transfer Credits. The University will accept up to six 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 institution or 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 to the Program in Population and Health.

**Grading Policy.** Students are required to maintain a cumulative Grade Point Average (G.P.A.) of 3.0 for the duration of their course of study. Any student who fails to maintain a 3.0 will be placed on academic probation for two terms. If probation is not removed at the end of the two terms, the student will be dropped from the program. A student may petition for reinstatement after six months by explaining the reasons why academic potential has changed. Students who have reason to believe that there has been an error in assigning a grade may challenge the grade received. Contact the Program in Population and Health for the proper procedure for challenge of grade.

**Incomplete Grade Policy.** Students who receive a course grade of Incomplete (I) have one term (three months) in which to make up the Incomplete. There is an additional charge of ten dollars ($10) to process the grade change. At the end of the second term (six months) following the receipt of an Incomplete, the I becomes a course grade of F. Removal of the F may only be accomplished by retaking the course at full tuition charge.

**Graduation Requirements.** In order to be eligible for graduation the student must fulfill the following requirements:

1) satisfaction of all prerequisites
2) maintain a minimum of 3.0 G.P.A. for all graduate work taken
3) completion of all required course work
4) completion of twelve (12) courses for thirty-six (36) hours of credit
5) satisfactory completion of the experience paper (practicum) for four (4) hours of credit
Student Costs

- Application Fee: $25
- Registration Fee: $15
- Tuition (per credit): $80
- Late Registration Fee: $10
- Split Payment Fee: $10
- Incomplete Fee: $10
- Interrupted Studies Fee*: $15
- Graduation Fee (Cap and Gown Extra): $15

*Interrupted studies fee is charged to students who do not register for course work for one term (3 months).

Financial Aid. Financial aid is available to full-time students primarily through the Federally Insured Student Loan Program (FISL).

VA BENEFITS
Students who are eligible for Veterans Administration benefits are invited to consult the Nova VA adviser, Carol Knox (extension 205 or 206). The VA Regional Office can be reached on a toll-free line (800) 282-8821.

FAMILY TUITION PLAN
There is available a special tuition consideration (½ regular cost) for second family member, when two or more members of the same immediate family are enrolled in the program.

Withdrawal and Refunds. Students may withdraw at any time before the third weekend of classes and may request a tuition refund via a formal written request. Refunds will be made solely at the option of Nova, based on the legitimacy of the reason for withdrawal. When granted, refunds will be for the total tuition adjusted as follows: after first weekend 75%, after second weekend 50%, after third weekend 0%.
At the core of virtually every major problem faced by society today—housing, education, transportation, food, energy, and health—one common problem area is evident: the patterns, pressures, and products of an increasing population.

In keeping with a principal aim of Nova University, which is to seek solutions to problems of immediate concern to mankind, the Program in Population and Health addresses the problems arising out of unbridled population growth rates. Particular emphasis is given to the problem of providing adequate health care for increasing millions. For hundreds of millions of people, perhaps half of the world’s population, health care is unavailable or is a luxury they cannot afford. The spiraling costs of health care, even in the more affluent countries, coupled with the fact that some 70 million would-be consumers of health care are added to the world’s population every year, strongly suggest a departure from traditional health care systems in favor of new approaches that focus on public sanitation, health education, family planning, and small clinics directed by paraprofessionals who provide inexpensive health services that are easily accessible to everyone.

A major thrust of Nova University's Program in Population and Health is to design, test, and implement simplified health systems which appropriately emphasize family planning as part of overall health service. While improving the general health of given communities, such efforts should also result in a reduction in the birth rate and ease future pressure on health services.

In order that nontraditional health systems be given an opportunity to flourish, the Program in Population and Health provides education and training to present and future professionals staffing health and human-service agencies. Such education and training should facilitate a transition from the inadequacies of traditional health care systems to new and improved ones.
The provision of technical assistance to agencies and groups in Central and South America wishing to establish health service delivery programs is also a major activity of the Program in Population and Health. Priority is given to establishing collaborative working relationships with service-oriented educational and research institutions wishing to become involved in their respective communities. Under the aegis of formal agreements and working as equal partners, Nova University exchanges information and facilitates the two-way transfer of technology to achieve specific goals and objectives in the areas of research, education, and training.

HEALTH MANAGEMENT

Nova University has developed the Master of Science in Health Management particularly for professionals already working in the health field who wish to increase their effectiveness in their organizational setting. The design of the course focuses on the management needs within the administration of health agencies and institutions. The program includes rigorous management training skills and special emphasis on relating these aspects to health care management and delivery.

The health electives will train leaders with health field experience to deal more effectively with their respective health organizations. The electives will provide insight into interdisciplinary health care management. They will identify innovative techniques for establishing and maintaining community health programs correlated to overall community development, including child development and nutrition; drug and alcohol abuse; pregnancy and abortion counseling; contraceptive services and maternal health care facilities, etc.

The MS/HM program will train effective management professionals capable of dealing with the multi-disciplinary field of health care delivery through development of innovative and creative systems designed to effectively meet needs at a low cost to provider agencies.
Admission Requirements

1. A baccalaureate degree granted by a regionally accredited institution. The undergraduate degree may be in any major.

2. An academic record that indicates ability to pursue advanced study and research. The applicant's official transcript must be submitted directly from the degree-granting institution. The Admissions Committee will determine the acceptability of the student’s Grade Point Average in his or her undergraduate studies on a case by case basis.

3. Three letters of recommendation from professional associates that indicate the applicant's potential to pursue graduate study.

4. A short essay prepared by the applicant showing determination and motivation to work toward the MS/HM degree and also indicating some practical experience in the area of graduate study chosen.

5. Satisfaction of prerequisites in undergraduate statistics, and undergraduate psychology.

6. The GRE or the GMAT (as administered by the Educational Testing Service, P.O. Box 966, Princeton, N.J. 08540) is recommended but not required for admission.

Application should be sent to the Program in Population and Health, Nova University, 3301 College Avenue, Fort Lauderdale, Florida 33314. Telephone: 305/587-6660, extensions 398, 399.
Master’s Program Curriculum. The MS/HM requires a total of forty (40) credits. All courses are taken in sequence with appropriate attention to the health area. Students are required to submit a major experience paper (similar to a practicum) as a means of demonstrating integration of course work at the conclusion of their entire program of study.

Experience Paper. Students in the MS/HM are required to complete an experience paper. They must submit a paper similar to a practicum which will demonstrate the application of management and health concepts to a “real world” working organization.

Policy on Scheduling Courses. It is the policy of Nova University and this Program that every required course must be scheduled every other Block of instruction at the minimum. For example, a required course offered in Block I will also be offered in Block III.

Required Courses. Any required course that is needed for graduation by a student in her/his last term will be offered as a Directed Individual Study (DIS) course, if the student so desires.

Accreditation. Nova University is accredited by the Southern Association of Colleges and Schools. The health specialty program is in the process of seeking accreditation through an appropriate health service agency. Therefore the curriculum as set forth in this brochure may be subject to modification.
## HEALTH MANAGEMENT

### MS/HM REQUIRED COURSE SEQUENCE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<td>MBA 0101</td>
<td>The Environment of Business Enterprise</td>
<td>3</td>
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<tr>
<td>MBA 0120</td>
<td>Organizational Development and Behavioral Factors</td>
<td>3</td>
</tr>
<tr>
<td>HRM 0121</td>
<td>Quantitative Methods in Management</td>
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</tr>
<tr>
<td>MBA 0105</td>
<td>Industrial and Personnel Relations</td>
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<td>HRM 0107</td>
<td>Financial Accounting</td>
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<tr>
<td>HRM 0122</td>
<td>Economics of Human Resource Development</td>
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<tr>
<td>HM 0501</td>
<td>Health Systems: Structure and Organization</td>
<td>3</td>
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<td>HM 0505</td>
<td>Health Administration and Management</td>
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<tr>
<td>HM 0510</td>
<td>Epidemiology and Applied Biostatistics</td>
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<td>Research Methods and Decision-Making in Health Services</td>
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<td>HM 0530</td>
<td>Community Health Planning and Administration</td>
<td>3</td>
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<td>HM 0535</td>
<td>Health Information Systems and Computers</td>
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<tr>
<td>HM 0500</td>
<td>Experience Paper (Practicum)</td>
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**TOTAL 40**
MASTER OF SCIENCE
IN HEALTH MANAGEMENT
COURSE DESCRIPTIONS

MBA 0101  The Environment of Business Enterprise
Management problems arising from current domestic social changes; the relationships between business enterprise and society, particularly as reflected in the growth of consumerism and increased government involvement.

MBA 0120  Organizational Development and Behavioral Factors
This course links the classical substance of organization with the analysis of organization elements and dimensions of human behavior in the work environment. Prerequisite: Undergraduate psychology.

HRM 0121  Quantitative Methods in Management
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 where appropriate. Prerequisite: Undergraduate statistics.

MBA 0105  Industrial and Personnel Relations
New patterns in labor-management relations and some of the factors underlying labor unrest in affluent societies; the personnel function within organizations. Prerequisites: MBA 0120 and 0101.

HRM 0107  Financial Accounting
This course presumes no prior knowledge of accounting but students will cover those fundamentals which nonfinancial executives should be aware of, such as topics which repeatedly appear in the business section of the daily paper and in annual reports. Included will be material on how financial statements are prepared, revenue recognition and timing, accrual concepts, accounting for fixed assets, tax considerations, corporate transactions involving externally raised and distributed capital, and how reports must conform to generally accepted accounting principles.
The provisions set forth in this bulletin are not to be regarded as an irrevocable contract between the student and Nova University. The regulations and requirements herein, including fees, are necessarily subject to change without notice at any time at the discretion of the administration. The University further reserves the right to require a student to withdraw at any time, as well as the right to impose probation on any student whose conduct is unsatisfactory. Any admission on the basis of false statements or documents is void upon discovery of the fraud, and the student is not entitled to any credit for work which he may have done at the University. Upon dismissal or suspension from the University for cause, there will be no refund of tuition and fees. The balance due Nova University will be considered receivable and will be collected.

Nova University maintains a system of records which includes application forms, letters of recommendation, admission test scores and transcripts of students' previous academic records and Nova University transcripts. These records may be made available upon written request through the Office of the Registrar. The law limits access and disclosure to a third party. Such access is given only upon consent of the student or if required by law.

A person does not have the right of access to educational records until he or she has been admitted and has actually begun attending Nova University. There is no prohibition from disclosing such information to the parents of students who are listed on their parents' federal income tax forms.

Parents or eligible students will be provided a hearing by Nova University if they wish to challenge the content of the record. If still not satisfied, the parents or eligible student may add explanatory or rebuttal matter to the record. If the student or parents are denied access to a hearing or if records are alleged to have been illegally disclosed to a third party, the student or parents may file a complaint with the Office of the Deputy Assistant Secretary (of HEW) for Management, Planning and Technology.

Nova University practices a policy of nondiscrimination in employment and admission. We hire employees and admit students of either sex and of any race, color and national or ethnic origin.
Please send more information as designated below:

☐ V.A. Information               ☐ Request appointment for counseling

☐ Federally Insured Loan Application ☐ Schedule of graduate classes for next block

SEND TO:

Name: ___________________________ Company: ___________________________

Address: ___________________________ Address: ___________________________

(residence) ___________________________ (office) ___________________________

City: ___________________________ City: ___________________________

State: ___________________________ Zip: ___________________________ State: ___________________________ Zip: ___________________________

Phone #: ___________________________ Phone #: ___________________________