1982

Center for the Study of Administration On-Campus Masters Program Schedule Block III, July-September 1982

Nova University

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BLOCK III, JULY - SEPTEMBER 1982

ON-CAMPUS MASTERS PROGRAM SCHEDULE

MASTER OF BUSINESS ADMINISTRATION (MBA)
MASTER OF PUBLIC ADMINISTRATION (MPA)
MS/HUMAN RESOURCE MANAGEMENT (MS/HRM)
MS/CRIMINAL JUSTICE (MS/CJ)

REGISTRATION PERIOD:
Prior Registrants-by mail or on Saturday 6/26, 1982
New Student Counseling/Registration Period - by Appointment: June 1 - July 5, 1982
Late Fee after July 5

NOVA UNIVERSITY
3301 COLLEGE AVENUE
FT. LAUDERDALE, FL
33314
TELEPHONE:
Admissions/Counseling (305) 475-7481
Master's Program Office (305) 475-7644
Florida Watts: (800) 432-5021 ext. 7646

WEEKEND SESSION

FIRST
SECOND
THIRD
FOURTH
FIFTH

SEQUENCE I
JULY 9,10
JULY 23,24
AUG. 6, 7
AUG. 27,28
SEPT. 24,25

SEQUENCE II
JULY 16,17
JULY 30,31
AUG. 13,14
SEPT. 10,11
SEPT. 24,25

CLASS/SECTION/TIMES
EARLY: Friday 6-8 pm
Saturday 8-12
LATE: Friday 8-10 pm
Saturday 12:30-4:30
NOTE: Second letter of section defines whether course is Early or Late

*MID-TERM EXAMS FOR SEQUENCE I CLASSES WILL BE HELD SATURDAY JULY 31, 1982 AS APPLICABLE
MID-TERM EXAMS FOR SEQUENCE II CLASSES WILL BE HELD SATURDAY AUGUST 7, 1982 AS APPLICABLE

KEY TO ABBREVIATIONS FOR MASTERS COURSES

CR - Required, Core Course
EL - Elective
HR - Required, HRM Program
MB - Required, MBA Program
MP - Required, MPA Program
PP - Program Prerequisite
CJ - Criminal Justice Program

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!
**SCHEDULE OF MASTERS PROGRAM ON-CAMPUS (FT. LAUDERDALE) COURSES**

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<tr>
<th>COURSE/SECTION</th>
<th>TITLE</th>
<th>INSTRUCTOR</th>
<th>DATES/ROOM</th>
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<tbody>
<tr>
<td>GMP 5001 A</td>
<td>Introductory Accounting (PP)</td>
<td>BLACKWELL</td>
<td>Monday 7-10 P.M. 7/12-9/20/82</td>
</tr>
<tr>
<td>GMP 5002 A</td>
<td>Introductory Statistics (PP)</td>
<td>PELLET</td>
<td>Tuesday 7-10 P.M. 7/13-9/14/82</td>
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<tr>
<td>GMP 5004 A</td>
<td>Introductory Psychology</td>
<td>SANFORD</td>
<td>Wednesday 7-10 P.M. 7/14-9/15/82</td>
</tr>
<tr>
<td>GMP 5005 A</td>
<td>Introductory Marketing (PP)</td>
<td>SAND</td>
<td>Thursday 7-10 P.M. 7/15-9/16/82</td>
</tr>
<tr>
<td>GMP 5009 A</td>
<td>Management Communications: Strategies and Skills</td>
<td>STEPHENS</td>
<td>Tuesday 7-10 P.M. 7/13-9/14/82</td>
</tr>
<tr>
<td>GMP 5010 AE</td>
<td>Environment of Organizations (CR)</td>
<td>CARTANO</td>
<td>I P-210</td>
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<tr>
<td>GMP 5010 BL</td>
<td>Environment of Organizations (CR)</td>
<td>CARTANO</td>
<td>I P-210</td>
</tr>
<tr>
<td>GMP 5020 AE</td>
<td>Organization Behavior &amp; Development Factors (CR)</td>
<td>KASSOFF</td>
<td>I P-107</td>
</tr>
<tr>
<td>GMP 5020 BL</td>
<td>Organization Behavior &amp; Development Factors (CR)</td>
<td>KASSOFF</td>
<td>I P-237</td>
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<tr>
<td>GMP 5030 AL</td>
<td>Human Resource Management (CR)</td>
<td>ROBERTS</td>
<td>II P-150</td>
</tr>
<tr>
<td>GMP 5030 BL</td>
<td>Human Resource Management (CR)</td>
<td>ROBERTS</td>
<td>I P-150</td>
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<tr>
<td>GMP 5040 AE</td>
<td>Quantitative Methods in Management (CR)</td>
<td>RIVERS</td>
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<tr>
<td>GMP 5040 BE</td>
<td>Quantitative Methods in Management (CR)</td>
<td>DiPAOLO</td>
<td>II P-129</td>
</tr>
<tr>
<td>GMP 5050 AE</td>
<td>Managerial Economics (CR)</td>
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<tr>
<td>GMP 5060 AE</td>
<td>Managerial Accounting (MB)</td>
<td>WEISS</td>
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<tr>
<td>GMP 5070 AL</td>
<td>Marketing Management (MB)</td>
<td>PESTELLA</td>
<td>I P-129</td>
</tr>
<tr>
<td>GMP 5080 AL</td>
<td>Financial Management (MB)</td>
<td>DiPAOLO</td>
<td>II Fri. P-240 Sat. P-241</td>
</tr>
<tr>
<td>GMP 5090 AL</td>
<td>Business Policy (MB)</td>
<td>KOOROS</td>
<td>I P-209</td>
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<tr>
<td>GMP 5100 AA</td>
<td>Masters Project (4 credits)</td>
<td>BLACKWELL</td>
<td>By Appointment P-304</td>
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<tr>
<td>GMP 5120 AL</td>
<td>Current Topics in Accounting Research &amp; Studies (EL)</td>
<td>LIPNER</td>
<td>II P-143</td>
</tr>
<tr>
<td>GMP 5150 AE</td>
<td>Tax Planning &amp; Research (EL)</td>
<td>VANDERBECK</td>
<td>I P-105</td>
</tr>
</tbody>
</table>

**NOTE:** Students MUST complete GMP 5040 before registering for GMP 5050. Only students permitted who have completed GMP 5010-5090 to enroll in 5090. This rule will be enforced.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Type</th>
<th>Title</th>
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<th>Section</th>
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<tr>
<td>GMP 5230</td>
<td>AE</td>
<td>International Technology and Planning of Energy (EL)</td>
<td>KOOROS</td>
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<td>P-143</td>
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<tr>
<td>GMP 5205</td>
<td>AE</td>
<td>Managerial Environment (HR)</td>
<td>LOFFRADO</td>
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<tr>
<td>GMP 5260</td>
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<td>Labor Relations: Principles, Problems and Cases (HR)</td>
<td>BENNETT</td>
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<tr>
<td>GMP 5400</td>
<td>AE</td>
<td>Grants &amp; Contracts (EL)</td>
<td>RAFKY</td>
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<tr>
<td>GMP 5800</td>
<td>AL</td>
<td>Policy Analysis &amp; Program Evaluation (EL)</td>
<td>ANDERS</td>
<td>II</td>
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<tr>
<td>GMP 5410</td>
<td>AE</td>
<td>Health Systems: Structure and Organization (EL)</td>
<td>STAEBLER</td>
<td>II</td>
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<tr>
<td>GMP 5460</td>
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<td>Administrative Law (MP)</td>
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<tr>
<td>GMP 5463</td>
<td>AE</td>
<td>Contract Pricing &amp; Negotiations (EL)</td>
<td>SPINKA</td>
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<td>P-107</td>
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<tr>
<td>GMP 5571</td>
<td>AL</td>
<td>Marketing Communication &amp; Promotion (EL)</td>
<td>WHALEN</td>
<td>II</td>
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<tr>
<td>GMP 5370</td>
<td>AL</td>
<td>Special Topic/Strategic Human Resources Planning (EL)</td>
<td>GOODSTEIN</td>
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<tr>
<td>GMP 5560</td>
<td>AL</td>
<td>Advanced Financial Policy (EL)</td>
<td>SAND</td>
<td>I</td>
<td>P-107</td>
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<tr>
<td>GMP 6060</td>
<td>AE</td>
<td>Issues &amp; Trends in Judicial Administration (CJ)</td>
<td>KAY</td>
<td>I</td>
<td>P-209</td>
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<tr>
<td>GMP 6070</td>
<td>AL</td>
<td>Juvenile Justice (CJ)</td>
<td>PUDALOFF</td>
<td>I</td>
<td>P-209</td>
</tr>
</tbody>
</table>

**TUITION**
The graduate tuition fee is $330 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 promissory notes must be gained from the comptrollers 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. The amount of the refund is based on the date of the form submitted.

**TEXTBOOKS**
Textbooks for all course can be purchased: The Corner Book Exchange, 4134 S.W. 64th Avenue, Davie, Florida 33314 (305) 792-7778.

**REGISTRATION**
Registration is by mail if accompanied by full payment or during office hours (8:30-5:00 weekdays). Students eligible for employer reimbursement must pay tuition in advance, and then secure reimbursement from their employer. Late registration will result in an additional fee or penalty in the amount of $10.00.
COUNSELING

If you are not sure of your course registration requirements, please call or visit the Masters Program office for counseling. Courses should be taken in the sequence as listed in the Masters Bulletin. Permission to go out of sequence must be obtained in the Masters Program office. 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 June 1 through July 5, 1982. DEADLINE FOR NEW STUDENT APPLICATIONS IS July 5, 1982. Returning students should register for classes from June 1 through July 5, 1982.

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 each of the following specific Specialty areas.

For additional information call 475-7646 or 475-7643

(AC) Accounting
(AM) Acquisitions Management
   (Procurement, Contracts, Quality Assurance)
(BF) Banking and Finance
(CS) Computer Systems Management
(CJ) Criminal Justice
(ET) Energy Technology Management
(HS) Health Systems Management
(HR) Human Resource Management
(IB) International Business
(MA) Marketing
(PM) Public Management

CURRENT OFFERINGS

SEE FRONT OF SCHEDULE FOR WEEKEND SEQUENCE DATES/TIME.

(AC) GMP 5120 Current Topics in Accounting Research & Studies - Sequence I - Late
(AC) GMP 5150 Tax Planning and Research - Sequence II - Early
(HR) GMP 5205 Managerial Environment - Sequence II - Early
(AM) GMP 5463 Contract Pricing & Negotiations - Sequence II - Early
(ET) GMP 5230 International Technology & Planning of Energy - Sequence I - Early
(HR) GMP 5260 Labor Relations: Principles, Problems, & Cases - Sequence II - Late
(HR) GMP 5370 Special Topic/Strategic Human Resource Planning - Sequence II - Early
(HS) GMP 5410 Health Systems: Structure and Organization - Sequence II - Early
(PM) GMP 5460 Administrative Law - Sequence II - Late
(MA) GMP 5571 Marketing Communication & Promotion - Sequence II - Late
(CJ) GMP 6060 Issues and Trends in Judicial Administration - Sequence I - Early
(CJ) GMP 6070 Juvenile Justice - Sequence I - late