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

Nova University

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**Block II March - June 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)
- MS/Human Services (MS/HS)

**Key to Abbreviations for Master's Courses**

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>(CR)</td>
<td>Required, Core Courses</td>
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<tr>
<td>(EL)</td>
<td>Elective</td>
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<td>(HR)</td>
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<td>(M/A)</td>
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<tr>
<td>(MP)</td>
<td>Required, MPA Program</td>
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<td>(CJ)</td>
<td>Criminal Justice Program</td>
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**Key to Abbreviations for Management Certificate Courses**

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>(AC)</td>
<td>Accounting</td>
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<tr>
<td>(AM)</td>
<td>Acquisitions Management</td>
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<tr>
<td>(BA)</td>
<td>Banking &amp; Financial Inst.</td>
</tr>
<tr>
<td>(CS)</td>
<td>Computer Systems Management</td>
</tr>
<tr>
<td>(CJ)</td>
<td>Criminal Justice</td>
</tr>
<tr>
<td>(HR)</td>
<td>Human Resource Management</td>
</tr>
<tr>
<td>(HS)</td>
<td>Health Systems Management</td>
</tr>
<tr>
<td>(IB)</td>
<td>International Business</td>
</tr>
<tr>
<td>(MA)</td>
<td>Marketing</td>
</tr>
<tr>
<td>(PM)</td>
<td>Public Management</td>
</tr>
</tbody>
</table>

**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 February 27, 1984 - March 23, 1984. Deadline for new student applications is March 16, 1984. Returning students should register for classes from February 27, 1984 through March 23, 1984.**

**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 March 23, 1984 to avoid a late fee of $10.00. Registration after the first night of class incurs a late fee of $50.00.
## SEQUENCE I

<table>
<thead>
<tr>
<th>SESSION</th>
<th>DATES</th>
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<td>March 30, 31</td>
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<tr>
<td>Second</td>
<td>April 13, 14</td>
<td>Late: Saturday 8 - 12 Noon</td>
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<tr>
<td>Third</td>
<td>May 11, 12</td>
<td>Friday 8:15 - 10:15 PM</td>
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<tr>
<td>Fourth</td>
<td>June 1, 2</td>
<td>Saturday 1 - 5 PM</td>
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<td>Fifth</td>
<td>June 22, 23</td>
<td></td>
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### COURSE #/SECTION

<table>
<thead>
<tr>
<th>COURSE #/SECTION</th>
<th>TITLE</th>
<th>ROOM</th>
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</thead>
<tbody>
<tr>
<td>GMP 5010 AE</td>
<td>Environment of Organization (CR)</td>
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<tr>
<td>GMP 5020 AL</td>
<td>Organization Behavior &amp; Development (H/S-CR)</td>
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<tr>
<td>GMP 5030 AE</td>
<td>Human Resource Management (CR)</td>
<td></td>
</tr>
<tr>
<td>GMP 5030 BL</td>
<td>Human Resource Management (CR)</td>
<td></td>
</tr>
<tr>
<td>+*GMP 5040 AE</td>
<td>Quantitative Methods in Management (CR)</td>
<td></td>
</tr>
<tr>
<td>+*GMP 5040 BL</td>
<td>Quantitative Methods in Management (CR)</td>
<td></td>
</tr>
<tr>
<td>*GMP 5060 AE</td>
<td>Managerial Accounting (MB)</td>
<td></td>
</tr>
<tr>
<td>GMP 5219 AL</td>
<td>Theory &amp; Practice in Working with Groups (H/S)</td>
<td></td>
</tr>
<tr>
<td>GMP 5410 AE</td>
<td>Health Systems: Structure &amp; Organization (EL)</td>
<td></td>
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<tr>
<td>GMP 5450 AL</td>
<td>Public Administration Theory &amp; Practice (MP)</td>
<td></td>
</tr>
<tr>
<td>GMP 5491 AE</td>
<td>Management Practices in the Non-Profit Sector (H/S-EL)</td>
<td></td>
</tr>
<tr>
<td>GMP 5840 AL</td>
<td>Commercial Bank Policy (EL)</td>
<td></td>
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<tr>
<td>GMP 6080 AE</td>
<td>Contemporary Corrections (CJ)</td>
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</tr>
<tr>
<td>GMP 6090 AL</td>
<td>Community Corrections, Probation-Parole</td>
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<tr>
<td><strong>HIALEAH/MIAMI SPRINGS</strong></td>
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<td></td>
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<tr>
<td>GMP 5080 BE</td>
<td>Financial Management (MB)</td>
<td></td>
</tr>
<tr>
<td>GMP 5220 AL</td>
<td>Interpersonal &amp; Intergroup Dynamics (EL)</td>
<td></td>
</tr>
</tbody>
</table>

*Students Must Have Satisfied Program Prerequisites to Register for Classes
+Criminal Justice students should take GMP 5040 in place of GMP 6040

NOTE: Second Letter of Section Indicates Early or Late

NOTE: Mid-Term Exams will be held Saturday, April 28, 1984 in the I.R.P. Room

STUDENTS DESIRING A SPECIALIZATION SHOULD TAKE ALL ELECTIVES IN THEIR AREA OF CONCENTRATION.
PROGRAM UPDATE

Another spring has come! We have had a good winter throughout our system. Our enrollment on campus was very strong and our cluster population increased. We welcome new students wherever they are taking classes. A special welcome is extended to students in brand new clusters in Port Charlotte, Tampa, Orlando, Boca Raton, and Miami. We anticipate adding clusters in Tallahassee and Salisbury, NC in the near future.

We are becoming international in scope with agreements to offer the MBA Programs in Toronto in cooperation with the Canadian School of Management and in London in conjunction with St. John's College. We would like to set up an intensive seminar dealing with a variety of aspects of international business with a component on campus in Fort Lauderdale and a component in Toronto or London. Similarly, we hope to implement a seminar dealing with national public policy as it relates to business conducted in Washington, DC. As soon as these programs are fully designed and priced, we will notify all students and graduates of our program. These will be professional development seminars and will not take the place of coursework in the degree programs at the present time.

Our Productivity Improvement and Operations Research Workshops have been a great success. These workshops will be scheduled more frequently in the future in order to accommodate a growing number of students wishing to participate. We are considering expanding the coverage of material in the workshops based upon the enthusiasm of the students who have participated in the past. Your input is always encouraged.

To students in field-based clusters, I ask that you consider assisting site coordinators in recruiting new students. We have found that the most effective spokespersons for our programs have been students and graduates. We appreciate your continued support. Students on campus are encouraged also to recommend potential new students. We would be pleased to conduct an information meeting for interested persons at your place of employment. Please contact either Lee Krosser or Bill Spade regarding such a meeting.

Graduation exercises for 1984 will be July 29, 1984, at the Sunrise Musical Theater. All persons who have satisfied requirements for graduation by June 30, 1984, will be permitted and encouraged to join the procession. I look forward to greeting you on Graduation Day!

Neuman F. Pollack
Center Director
Productivity Improvement Workshop

In Block II we will offer the Productivity Improvement Workshop on two (2) different five day periods. For those students attending their final block of classroom courses on Sequence II dates, the workshop dates will be May 30, 1984 through June 3, 1984. For those students attending Sequence I classes the dates will be June 8, 1984 through June 13, 1984.

In order for each of you to get as much from your classroom courses, we recommend that you make application for the appropriate workshop so as not to miss a weekend of classes.

A maximum of fifty (50) applications will be accepted for each of the workshops.

Following is a brief description of the workshop along with the entrance requirements. If you qualify and wish to reserve a place in either workshop, please fill out, and return to my attention, the preliminary application below.

**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.

**Entrance Requirements**

Students are expected to have appropriate graduate preparation in economics, accounting, human behavior, statistics, and human resource management. They are expected to be able to apply the principles of scientific management, human relations concepts and systems theory.

Prerequisite: Ten or more courses in the Master's Program, including satisfactory completion of GMP 5020, 5030, 5040, and 5050.

---

Name: ____________________________
Address: __________________________
__________
________
Phone (H): _________________________
      (O)
Date: May 30 - June 3, 1984
       June 8 - June 13, 1984

Return to:
Dr. Charles Blackwell
Nova University
3301 College Ave.
Ft. Lauderdale, FL 33314

Cluster: _________________________
SESSION II

SEQUELSES
SESSION DATES TIMES
First April 6, 7 Early: Friday 6 - 8 PM
Second April 27, 28 Saturday 8 - 12 Noon
Third May 18, 19 Late: Friday 8:15 - 10:15 PM
Fourth June 8, 9 Saturday 1 - 5 PM
Fifth June 29, 30 NOTE: Second Letter of Section Indicates Early or Late

COURSE #/SECTION TITLE ROOM

*GMP 5050 AE Managerial Economics for Decision Making (CR) Pellet P-241
*GMP 5070 AL Marketing Management (MB) -whalen P-241
GMP 5080 AE Financial Management (MB) - Haight P-239
GMP 5090 AL Business Policy (MB) - Lash P-239
NOTE: ONLY STUDENTS WHO HAVE COMPLETED GMP 5010 - 5080 WILL BE PERMITTED TO ENROLL IN GMP 5090. THIS RULE WILL BE ENFORCED.

GMP 5150 AE Tax Planning & Research (AC) Vanderbeck P-129
GMP 5160 AL Introduction to Fund Accounting (AC) P-129
GMP 5360 AE Human Resource Development (EL) McCartney P-207
GMP 5381 AL Managing Stress (EL) McCartney P-207
GMP 5462 AE Contract & Procurement Law (EL) Dobson (Dobson) P-105
GMP 5541 AL Comparative Financial Systems (EL) Pellet P-238
GMP 5573 AE Retail Marketing Management (EL) - whalen P-107
GMP 5800 AE Policy Analysis & Program Evaluation (EL) Poyntz P-238
GMP 5931 AE Current Information Systems (CS/EL) Pickler P-237
GMP 5100 A Master's Project (4 credits) Appt. Only

CORAL SPRINGS

GMP 5020 BL Organization Behavior & Development (CR) Gibson
*GMP 5040 CE Quantitative Methods in Management (CR) Rivers
*GMP 5060 BE Managerial Accounting (MB) - Slutzky Sand
*GMP 5070 BL Marketing Management (MB)

*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, May 5, 1984 in the I.R.P. Room -- As Applicable
COURSE #/SECTION | TITLE | DATE/TIME | ROOM
---|---|---|---
GMP 5002 A | Introductory Quantitative Analysis (PP) | Monday 4/2-6/11 6 – 9 PM | P-130
GMP 5003 A | Introductory Economics (PP) | Wednesday 4/4-6/6 6 – 9 PM | TBA
GMP 5009 A | Management Communications: Strategies & Skills (PP) | Thursday 4/5-6/14 6 – 9 PM | P-130

GMAT - Review:
Irwin Katz
791-1664

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 on the Add/Drop, Withdrawal Forms. Requests are 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%, then 0%.

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.