BLOCK IV OCTOBER - DECEMBER 1983
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
(EL) - Elective
(HR) - Required, HRM Program
(M/A) - Required, M/ACC Program
(MB) - Required, MBA Program
(MP) - Required, MPA Program
(CJ) - Criminal Justice Program

KEY TO ABBREVIATIONS FOR MANAGEMENT CERTIFICATE COURSES

(AC) - Accounting
(AM) - Acquisitions Management
(CS) - Computers Systems Management
(CJ) - Criminal Justice
(HS) - Health Systems Management
(HR) - Human Resource Management
(H/S) - Human Services
(IB) - International Banking
(MA) - Marketing
(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 September 6, 1983 - September 30, 1983. DEADLINE FOR NEW STUDENT APPLICATIONS IS SEPTEMBER 23, 1983. Returning students should register for classes from September 6, 1983 through September 30, 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 Ave., Ft. Lauderdale, FL 33314. Call 475-7403 to request registration materials if you have not received them.
Registration must be completed by September 30, 1983 to avoid a late fee of $10.00. Registration after the first night of class incurs a late fee of $50.00.
# SEQUENCE I

## SESSIONS
- **First**
  - DATES: Oct. 7, 8
  - TIMES: Early: Friday 6 - 8 PM
- **Second**
  - DATES: Oct. 21, 22
  - TIMES: Early: Saturday 8 - 12 Noon
- **Third**
  - DATES: Nov. 11, 12
  - TIMES: Late: Friday 8:15 - 10:15 PM
- **Fourth**
  - DATES: Dec. 2, 3
  - TIMES: Saturday 1 - 5 PM
- **Fifth**
  - DATES: Dec. 16, 17
  - TIMES: Late: Friday 8:15 - 10:15 PM

## COURSE #/SECTION
- **GMP 5010 AE**
  - **TITLE**: Environment of Organization (CR)
  - **ROOM**: P-241
  - **Instructor**: Cartano

- **GMP 5020 AL**
  - **TITLE**: Organization Behavior & Development (CR)
  - **ROOM**: P-241
  - **Instructor**: McCartney

- **GMP 5030 AL**
  - **TITLE**: Human Resource Management (CR)
  - **ROOM**: P-240
  - **Instructor**: Lash

- **GMP 5040 AE**
  - **TITLE**: Quantitative Methods in Management (CR)
  - **ROOM**: P-237
  - **Instructor**: Rivers

- **GMP 5090 AE**
  - **TITLE**: Business Policy (MB)
  - **ROOM**: P-207
  - **Instructor**: Kerwin

**NOTE:** ONLY STUDENTS WHO HAVE COMPLETED GMP 5010 - 5080 WILL BE PERMITTED TO ENROLL IN GMP 5090. THIS RULE WILL BE ENFORCED.

- **GMP 5110 AE**
  - **TITLE**: Accounting Theory (AC/EL)
  - **ROOM**: P-129
  - **Instructor**: Vanderbeck

- **GMP 5115 AL**
  - **TITLE**: Principles of Auditing (AC/EL)
  - **ROOM**: P-129
  - **Instructor**: Spinka

- **GMP 5205 AE**
  - **TITLE**: Managerial Environment (HR/EL)
  - **ROOM**: P-106
  - **Instructor**: McCartney

- **GMP 5260 AL**
  - **TITLE**: Labor Relations: Principles, Problems, & Cases (HR/EL)
  - **ROOM**: P-106
  - **Instructor**: Berne

- **GMP 5820 AL**
  - **TITLE**: Marketing & Management in Financial Institution (FI/EL)
  - **ROOM**: P-207
  - **Instructor**: Harrin

- **GMP 6050 AL**
  - **TITLE**: Developmental Concepts and Planning (CJ/EL)
  - **ROOM**: P-107
  - **Instructor**: Jim Chinn

- **GMP 5100 A**
  - **TITLE**: Master's Project (4 Credits)
  - **ROOM**: Appt. Only

- **GMP 5580**
  - **TITLE**: International Business
  - **ROOM**: P-209
  - **ROOM**: Kooral

**HIALEAH/MIAMI SPRINGS**

- **GMP 5030 CL**
  - **TITLE**: Human Resource Management
  - **Instructor**: Tureen

- **GMP 5050 BE**
  - **TITLE**: Managerial Economics
  - **Instructor**: Gates

*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, November 5, 1983 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!

+Criminal Justice students should take GMP 5040 in place of GMP 6040.
The Workshops in Operation Research and Productivity Improvement were quite successful. In all, over eighty students participated in the Workshops. They will be rescheduled on a regular basis during the summer months and at other times as needed. We will set a tentative schedule for 1984 and ask students to preregister for the workshop and date of their choice.

Our new degree programs and specializations in Microcomputer Applications in Management, Accounting, Security Management, and Telecommunications Management are being favorably received. The initial marketing of these programs will be the South Florida area and selected cluster sites. As is the case with our more established programs, we will deliver these new programs in field locations if we can serve twenty to twenty-five students in a cluster.

The Center for the Study of Administration has undergone a reorganization during the Summer. Dr. George Trivoli, Distinguished Professor of Finance has become the Academic Director of the DBA Program. Dr. James Klein remains the Academic Director of the DPA Program. Dr. Neuman F. Pollack, Director of the Master's Programs has become the Director of the Center for the Study of Administration. Both administrative and academic consolidation of the Center will provide us with the opportunity to contain operation costs and permit us to enhance program cross fertilization between our doctoral programs and between the doctoral and masters programs.

One of the first off-shoots of the consolidation this fall is the opportunity for MBA students to take an elective in International Business with doctoral students. Dr. Kooros will teach the course. Course requirements for the MBA students will be modified slightly as is the usual practice in other universities that permit masters degree candidates to take an elective at the doctoral level. We will monitor this course very carefully in order to ensure that all students receive the appropriate credit for their work. In the future, we have plans to run joint workshops open to all doctoral and masters candidates.

Our field-based program continues to grow steadily. The fall term will see new clusters start in Salt Lake City, Utah, (at American Express Company), Rock Springs and Gillette, Wyoming, and Gainesville, Florida. Cluster development is also underway in Phoenix, Arizona, Denver, Colorado, Bismarck, North Dakota, and Ventura, California. Our corporate program in Richland, Washington, has just received approval by the State of Washington to recruit statewide at both the masters and doctoral levels.

Our Coral Springs, Florida, program is expanding giving students in Northwest Broward County an alternative to driving to the main campus or our Boca Raton - Mitel Corporation cluster for classes. Much thanks goes to Pat Distasio and Kevin Keating for their efforts in Coral Springs.

Neuman F. Pollack, Ph.D.
Center Director
MASTER OF SCIENCE IN HUMAN SERVICES

FALL SCHEDULE

The following courses will be available to Human Services for the period September - December 1983, at the locations shown:

<table>
<thead>
<tr>
<th>Main Campus</th>
<th>Cycle 8309 dates</th>
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<tbody>
<tr>
<td>GMP 5219 (H/S 513)</td>
<td>Monday: September 12 - November 7 (6-10 PM)</td>
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<tr>
<td>GMP 5491* (H/S 540)</td>
<td>Tuesday: September 13 - November 8 (6-10 PM)</td>
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<tr>
<td>GMP 5413 (H/S 549)</td>
<td>Wednesday: September 14 - November 9 (6-10 PM)</td>
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<tr>
<td>GMP 5185 (H/S 542)</td>
<td>December 6 - 7 - 8 (6-10 PM)</td>
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*New course; may be substituted for H/S 540
### COURSE #/SECTION

<table>
<thead>
<tr>
<th>COURSE #/SECTION</th>
<th>TITLE</th>
<th>ROOM</th>
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<tbody>
<tr>
<td>*GMP 5050 AL</td>
<td>Managerial Economics for Decision Making (CR)</td>
<td>Potter P-237</td>
</tr>
<tr>
<td>*GMP 5060 AE</td>
<td>Managerial Accounting (AC/MB)</td>
<td>Weiss P-237</td>
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<tr>
<td>*GMP 5070 AE</td>
<td>Marketing Management (MB)</td>
<td>Gruber P-240</td>
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<tr>
<td>GMP 5080 AL</td>
<td>Financial Management (MB)</td>
<td>Twoorer P-207</td>
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<tr>
<td>GMP 5430 AE</td>
<td>Health Administration &amp; Management (HS/EL)</td>
<td>Liebowitz P-129</td>
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<tr>
<td>GMP 5464 AL</td>
<td>Prin. of Purchasing &amp; Material Management (AM/EL)</td>
<td>Weiss P-240</td>
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<tr>
<td>GMP 5470 AE</td>
<td>Planning, Budgeting &amp; Control (MP/EL)</td>
<td>Thomas P-209</td>
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<tr>
<td>GMP 5571 AL</td>
<td>Marketing Communication &amp; Promotion (MA/EL)</td>
<td>Whalen P-213</td>
</tr>
<tr>
<td>GMP 5905 AL</td>
<td>Computer Application in Business (AC/EL)</td>
<td>Haley P-214</td>
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<td>GMP 5911 AE</td>
<td>Business Information Systems (CS/EL)</td>
<td>Bebe P-215</td>
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<tr>
<td>GMP 6001 AE</td>
<td>Law Enforcement &amp; Security in America (SM/CJ/EL)</td>
<td>Baur P-238</td>
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<tr>
<td>GMP 6002 AL</td>
<td>Security Systems Hardware &amp; Software (SM/CJ/EL)</td>
<td>P-106</td>
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<tr>
<td>GMP 5010 BL</td>
<td>Environment of Organization</td>
<td>Cartano P-238</td>
</tr>
<tr>
<td>GMP 5020 BE</td>
<td>Organization Behavior &amp; Development</td>
<td>Gibson P-106</td>
</tr>
<tr>
<td>GMP 5030 BL</td>
<td>Human Resource Management</td>
<td>Rivin P-238</td>
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<tr>
<td>GMP 5040 BE</td>
<td>Quantitative Methods in Management</td>
<td>Rivers P-106</td>
</tr>
</tbody>
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*Students Must Have Satisfied Program Prerequisites to Register for Courses

**NOTE:** All Electives Require Enrollment of 10 or More Students

Mid-Term Exams will be held Saturday, November 5, 1983 in the I.R.P. Room -- As Applicable

**NOTE:** Students now have the option of taking classes in Coral Springs and Hialeah/Miami Springs sites without notifying the Program Office of a change of location. As the enrollment in Coral Springs and Hialeah/Miami Springs grows, additional course options will be available at those sites.
PREREQUISITES

<table>
<thead>
<tr>
<th>COURSE/SECTION</th>
<th>TITLE</th>
<th>DATE/TIME</th>
<th>ROOM</th>
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<tbody>
<tr>
<td>GMP 5002 A</td>
<td>Introductory Quantitative Analysis (PP)</td>
<td>Monday 10/10-12/12</td>
<td>P-238</td>
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<td>6 - 9 PM</td>
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<tr>
<td>GMP 5003 A</td>
<td>Introductory Economics (PP)</td>
<td>Thursday 10/13-12/15</td>
<td>T-098</td>
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<td>6 - 9 PM</td>
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<tr>
<td>GMP 5009 A</td>
<td>Management Communications: Strategies &amp; Skills (PP)</td>
<td>Wednesday 10/12-12/14</td>
<td>P-143</td>
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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.

For additional information call 475-7643 or 475-7689.