

1984

Center for the Study of Administration Off-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

BLOCK I, JANUARY - MARCH 1984

OFF-CAMPUS MASTER'S PROGRAMS SCHEDULE

MBA, HRM, MPA, MSCJ

MASTER OF BUSINESS ADMINISTRATION
MASTER OF PUBLIC ADMINISTRATION
MS/HUMAN RESOURCE MANAGEMENT
MS/CRIMINAL JUSTICE
MS/ACCOUNTING

REGISTRATION PERIOD
Contact Local Cluster
Coordinator for
registration information

Nova University
3301 College Avenue
Ft. Lauderdale, FL 33314

TELEPHONES

Admissions/Counseling
(305) 475-7689
475-7646

Florida Watts:
(800) 432-5021 EXT. 7646

WEEKEND SESSION	SEQUENCE I	SEQUENCE II	CLASS/SECTION/TIME
FIRST	Jan. 6 - 7	Jan. 13 - 14	Early: Friday 6- 8 PM Saturday 8-12 Noon
SECOND	Jan. 20 - 21	Jan. 27 - 28	
THIRD	Feb. 10 - 11	Feb. 17 - 18	Late: Friday 8:15-10:15PM Saturday 1-5 PM
FOURTH	March 2 - 3	March 9 - 10	
FIFTH	March 16 - 17	March 23 - 24	
			NOTE: Second letter of section indicates early or late

*MID-TERM EXAMS FOR SEQUENCE I CLASSES WILL BE HELD SATURDAY, FEB. 11, 1984, AS APPLICABLE

*MID-TERM EXAMS FOR SEQUENCE II CLASSES WILL BE HELD SATURDAY, FEB. 18, 1984, AS APPLICABLE

KEY TO ABBREVIATION FOR MASTER'S 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!

PROGRAM UPDATE

The Center for the Study of Administration programs are now being delivered in the following states in addition to Florida: Alabama, California, Illinois, Indiana, Iowa, Missouri, Pennsylvania, Texas, Utah, Virginia, Washington (state), and Wyoming. Development activities are currently underway in Arizona, Colorado, and North Carolina. As our network in the master's and doctoral programs grows, so does our ability to serve the professional development needs of current students who may face company transfers prior to completing their degrees, as well as the training and development needs of national corporations which may be met by our programs in multiple locations. Our Florida network of locations should be complete by mid 1984 with teaching sites in 15 cities from Tallahassee in North Florida to the Kendall area in Southwest Dade County.

We have now begun our 1983-84 self-study of the University as part of the ten year SACS reaffirmation of accreditation. Most of you by now will have participated in phase one of the self-study process by completing a student questionnaire dealing with academic and organizational aspects of our program. The aim of the self-study process is to encourage continued program improvement. We intend to act upon as many of the recommendations as possible as they are presented to ensure that we continue to meet your professional development needs and at the same time maintain sound academic offerings with appropriate quality controls. As always, your faculty are enthusiastically responding to this challenge.

We in the program office wish you a healthy and prosperous New Year and sincerely hope that you enjoy the holiday season.

Neuman F. Pollack
Center Director

BOCA RATON/MITEL-MBASEQUENCE ICLUSTER COORDINATOR

Meeting at:

Mitel Corporation
 Training Classroom
 5400 Broken Sound Blvd.
 Boca Raton, FL 33431

Mr. Al Valzone
 Mitel Corporation
 5400 Broken Sound Blvd., N.W.
 Boca Raton, FL 33431
 H: (305) 395-3973

GMP: 5060 CE

Managerial Accounting

GMP: 5572 BL

Marketing New Products

BOCA RATON/MITEL II-MBASEQUENCE IICLUSTER COORDINATOR

Meeting at:

Mitel Corporation
 Training Classroom
 5400 Broken Sound Blvd.
 Boca Raton, FL 33431

Vicki Catsimpiris
 7702 SW 8th Street
 N. Lauderdale, FL 33068
 H: (305) 721-5490 or 9568

GMP: 5010 CE

Environment of Organizations

GMP: 5020 BL

Organizational Behavior and Development

BRADENTON/SARASOTA-MBASEQUENCE IICLUSTER COORDINATOR

Meeting at:

Manatee Jr. College
 5840 26th Street West
 Bradenton, FL 33507

Mr. Dallas Grover
 1103 Palma Sola Blvd.
 Bradenton, FL 33505
 H: (813) 792-7062

GMP: 5050 CE

Managerial Economics

GMP: 5205 AL

Managerial Environment

CEDAR RAPIDS III-MBA/HRMSEQUENCE IICLUSTER COORDINATOR

Meeting at:

Kirkwood Community College
 6301 Kirkwood Boulevard
 Cedar Rapids, Iowa 52404

Mr. Bob McDonnell
 269 Highland Drive, N.W.
 Cedar Rapids, Iowa 52405
 H: (319) 365-2194

GMP: 5060 DE

Managerial Accounting

GMP: 5205 BL

Managerial Environment

DAYTONA BEACH-MBASEQUENCE ICLUSTER COORDINATOR

Meeting at:

Daytona Beach Community
 College, Bldg. #27
 (Allied Health) RM: 117
 Daytona Beach, FL

Mr. Paul Stark
 315 Braddock Avenue
 Daytona Beach, FL 32018
 H: (904) 258-5839
 O: (904) 255-8131 Ext. 700

GMP: 5070 CE

Marketing Management

GMP: 5080 BL

Financial Management

FT. MYERS-MBA/HRMSEQUENCE ICLUSTER COORDINATOR**Meeting at:**

Ft. Myers Business Academy
2235 1st Street
Ft. Myers, FL

Mr. Dennis Andrews
Rt. 2, Box 716
Ft. Myers, FL 33903
H: (813) 995-0225
O: (813) 995-2131

GMP: 5040 CE

Quantitative Methods in Management

GMP: 5550 BL

Sales Management

GAINESVILLE-MBASEQUENCE IICLUSTER COORDINATOR**Meeting at:**

Gainesville High School
Community Ed. Center
Classroom B-1
1900 NW 13th Street

Mr. Ed. Dice
2919 NW 29 Street
Gainesville, FL 32605
H: (904) 378-2329

GMP: 5030 DL

Human Resource Management

GMP: 5040 DE

Quantitative Methods in Management

GILLETTE, WYOMING-MBASEQUENCE ICLUSTER COORDINATOR**Meeting at:**

Campbell County Memorial Hosp.
Adult Ed. Wing-1st Floor
Gillette, Wyoming

Emily Matthews
2401 Whitetail
Gillette, Wyoming 82716
O: (307) 682-4035

GMP: 5030 EL

Human Resource Management

GMP: 5040 EE

Quantitative Methods in Management

HIALEAH/MIAMI SPRINGS-MBASEQUENCE ICLUSTER COORDINATOR**Meeting at:**

Chamber of Commerce Bldg.
59 West 5 Street
Hialeah, FL

Mr. Larry Malta
Chamber of Commerce
59 West 5 Street
Hialeah, FL 33010
H: (305) 888-2642
O: (305) 887-1515

GMP: 5060 BE

Managerial Accounting

GMP: 5070 BL

Marketing Management

LAKELAND-MBA/HRMSEQUENCE IICLUSTER COORDINATOR**Meeting at:**

Lakeland Reg. Med. Center
1300 Lakeland Hills Blvd.
1st Floor, Education Dept.
Classroom 5

Anthony Duruh
247 Lynnette Place
Lakeland, FL 33805
H: (305) 858-6735

GMP: 5050 DE

Managerial Economics

GMP: 5205 CL

Managerial Environment

NORTH PALM BEACH-MBASEQUENCE ICLUSTER COORDINATOR

Meeting at:

Seacoast Utilities
Training Classroom
4200 Hood Road
Palm Beach Gardens, FLMs. Margie Morley
4225 Linden Avenue
Palm Beach Gardens, FL
H: (305) 622-2799

GMP: 5070 DE

Marketing Management

GMP: 5080 CL

Financial Management

OCALA-MBASEQUENCE ICLUSTER COORDINATOR

Meeting at:

Monroe Regional Med. Ctr.
Conference Classroom
First Floor
131 SW 15 Street
Ocala, FLMs. Nancy Vallario
P.O. Box 652
Williston, FL 32696
H: (904) 528-3867

GMP: 5070 EE

Marketing Management

GMP: 5080 DL

Financial Management

ORLANDO III-MBASEQUENCE IICLUSTER COORDINATOR

Meeting at:

Orlando College
5500 Diplomat Circle
Orlando, FLMs. Linda Partin
102 Canada Avenue
Altamonte Springs, FL
H: (305) 831-6521

GMP: 5070 FE

Marketing Management

GMP: 5080 EL

Financial Management

RICHLAND, WA-MBASEQUENCE IICLUSTER COORDINATOR

Meeting at:

Intl. Dunes Rivershore
50 Comstock
Richland, WAMs. Joy Rigan
722 N. Arthur Apt. #C-1
Kennewick, WA 99336
H: (509) 783-1903

GMP: 5070 GE

Marketing Management

GMP: 5080 FL

Financial Management

GMP: 5010 GE

Environment of Organizations

GMP: 5020 EL

Organizational Behavior and Development

ROCK SPRINGS, WYOMING-MBASEQUENCE ICLUSTER COORDINATOR

Meeting at:

Western Wyoming College
Rock Springs, Wyoming
Classroom 134-B

Don Gibbony
Bridger Coal Co.
P.O. Box 2068
Rock Springs, Wyoming 82901
O: (307) 382-9741 Ext. 243

GMP: 5030 FL

Human Resource Management

GMP: 5040 FE

Quantitative Methods in Management

ST. PETERSBURG/CLEARWATER-MBASEQUENCE IICLUSTER COORDINATOR

Meeting at:

Pinellas Center
Tampa College
15000 U.S. 19 South
Clearwater, FL
RM #109

Wallace Witham
217 Temple Lane
Belleair Bluff, FL 33540
O: (813) 446-1116
H: (813) 581-8538 Evenings Only

GMP: 5030 GL

Human Resource Management

GMP: 5040 GE

Quantitative Methods in Management

SALT LAKE CITY, UTAH-MBASEQUENCE IICLUSTER COORDINATOR

Meeting at:

American Express Co.
4315 South 2700 West
Salt Lake City, Utah
HR Training Classroom

Jack Eisen
Human Resource Dept.
American Express
4315 South, 2700 West
Salt Lake City, Utah 84184
O: (801) 965-5956

GMP: 5030 HL

Human Resource Management

GMP: 5040 HE

Quantitative Methods in Management

SOUTH MIAMI-MBA/HRMSEQUENCE IICLUSTER COORDINATOR

Meeting at:

Baptist Hospital
Education Classroom
8900 N. Kendall Avenue
Miami, FL 23176

Helen DeSautel
10300 SW 89 Street
Miami, FL 33176
H: (305) 271-4300

GMP: 5010 DE

Environment of Organizations

GMP: 5090 BE

Business Policy

GMP: 5240 BL

Advanced Organization Development

TALLAHASSEE-MBASEQUENCE IICLUSTER COORDINATOR

Meeting at:

Tallahassee Mem. Reg. Ctr.
Training Classroom
2nd Floor
Tallahassee, FL

Robbie Barefield
2107 Napoleon Bonaparte
Tallahassee, FL
H: (904) 877-4020

GMP: 5010 EE

Environment of Organizations

GMP: 5020 CL

Organizational Behavior and Development

TAMPA II-MBA/MPASEQUENCE IICLUSTER COORDINATOR

Meeting at:

Tampa College
3319 West Hillsborough Ave.
Tampa, FL
2nd Floor ClassroomMr. Richard Cipriano
2711 Grandview Pl.
Brandon, FL 33511
H: (813) 685-3200

GMP: 5080 GE

Financial Management

GMP: 5470 AL

Planning, Budgeting, & Control

TAMPA III-MBASEQUENCE IICLUSTER COORDINATOR

Meeting at:

Tampa College
3319 West Hillsborough Ave.
Tampa, FL
2nd Floor ClassroomMr. Richard Cipriano
2711 Grandview Pl.
Brandon, FL 33511
H: (813) 685-3200

GMP: 5010 FE

Environment of Organizations

GMP: 5020 DL

Organizational Behavior and Development

TUITION

Graduate tuition is \$375 per course. Tuition for program prerequisite courses is \$300. Students receiving employer reimbursement are expected to pay tuition in advance and secure reimbursement from their employers. 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 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 are to be purchased through the Cluster Coordinator.

REGISTRATION

Registration is to be made through the Cluster Coordinator.

REGISTRATION
FEE

A registration fee of \$15 applies to each registration form processed by the University. Include the registration fee with the tuition and other applicable fees.

DAYTONA BEACH-MS/HS

SEQUENCE II

CLUSTER COORDINATOR

Meeting at:

Daytona Bch. Community College
Bldg. #27, Allied Health
Daytona Beach, FL

Paul Stark
315 Braddock Avenue
Daytona Beach, FL 32018
H: (904) 258-5839

GMP: 5460 CE

Administrative Law

O: (904) 255-8131 Ext. 700

GMP: 5011 DL

Community Needs and Social Support Systems

110

LAKELAND-MS/HS

SEQUENCE II

CLUSTER COORDINATOR

Meeting at:

Lakeland Reg. Medical Ctr.
1300 Lakeland Hills Blvd.
1st Floor, Education Dept.
Lakeland, FL

Anthony Duruh
247 Lynnette Place
Lakeland, FL 33805
H: (813) 858-6735

GMP: 5460 DE

Administrative Law

GMP: 5011 EL

Community Needs and Social Support Systems

110

MIAMI-MS/HS

SEQUENCE I

CLUSTER COORDINATOR

Meeting at:

So. Dade Home Health
7601 Flagler St.
Miami, FL

Marlene Kryvicky
Nova University-Main Campus
3301 College Avenue
Ft. Lauderdale, FL 33314

GMP: 5400 AE

Grants and Contracts

O: (305) 475-7555

GMP: 5413 AL

Crisis Intervention

ORLANDO IV-MS/HS

SEQUENCE I

CLUSTER COORDINATOR

Meeting at:

Orlando College
5500 Diplomat Circle
(Lee & Interstate 4)
Orlando, FL

Sue Churchill
%Thee Door
100 W. Columbia Street
Orlando, FL 32806
O: (305) 423-6606

GMP: 5460 AE

Administrative Law

GMP: 5011 BL

Community Needs and Social Support Systems

110

ST. PETERSBURG/CLEARWATER-MS/HS SEQUENCE I

CLUSTER COORDINATOR

Meeting at:

Tampa College
15000 U.S. 19 South
Clearwater, FL

Wallace Witham
217 Temple Lane
Belleair Bluff, FL 33540
O: (813) 446-1116
H: (813) 581-8538 Evenings only

GMP: 5460 BE

Administrative Law

GMP: 5011 CL

Community Needs and Social Support Systems

110

WEST PALM BEACH-MS/HS

SEQUENCE I

CLUSTER COORDINATOR

Meeting at:

Conniston Jr. High School
673 Conniston Rd. @ Parker
West Palm Beach, FL

Marlene Kryvicky
Nova University-Main Campus
3301 College Avenue
Ft. Lauderdale, FL 33314

GMP: 5220 BE

Interpersonal and Intergroup Dynamics O: (305) 475-7555

GMP: 5011 AL

Community Needs and Social Support Systems