1984

MBA, HRM, MPA, MSCJ, MSHS Programs, Off Campus Block II, April-June 1984

Nova University

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**OFF-CAMPUS MASTER'S PROGRAMS SCHEDULE**

**MBA, HRM, MPA, MSCJ, MSHS**

**MASTER OF BUSINESS ADMINISTRATION**
**MASTER OF PUBLIC ADMINISTRATION**
**MS/HUMAN RESOURCE MANAGEMENT**
**MS/CRIMINAL JUSTICE**
**MS/ACCOUNTING**
**MS/HUMAN SERVICES** (Extension 7555)

**REGISTRATION PERIOD**

Contact Local Cluster Coordinator for registration information

**Nova University**
3301 College Avenue
Pt. Lauderdale, FL 33314

**TELEPHONES**

Admissions/Counseling
(305) 475-7689
475-7643

Florida Watts:
(800) 432-5021 EXT. 7643 or 7689

**BLOCK II, APRIL - JUNE**

**WEEKEND SESSION** | **SEQUENCE I** | **SEQUENCE II** | **CLASS/SECTION/TIME**
--- | --- | --- | ---
**FIRST** | March 30 - 31 | April 6 - 7 | Early: Friday 6-8 P.M.
| | | | Saturday 8-12 Noon
**SECOND** | April 13 - 14 | April 27 - 28 | Late: Friday 8:15-10:15 P.M.
| | | | Saturday 1-5 P.M.
**THIRD** | May 11 - 12 | May 18 - 19 | 
**FOURTH** | June 1 - 2 | June 8 - 9 | 
**FIFTH** | June 22 - 23 | June 29 - 30 | 

**NOTE:** Second letter of section indicates early or late

*MID-TERM EXAMS FOR SEQUENCE I CLASSES WILL BE HELD SATURDAY, MAY 12, 1984, AS APPLICABLE*  
*MID-TERM EXAMS FOR SEQUENCE II CLASSES WILL BE HELD SATURDAY, MAY 19, 1984, AS APPLICABLE*

**KEY TO ABBREVIATION 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!
BOCA RATON/MITEL-MBA
Meeting at:
Mitel Corporation
Training Classroom
5400 Broken Sound Blvd.
Boca Raton, FL 33431
GMP: 5080 CE
Financial Management - Blackwell
GMP: 5670 AL
Entrepreneurship and Venture Initiation - Schaeffer

BOCA RATON/MITEL II-MBA
Meeting at:
Mitel Corporation
Training Classroom
5400 Broken Sound Blvd.
Boca Raton, FL 33431
GMP: 5030 CL
Human Resource Management - Preziosi
GMP: 5040 DE
Quantitative Methods in Management - Gotsens

BRADENTON/SARASOTA-MBA
Meeting at:
Manatee Jr. College
Room 519
5840 26th Street West
Bradenton, FL 33507
GMP: 5060 CE
Managerial Accounting - Lipner
GMP: 5572 AL
Marketing New Products - Barfield

CEDAR RAPIDS III-MBA/HRM
Meeting at:
Kirkwood Community College
6301 Kirkwood Boulevard
Cedar Rapids, Iowa 52404
GMP: 5070 CE
Marketing Management - Lutz
GMP: 5080 DL
Financial Management - Turner

DAYTONA BEACH-MBA
Meeting at:
Daytona Beach Community
College, Bldg. #27
(Allied Health) Rm. 117
Daytona Beach, FL
GMP: 5090 BE
Business Policy - Weathington
GMP: 5280 AL
Contingency Management - Dunne
FT. MYERS-MBA/HRM 15128
Meeting at:
FT. Myers Business Academy
2235 1st Street
Ft. Myers, FL

GMP: 5050 BE
Managerial Economics
FT. MYERS-MBA/HRM 15128
Meeting at:
GMP: 5911 AL
Business Information Systems

GAINESVILLE-MBA 15119
Meeting at:
Gainesville High School
Community Ed. Center
Classroom B-1
1900 NW 13 Street

GMP: 5050 CE
Managerial Economics
GAINESVILLE-MBA 15119
Meeting at:
GMP: 5205 AL
Managerial Environment

GILLETTE, WYOMING-MBA 15231
Meeting at:
Campbell County Memorial Hosp.
Adult Ed. Wing - 1st Floor
Gillette, Wyoming

GMP: 5050 DE
Managerial Economics
GILLETTE, WYOMING-MBA 15231
Meeting at:
GMP: 5810 AL
Financial Institutions & Markets

HIALEAH/MIAMI SPRINGS-MBA 15100
Meeting at:
Chamber of Commerce Bldg.
59 West 5 Street
Hialeah, FL

GMP: 5080 BE
Financial Management
HIALEAH/MIAMI SPRINGS-MBA 15100
Meeting at:
GMP: 5220 AL
Interpersonal & Intergroup Dynamics

LAKELAND-MBA/HRM 15120
Meeting at:
Lakeland Reg. Med. Center
1300 Lakeland Hills Blvd.
1st Floor, Education Dept.
Classroom 5

GMP: 5060 DE
Managerial Accounting
LAKELAND-MBA/HRM 15120
Meeting at:
GMP: 5320 AL
Managerial Communications
NORTH PALM BEACH-MBA

Meeting at: Seacoast Utilities Training Classroom 4200 Hood Road Palm Beach Gardens, FL
GMP: 5090 CE Business Policy
GMP: 5620 AL Investment Principles and Policies

CLUSTER COORDINATOR
Ms. Margie Morley
4225 Linden Avenue
Palm Beach Gardens, FL
H: (305) 622-2799

NORTH PALM BEACH II-MBA

Meeting at: Seacoast Utilities Training Classroom 4200 Hood Road Palm Beach Gardens, FL
GMP: 5010 BE Environment of Organizations
GMP: 5020 CL Organization Behavior and Development

CLUSTER COORDINATOR
Ms. Nancy Vallario
P.O. Box 652
Williston, FL 32696
H: (904) 528-3867

OCALA-MBA

Meeting at: Monroe Regional Med. Ctr. Conference Classroom-1st Floor 131 SW 15 Street Ocala, FL
GMP: 5090 DE Business Policy
GMP: 5670 BL Entrepreneurship and Venture Initiation

CLUSTER COORDINATOR
Ms. Nancy Vallario
P.O. Box 652
Williston, FL 32696
H: (904) 528-3867

ORLANDO III-MBA

Meeting at: Orlando College 5500 Diplomat Circle Orlando, FL
GMP: 5090 EL Business Policy
GMP: 5260 AE Labor Relations: Principles, Problems and Cases

CLUSTER COORDINATOR
Ms. Linda Partin
102 Canada Avenue
Altamonte Springs, FL
H: (305) 831-6521

ORLANDO IV-MBA

Meeting at: Orlando College 5500 Diplomat Circle Orlando, FL
GMP: 5030 DL Human Resource Management
GMP: 5040 EE Quantitative Methods in Management

CLUSTER COORDINATOR
Ms. Linda Partin
102 Canada Avenue
Altamonte Springs, FL
H: (305) 831-6521
<table>
<thead>
<tr>
<th>Location</th>
<th>Meeting at</th>
<th>Sequence I</th>
<th>Sequence II</th>
<th>Cluster Coordinator</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Port Charlotte/Punta Gorda-MBA</td>
<td>5030 EL</td>
<td>Human Resource Management</td>
<td>Quantitative Methods in Management</td>
<td>Richard Worch</td>
<td>E. Hall (ELMER)</td>
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<td>Richland, WA-MBA</td>
<td>5090 FE</td>
<td>Business Policy</td>
<td>Entrepreneurship and Venture Initiation</td>
<td>Ms. Joy Riggan</td>
<td>F. WATSON, Wickham</td>
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<td>St. Petersburg/Clearwater-MBA</td>
<td>5050 FE</td>
<td>Managerial Economics</td>
<td>Financial Institutions &amp; Markets</td>
<td>Wallace Witham</td>
<td>CALLAHAN</td>
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<td>Salisbury, N.C.-MBA</td>
<td>5010 CE</td>
<td>The Political and Legal Environment of Organizations</td>
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<td>Don DeSorbo</td>
<td>GREGSJUNG</td>
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<td>Salisbury, N.C.-MBA</td>
<td>5020 DL</td>
<td>Organization Behavior and Development</td>
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| **SALT LAKE CITY, UTAH-MBA** | 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: 5050 GE     | Managerial Economics                                                | Roost v                       |
| GMP: 5911 BL     | Business Information Systems                                        |                              |
| **SOUTH MIAMI-MBA/HRM** | Baptist Hospital  
Education Classroom  
8900 N. Kendall Avenue  
Miami, FL 23176 | Helen DeSautel  
10300 SW 89 Street  
Miami, FL 33176  
H: (305) 271-4300 |
| Meeting at:      |                                                                  | Cartano v                     |
| GMP: 5020 EE     | Organizational Behavior and Development                             |                              |
| GMP: 5040 HL     | Quantitative Methods in Management                                  | Golden v                      |
Training Classroom  
2nd Floor  
Tallahassee, FL | Robbie Barefield  
2107 Napoleon Bonaparte  
Tallahassee, FL  
H: (904) 877-4020 |
| Meeting at:      |                                                                  |                              |
| GMP: 5010 DE     | The Political and Legal Environment of Organizations                |                              |
| GMP: 5020 FL     | Organizational Behavior and Development                             |                              |
| **TAMPA II-MBA/MPA** | Tampa College  
3319 W. Hillsborough Ave.  
Tampa, FL  
2nd Floor Classroom | Mr. Richard Cipriano  
2711 Grandview Pl.  
Brandon, FL 33511  
H: (813) 685-3200 |
| Meeting at:      |                                                                  | Gruver v                      |
| GMP: 5090 GE     | Business Policy                                                    |                              |
| **TAMPA III-MBA** | Tampa College  
3319 W. Hillsborough Ave.  
Tampa, FL  
2nd Floor Classroom | Mr. Richard Cipriano  
2711 Grandview Pl.  
Brandon, FL 33511  
H: (813) 685-3200 |
| Meeting at:      |                                                                  | Kingsbury v                   |
| GMP: 5030 GL     | Human Resource Management                                          |                              |
| GMP: 5040 IE     | Quantitative Methods in Management                                 | Gmuerc v                      |
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 processional. 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) _______________________________________

(0) ___________________________________________

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 ______________________________
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.

MASTER OF SCIENCE IN HUMAN SERVICES (MS/HS) BLOCK II APRIL - JUNE 1984 SCHEDULE

DAYTONA BEACH - MS/HS SEQUENCE II CLUSTER COORDINATOR

Meeting at: 1520
Daytona Bch. Community College
Bldg. #27, Allied Health
Daytona Beach, FL

Program Evaluation

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

GMP: 5800 AE

GMP: 5220 BL

Interpersonal and Intergroup Dynamics

LAKELAND - MS/HS SEQUENCE II CLUSTER COORDINATOR

Meeting at: 15120
Lakeland Reg. Medical Center
1300 Lakeland Hills Blvd.
1st Floor, Education Dept.
Lakeland, FL

Program Evaluation

Anthony Durah
247 Lynnette Place
Lakeland, FL 33805
O: (813) 688-8446
H: (813) 858-6735

GMP: 5800 BE

GMP: 5220 CL

Interpersonal and Intergroup Dynamics

MIAMI - MS/HS SEQUENCE I CLUSTER COORDINATOR

Meeting at: M5100
Chamber of Commerce Bldg.
59 West 5 Street
Hialeah, FL 33010

Interpersonal and Intergroup Dynamics

Larry Malta %Chamber of Commerce
59 West 5 Street
Hialeah, FL 33010
O: (305) 877-1515
H: (305) 888-2642

GMP: 5220 AL L. MALTA
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<tr>
<th>Location</th>
<th>Sequence I</th>
<th>Cluster Coordinator</th>
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<tbody>
<tr>
<td><strong>ORLANDO IV - MS/HS</strong></td>
<td><strong>SEQUENCE I</strong></td>
<td><strong>CLUSTER COORDINATOR</strong></td>
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<td>Meeting at: 55235</td>
<td>Orlando College</td>
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<td>5500 Diplomat Circle</td>
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<td>Orlando, FL (I-4 &amp; Lee Rd.)</td>
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<td>GMP: 5800 CE</td>
<td>Program Evaluation</td>
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<td>Intergroup Dynamics</td>
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<td><strong>ST. PETE/CLEARWATER - MS/HS</strong></td>
<td><strong>SEQUENCE I</strong></td>
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<td>Meeting at: 75133</td>
<td>Tampa College</td>
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<td>217 Temple Lane</td>
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<td>H: (813) 581-8538</td>
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<td>Administrative Law</td>
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<td><strong>WEST PALM BEACH - MS/HS</strong></td>
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<td>Meeting at: 75100</td>
<td>Conniston Jr. High School</td>
<td>Dr. Michael Robbins</td>
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<td>302 Perry Avenue</td>
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<td>J. Hill</td>
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<td>B. Shade</td>
<td>Management Practices in the Non-profit Sector</td>
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