1984

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

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**BLOCK II, APRIL - JUNE**

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

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

<table>
<thead>
<tr>
<th>MASTER OF BUSINESS ADMINISTRATION</th>
<th>REGISTRATION PERIOD</th>
<th>Nova University</th>
</tr>
</thead>
<tbody>
<tr>
<td>MASTER OF PUBLIC ADMINISTRATION</td>
<td>Contact Local Cluster Coordinator for registration information</td>
<td>3301 College Avenue</td>
</tr>
<tr>
<td>MS/HUMAN RESOURCE MANAGEMENT</td>
<td></td>
<td>Ft. Lauderdale, FL 33314</td>
</tr>
<tr>
<td>MS/Criminal Justice</td>
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<tr>
<td>MS/ACCOUNTING</td>
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<tr>
<td>MS/HUMAN SERVICES (Extension 7555)</td>
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</tbody>
</table>

**TELEPHONE**

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

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

---

**WEEKEND SESSION**

<table>
<thead>
<tr>
<th>FIRST</th>
<th>SECOND</th>
<th>THIRD</th>
<th>FOURTH</th>
<th>FIFTH</th>
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<tr>
<td>March 30 - 31</td>
<td>April 6 - 7</td>
<td>April 13 - 14</td>
<td>April 27 - 28</td>
<td>May 11 - 12</td>
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**CLASS/SECTION/TIME**

- **Early:** Friday 6-8 P.M. Saturday 8-12 Noon
- **Late:** Friday 8:15-10:15 P.M. Saturday 1-5 P.M.

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

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*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!

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Masters Programs in Business And Public Administration, Accounting, Human Resource Management, Criminal Justice, Human Services, Micro-Computer Applications In Management, And Telecommunications Management
<table>
<thead>
<tr>
<th>Location</th>
<th>Sequence</th>
<th>Cluster Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boca Raton/Mitel-MBA</td>
<td>I</td>
<td>Mr. Al Valzone Mitel Corporation 5400 Broken Sound Blvd., N.W. Boca Raton, FL 33431 H: (305) 395-3973</td>
</tr>
<tr>
<td>Boca Raton/Mitel II-MBA</td>
<td>II</td>
<td>Vicki Catsimpiris 7702 SW 8 Street N. Lauderdale, FL 33068 H: (305) 721-5490 or 9568</td>
</tr>
<tr>
<td>Bradenton/Sarasota-MBA</td>
<td>II</td>
<td>Mr. Dallas Grover 1103 Palma Sola Blvd. Bradenton, FL 33505 H: (813) 792-7062</td>
</tr>
<tr>
<td>Cedar Rapids III-MBA/HRM</td>
<td>II</td>
<td>Mr. Bob McDonnell 269 Highland Drive, N.W. Cedar Rapids, Iowa 52405 H: (319) 365-2194</td>
</tr>
<tr>
<td>Daytona Beach-MBA</td>
<td>I</td>
<td>Mr. Paul Stark 315 Braddock Avenue Daytona Beach, FL 32018 H: (904) 258-5839 0: (904) 255-8131 Ext. 700</td>
</tr>
</tbody>
</table>

**Meeting at:**
- Boca Raton/Mitel-MBA: Mitel Corporation Training Classroom 5400 Broken Sound Blvd. Boca Raton, FL 33431
- Boca Raton/Mitel II-MBA: Mitel Corporation Training Classroom 5400 Broken Sound Blvd. Boca Raton, FL 33431
- Bradenton/Sarasota-MBA: Manatee Jr. College Room 519 5840 26th Street West Bradenton, FL 33507
- Cedar Rapids III-MBA/HRM: Kirkwood Community College 6301 Kirkwood Boulevard Cedar Rapids, Iowa 52404
- Daytona Beach-MBA: Daytona Beach Community College, Bldg. #27 (Allied Health) Rm. 117 Daytona Beach, FL

**Course Offerings:**
- BOCA RATON/MITEL-MBA: Financial Management, Entrepreneurship and Venture Initiation
- BOCA RATON/MITEL II-MBA: Human Resource Management, Quantitative Methods in Management
- BRADENTON/SARASOTA-MBA: Managerial Accounting, Marketing New Products
- CEDAR RAPIDS III-MBA/HRM: Marketing Management, Financial Management
- DAYTONA BEACH-MBA: Business Policy, Contingency Management
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<th>Location</th>
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<tr>
<td>Ft. Myers MBA/HRM</td>
<td>Ft. Myers Business Academy</td>
<td>Mr. Dennis Andrews</td>
</tr>
<tr>
<td></td>
<td>Ft. Myers, FL</td>
<td>Rt. 2, Box 716</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ft. Myers, FL 33903</td>
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<tr>
<td></td>
<td></td>
<td>H: (813) 995-0225</td>
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<tr>
<td></td>
<td></td>
<td>O: (813) 995-2131</td>
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<tr>
<td></td>
<td>GMP: 5050 BE</td>
<td>Managerial Economics Callahan</td>
</tr>
<tr>
<td></td>
<td>GMP: 5911 AL</td>
<td>Business Information Systems Barrett</td>
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<tr>
<td>Gainesville MBA</td>
<td>Gainesville High School</td>
<td>Mr. Ed Dice</td>
</tr>
<tr>
<td></td>
<td>Community Ed. Center</td>
<td>2919 NW 29 Street</td>
</tr>
<tr>
<td></td>
<td>Classroom B-l</td>
<td>Gainesville, FL 32605</td>
</tr>
<tr>
<td></td>
<td>1900 NW 13 Street</td>
<td>H: (904) 378-2329</td>
</tr>
<tr>
<td></td>
<td>GMP: 5050 CE</td>
<td>Managerial Economics Frazier Jones</td>
</tr>
<tr>
<td></td>
<td>GMP: 5205 AL</td>
<td>Managerial Environment Loffredo</td>
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<tr>
<td>Gillette, Wyoming MBA</td>
<td>Campbell County Memorial Hosp.</td>
<td>Emily Matthews</td>
</tr>
<tr>
<td></td>
<td>Adult Ed. Wing - 1st Floor</td>
<td>2401 Whitetail</td>
</tr>
<tr>
<td></td>
<td>Gillette, Wyoming</td>
<td>Gillette, Wyoming 82716</td>
</tr>
<tr>
<td></td>
<td></td>
<td>O: (307) 682-4035</td>
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<td>GMP: 5050 DE</td>
<td>Managerial Economics Pellet</td>
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<td></td>
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<td>Financial Institutions &amp; Markets Pellet</td>
</tr>
<tr>
<td>Hialeah/Miami Springs MBA</td>
<td>Chamber of Commerce Bldg.</td>
<td>Mr. Larry Malta</td>
</tr>
<tr>
<td></td>
<td>59 West 5 Street</td>
<td>Chamber of Commerce</td>
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<td></td>
<td>Hialeah, FL</td>
<td>59 West 5 Street</td>
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<tr>
<td></td>
<td></td>
<td>Hialeah, FL 33010</td>
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<tr>
<td></td>
<td></td>
<td>H: (305) 888-2642</td>
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<td></td>
<td></td>
<td>O: (305) 887-1515</td>
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<tr>
<td></td>
<td>GMP: 5080 BE</td>
<td>Financial Management Di Paolo</td>
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<td>GMP: 5220 AL</td>
<td>Interpersonal &amp; Intergroup Dynamics Malta</td>
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<tr>
<td>Lakeland MBA/HRM</td>
<td>Lakeland Reg. Med. Center</td>
<td>Anthony Duruh</td>
</tr>
<tr>
<td></td>
<td>1300 Lakeland Hills Blvd.</td>
<td>247 Lynnette Place</td>
</tr>
<tr>
<td></td>
<td>1st Floor, Education Dept.</td>
<td>Lakeland, FL 33805</td>
</tr>
<tr>
<td></td>
<td>Classroom 5</td>
<td>H: (813) 858-6735</td>
</tr>
<tr>
<td></td>
<td></td>
<td>O: (813) 688-8446</td>
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<td>GMP: 5060 DE</td>
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<td>GMP: 5320 AL</td>
<td>Managerial Communications Brantley</td>
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<tr>
<td>Location</td>
<td>Cluster Coordinator</td>
<td>Meeting at</td>
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<tr>
<td>NORTH PALM BEACH-MBA</td>
<td>Ms. Margie Morley</td>
<td>Seacoast Utilities Training Classroom 4200 Hood Road Palm Beach Gardens, FL</td>
</tr>
<tr>
<td>NORTH PALM BEACH II-MBA</td>
<td>Ms. Nancy Vallario</td>
<td>Seacoast Utilities Training Classroom 4200 Hood Road Palm Beach Gardens, FL</td>
</tr>
<tr>
<td>OCALA-MBA</td>
<td>Ms. Nancy Vallario</td>
<td>Monroe Regional Med. Ctr. Conference Classroom-1st Floor 131 SW 15 Street Ocala, FL</td>
</tr>
<tr>
<td>ORLANDO III-MBA</td>
<td>Ms. Linda Partin</td>
<td>Orlando College 5500 Diplomat Circle Orlando, FL</td>
</tr>
<tr>
<td>ORLANDO IV-MBA</td>
<td>Ms. Linda Partin</td>
<td>Orlando College 5500 Diplomat Circle Orlando, FL</td>
</tr>
</tbody>
</table>
### PORT CHARLOTTE/PUNTA GORDA-MBA

**Meeting at:**
St. Joseph Hospital
1st Floor Ed. Classroom
601 N.E. Harbor Boulevard
Port Charlotte, FL

**GMP:**
- 5030 EL
- 5040 FE

**Cluster Coordinator:**
Richard Worch
4419 North Fairway Drive
Punta Gorda, FL 33950
H: (813) 637-0719
O: (813) 639-2101

**Course Offerings:**
- Human Resource Management
- Quantitative Methods in Management

### RICHLAND, WA-MBA

**Meeting at:**
Int'l. Dunes Rivershore
50 Comstock
Richland, WA

**GMP:**
- 5090 FE
- 5670 CL
- 5205 BL
- 5040 GE

**Cluster Coordinator:**
Ms. Joy Riggan
722 N. Arthur Apt. #C-1
Kennewick, WA 99336
H: (509) 783-1903

**Course Offerings:**
- Business Policy
- Entrepreneurship and Venture Initiation
- Managerial Environment
- Quantitative Methods in Management

### ROCK SPRINGS, WYOMING-MBA

**Meeting at:**
Western Wyoming College
Rock Springs, Wyoming
Classroom 134-B

**GMP:**
- 5050 EE
- 5260 BL

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

**Course Offerings:**
- Managerial Economics
- Labor Relations: Principles, Problems and Cases

### ST. PETERSBURG/CLEARWATER-MBA

**Meeting at:**
Pinellas Center
Tampa College, Rm. 109
15000 U.S. 19 South
Clearwater, FL

**GMP:**
- 5050 FE
- 5810 FL

**Cluster Coordinator:**
Wallace Witham
217 Temple Lane
Belleair Bluff, FL 33755
H: (813) 581-8538

**Course Offerings:**
- Managerial Economics
- Financial Institutions and Markets

### SALISBURY, N.C.-MBA

**Meeting at:**
Veterans Administration
Medical Center
1601 Brenner Avenue
Salisbury, NC 28144

**GMP:**
- 5010 CE
- 5020 DL

**Cluster Coordinator:**
Don DeSorbo
1601 Brenner Avenue, #42
Salisbury, NC 28144
H: (704) 638-0799
O: (704) 636-2351 Ext. 254

**Course Offerings:**
- The Political and Legal Environment of Organizations
- Organization Behavior and Development
<table>
<thead>
<tr>
<th>Location</th>
<th>Course Sequence I</th>
<th>Cluster Coordinator</th>
<th>Address</th>
<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td>Salt Lake City, Utah-MBA</td>
<td></td>
<td>Jack Eisen</td>
<td>American Express Co. 4315 South 2700 West</td>
<td>(801) 965-5956</td>
</tr>
<tr>
<td>South Miami-MBA/HRM</td>
<td></td>
<td>Helen Desautel</td>
<td>Baptist Hospital Education Classroom 8900 N. Kendall Avenue</td>
<td>(305) 271-4300</td>
</tr>
<tr>
<td>Tallahassee-MBA</td>
<td></td>
<td>Robbie Barefield</td>
<td>Tallahassee Mem. Reg. Ctr. Training Classroom 2nd Floor</td>
<td>(904) 877-4020</td>
</tr>
<tr>
<td>Tampa II-MBA/MPA</td>
<td></td>
<td>Mr. Richard Cipriano</td>
<td>Tampa College 3319 W. Hillsborough Ave. 2nd Floor</td>
<td>(813) 685-3200</td>
</tr>
<tr>
<td>Tampa III-MBA</td>
<td></td>
<td></td>
<td>Tampa College 3319 W. Hillsborough Ave. 2nd Floor</td>
<td></td>
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</tbody>
</table>
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.

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

**DAYTONA BEACH - MS/HS**

**SEQUENCE II**

<table>
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<tr>
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<tr>
<td>GMP: 5800 AE</td>
<td>Program Evaluation</td>
</tr>
<tr>
<td>GMP: 5220 BL</td>
<td>Interpersonal and Intergroup Dynamics</td>
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</table>

**CLUSTER COORDINATOR**

Paul Stark
315 Braddock Avenue
Daytona Beach, FL 32018
0: (904) 255-8131, ext. 700
H: (904) 258-5839

**LAKELAND - MS/HS**

**SEQUENCE II**

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<td>Interpersonal and Intergroup Dynamics</td>
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**CLUSTER COORDINATOR**

Anthony Durah
247 Lynnette Place
Lakeland, FL 33805
0: (813) 688-8446
H: (813) 858-6735

**MIAMI - MS/HS**

**SEQUENCE I**

<table>
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**CLUSTER COORDINATOR**

Larry Malta %Chamber of Commerce
59 West 5 Street
Hialeah, FL 33010
0: (305) 877-1515
H: (305) 888-2642
### ORLANDO IV - MS/HS

**Meeting at:** M5236

**SEQUENCE I**
- Orlando College
  - 5500 Diplomat Circle
  - Orlando, FL (I-4 & Lee Rd.)
- Program Evaluation
- Interpersonal and Intergroup Dynamics

**CLUSTER COORDINATOR**
- Sue Churchill % Thee Door
  - 100 W. Columbia Street
  - Orlando, FL 32806
  - O: (305) 423-6606
  - H: (305) 282-7639

**GMP:** 5800 CE

**GMP:** 5220 DL

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### ST. PETE/CLEARWATER - MS/HS

**Meeting at:** M75133

**SEQUENCE I**
- Tampa College
  - 15000 U.S. 19 South
  - Clearwater, FL
- Administrative Law

**CLUSTER COORDINATOR**
- Wallace Witham
  - 217 Temple Lane
  - Belleair Bluff, FL 33740
  - H: (813) 581-8538

**GMP:** 5011 AE

**GMP:** 5460 AL

---

### WEST PALM BEACH - MS/HS

**Meeting at:** M75100

**SEQUENCE II**
- Conniston Jr. High School
  - 673 Conniston Rd. @ Parker
  - West Palm Beach, FL
  - J. Hill
  - H: (305) 659-0277
- Management Practices in the Non-profit Sector
  - B. Sade
  - H: (305) 968-8252

**CLUSTER COORDINATOR**
- Dr. Michael Robbins
  - 302 Perry Avenue
  - Lake Worth, FL 33463
  - O: (305) 659-0277
  - H: (305) 968-8252

**GMP:** 5011 BE

**GMP:** 5491 BL