Center for the Study of Administration Off-Campus Masters Program Schedule-Block I, January-March 1984

Nova University
BLOCK I, JANUARY - MARCH 1984

OFF-CAMPUS MASTER'S PROGRAMS SCHEDULE

MBA, HRM, MPA, MSCJ

<table>
<thead>
<tr>
<th>MASTER OF BUSINESS ADMINISTRATION</th>
<th>MASTER OF PUBLIC ADMINISTRATION</th>
<th>REGISTRATION PERIOD</th>
<th>Nova University 3301 College Avenue Ft. Lauderdale, FL 33314</th>
</tr>
</thead>
<tbody>
<tr>
<td>MASTER OF PUBLIC ADMINISTRATION</td>
<td>MS/HUMAN RESOURCE MANAGEMENT</td>
<td>Contact Local Cluster Coordinator for registration information</td>
<td></td>
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<tr>
<td>MS/CRIMINAL JUSTICE</td>
<td>MS/ACCOUNTING</td>
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<table>
<thead>
<tr>
<th>WEEKEND SESSION</th>
<th>SEQUENCE I</th>
<th>SEQUENCE II</th>
<th>CLASS/SECTION/TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST</td>
<td>Jan. 6 - 7</td>
<td>Jan. 13 - 14</td>
<td>Early: Friday 6-8 PM</td>
</tr>
<tr>
<td>SECOND</td>
<td>Jan. 20 - 21</td>
<td>Jan. 27 - 28</td>
<td>Saturday 8-12 Noon</td>
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<tr>
<td>THIRD</td>
<td>Feb. 10 - 11</td>
<td>Feb. 17 - 18</td>
<td>Late: Friday 8:15-10:15 PM</td>
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<tr>
<td>FOURTH</td>
<td>March 2 - 3</td>
<td>March 9 - 10</td>
<td>Saturday 1-5 PM</td>
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<tr>
<td>FIFTH</td>
<td>March 16 - 17</td>
<td>March 23 - 24</td>
<td>NOTE: Second letter of section indicates early or late</td>
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</table>

*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 | MB-Required, MBA Program |
| EL-Elective              | MP-Required, MPA Program |
| HR-Required, HRM 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!
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
<table>
<thead>
<tr>
<th>Location</th>
<th>Program</th>
<th>Meeting Details</th>
<th>Coordinator Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boca Raton/Hitel-MBA</td>
<td>SEQUENCE I</td>
<td>Mitel Corporation (Training Classroom) 5400 Broken Sound Blvd. Boca Raton, FL 33431</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></td>
<td></td>
<td><strong>GMP:</strong> 5060 CE  Managerial Accounting</td>
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<tr>
<td></td>
<td></td>
<td><strong>GMP:</strong> 5572 BL  Marketing New Products</td>
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<tr>
<td>Boca Raton/Hitel MM II MBA</td>
<td>SEQUENCE II</td>
<td>Mitel Corporation (Training Classroom) 5400 Broken Sound Blvd. Boca Raton, FL 33431</td>
<td>Vicki Catsimpiris, 7702 SW 8th Street N. Lauderdale, FL 33068 H: (305) 721-5490 or 9368</td>
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<tr>
<td></td>
<td></td>
<td><strong>GMP:</strong> 5010 CE  Environment of Organizations</td>
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<td></td>
<td><strong>GMP:</strong> 5020 BL  Organizational Behavior and Development</td>
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<tr>
<td>Bradenton/Sarasota MBA</td>
<td>SEQUENCE II</td>
<td>Manatee Jr. College 5840 26th Street West Bradenton, FL 33507</td>
<td>Mr. Dallas Grover, 1103 Palma Sola Blvd. Bradenton, FL 33505 H: (813) 792-7062</td>
</tr>
<tr>
<td></td>
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<td><strong>GMP:</strong> 5050 CE  Managerial Economics</td>
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<td><strong>GMP:</strong> 5205 AL  Managerial Environment</td>
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<tr>
<td>Cedar Rapids III MBA/HRM</td>
<td>SEQUENCE II</td>
<td>Kirkwood Community College 6301 Kirkwood Boulevard Cedar Rapids, Iowa 52404</td>
<td>Mr. Bob McDonnell, 269 Highland Drive, N.W. Cedar Rapids, Iowa 52405 H: (319) 365-2194</td>
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<td><strong>GMP:</strong> 5060 DE  Managerial Accounting</td>
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<td><strong>GMP:</strong> 5205 BL  Managerial Environment</td>
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<tr>
<td>Daytona Beach MBA</td>
<td>SEQUENCE I</td>
<td>Daytona Beach Community College, Bldg. #27 (Allied Health) RM: 117 Daytona Beach, FL</td>
<td>Mr. Paul Stark, 315 Braddock Avenue Daytona Beach, FL 32018 H: (904) 258-5839 0: (904) 255-8131 Ext. 700</td>
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<td><strong>GMP:</strong> 5070 CE  Marketing Management</td>
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<td><strong>GMP:</strong> 5080 BL  Financial Management</td>
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<td>FT. MYERS-MBA/HRM</td>
<td>SEQUENCE I</td>
<td>CLUSTER COORDINATOR</td>
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<tr>
<td>Meeting at:</td>
<td>Ft. Myers Business Academy 2235 1st Street Ft. Myers, FL</td>
<td>Mr. Dennis Andrews Rt. 2, Box 716 Ft. Myers, FL 33903 H: (813) 995-0225 O: (813) 995-2131</td>
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<td>GMP: 5040 CE</td>
<td>Quantitative Methods in Management</td>
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<td>GMP: 5550 BL</td>
<td>Sales Management</td>
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<tr>
<th>GAINESVILLE-MBA</th>
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<tbody>
<tr>
<td>Meeting at:</td>
<td>Gainesville High School Community Ed. Center Classroom B-1 1900 NW 13th Street</td>
<td>Mr. Ed. Dice 2919 NW 29 Street Gainesville, FL 32605 H: (904) 378-2329</td>
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<tr>
<td>GMP: 5030 DL</td>
<td>Human Resource Management</td>
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<tr>
<td>GMP: 5040 DE</td>
<td>Quantitative Methods in Management</td>
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<th>GILLETTE, WYOMING-MBA</th>
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<tr>
<td>Meeting at:</td>
<td>Campbell County Memorial Hosp. Adult Ed. Wing-1st Floor Gillette, Wyoming</td>
<td>Emily Matthews 2401 Whitetail Gillette, Wyoming 82716 H: (307) 682-4035</td>
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<tr>
<td>GMP: 5030 EL</td>
<td>Human Resource Management</td>
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<tr>
<td>GMP: 5040 EE</td>
<td>Quantitative Methods in Management</td>
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<tr>
<th>HIALEAH/MIAMI SPRINGS-MBA</th>
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<tbody>
<tr>
<td>Meeting at:</td>
<td>Chamber of Commerce Bldg. 59 West 5 Street Hialeah, FL</td>
<td>Mr. Larry Malta Chamber of Commerce 59 West 5 Street Hialeah, FL 33010 H: (305) 888-2642 O: (305) 887-1515</td>
</tr>
<tr>
<td>GMP: 5060 BE</td>
<td>Managerial Accounting</td>
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<tr>
<td>GMP: 5070 BL</td>
<td>Marketing Management</td>
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<tr>
<th>LAKELAND-MBA/HRM</th>
<th>SEQUENCE II</th>
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<tbody>
<tr>
<td>Meeting at:</td>
<td>Lakeland Reg. Med. Center 1300 Lakeland Hills Blvd. 1st Floor, Education Dept. Classroom 5</td>
<td>Anthony Duruh 247 Lynnette Place Lakeland, FL 33805 H: (305) 858-6735</td>
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<tr>
<td>GMP: 5050 DE</td>
<td>Managerial Economics</td>
<td></td>
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<tr>
<td>GMP: 5205 CL</td>
<td>Managerial Environment</td>
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NORTH PALM BEACH-MBA
Meeting at:
Seacoast Utilities
Training Classroom
4200 Hood Road
Palm Beach Gardens, FL

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

GMP: 5070 DE
Marketing Management

GMP: 5080 CL
Financial Management

OCALA-MBA
Meeting at:
Monroe Regional Med. Ctr.
Conference Classroom
First Floor
131 SW 15 Street
Ocala, FL

CLUSTER COORDINATOR
Ms. 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-MBA
Meeting at:
Orlando College
5500 Diplomat Circle
Orlando, FL

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

GMP: 5070 FE
Marketing Management

GMP: 5080 EL
Financial Management

RICHLAND, WA-MBA
Meeting at:
Int'l. Dunes Rivershore
50 Comstock
Richland, WA

CLUSTER COORDINATOR
Ms. 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
<table>
<thead>
<tr>
<th>Location</th>
<th>Sequence I</th>
<th>Cluster Coordinator</th>
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<tbody>
<tr>
<td>ROCK SPRINGS, WYOMING-MBA</td>
<td>Western Wyoming CollegeRock Springs, WyomingClassroom 134-B</td>
<td>Don GibbonyBridger Coal Co.F.O. Box 2068Rock Springs, Wyoming 829010: (307) 382-9741 Ext. 243</td>
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<td>GMP: 5030 FL</td>
<td>Human Resource Management</td>
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<tr>
<td>GMP: 5040 FE</td>
<td>Quantitative Methods in Management</td>
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<tr>
<td>ST. PETERSBURG/CLEARWATER-MBA</td>
<td>Pinellas CenterTampa College15000 U.S. 19 SouthClearwater, FLRM #109</td>
<td>Wallace Witham217 Temple LaneBelleair Bluff, FL 335400: (813) 446-1116H: (813) 581-8338 Evenings Only</td>
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<tr>
<td>GMP: 5030 GL</td>
<td>Human Resource Management</td>
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<tr>
<td>GMP: 5040 GE</td>
<td>Quantitative Methods in Management</td>
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<tr>
<td>SALT LAKE CITY, UTAH-MBA</td>
<td>American Express Co.4315 South 2700 WestSalt Lake City, UtahHR Training Classroom</td>
<td>Jack EisenHuman Resource Dept.American Express4315 South, 2700 WestSalt Lake City, Utah 841840: (801) 965-5956</td>
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<td>GMP: 5030 HL</td>
<td>Human Resource Management</td>
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<tr>
<td>GMP: 5040 HE</td>
<td>Quantitative Methods in Management</td>
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<tr>
<td>SOUTH MIAMI-MBA/HRM</td>
<td>Baptist HospitalEducation Classroom8900 N. Kendall AvenueMiami, FL 23176</td>
<td>Helen DeSautel10300 SW 89 StreetMiami, FL 33176H: (305) 271-4300</td>
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<td>GMP: 5010 DE</td>
<td>Environment of Organizations</td>
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<tr>
<td>GMP: 5090 BE</td>
<td>Business Policy</td>
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<td>GMP: 5240 BL</td>
<td>Advanced Organization Development</td>
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<tr>
<td>TALLAHASSEE-MBA</td>
<td>Tallahassee Nem. Reg. Ctr. Training Classroom2nd FloorTallahassee, FL</td>
<td>Robbie Barefield2107 Napoleon BonaparteTallahassee, FLH: (904) 877-4020</td>
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<td>GMP: 5010 EE</td>
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<tr>
<td>GMP: 5020 CL</td>
<td>Organizational Behavior and Development</td>
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### TAMPA II-MBA/MPA

**Meeting at:**
- Tampa College
- 3319 West Hillsborough Ave.
- Tampa, FL
- 2nd Floor Classroom

**GMP:** 5080 GE
- Financial Management

**GMP:** 5470 AL
- Planning, Budgeting, & Control

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### TAMPA III-MBA

**Meeting at:**
- Tampa College
- 3319 West Hillsborough Ave.
- Tampa, FL
- 2nd Floor Classroom

**GMP:** 5010 FE
- Environment of Organizations

**GMP:** 5020 DL
- Organizational Behavior and Development

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### 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 I JANUARY - MARCH 1984 SCHEDULE

## DAYTONA BEACH-MS/HS

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

**GMP:** 5460 CE
Administrative Law

**GMP:** 5011 DL
Community Needs and Social Support Systems

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

## LAKELAND-MS/HS

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

**GMP:** 5460 DE
Administrative Law

**GMP:** 5011 EL
Community Needs and Social Support Systems

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

## MIAMI-MS/HS

**Meeting at:**
So. Dade Home Health
7601 Flagler St.
Miami, FL

**GMP:** 5400 AE
Grants and Contracts

**GMP:** 5413 AL
Crisis Intervention

**CLUSTER COORDINATOR**
Marlene Kryvicky
Nova University-Main Campus
3301 College Avenue
Ft. Lauderdale, FL 33314
0: (305) 475-7555

## ORLANDO IV-MS/HS

**Meeting at:**
Orlando College
5500 Diplomat Circle
(Lee & Interstate 4)
Orlando, FL

**GMP:** 5460 AE
Administrative Law

**GMP:** 5011 BL
Community Needs and Social Support Systems

**CLUSTER COORDINATOR**
Sue Churchill
7Thee Door
100 W. Columbia Street
Orlando, FL 32806
0: (305) 423-6606

## ST. PETERSBURG/CLEARWATER-MS/HS SEQUENCE I

**Meeting at:**
Tampa College
15000 U.S. 19 South
Clearwater, FL

**GMP:** 5460 BE
Administrative Law

**GMP:** 5011 CL
Community Needs and Social Support Systems

**CLUSTER COORDINATOR**
Wallace Witham
217 Temple Lane
Belleair Bluff, FL 33540
0: (813) 446-1116
H: (813) 581-8538 Evenings only

## WEST PALM BEACH-MS/HS

**Meeting at:**
Conniston Jr. High School
673 Conniston Rd. @ Parker
West Palm Beach, FL

**GMP:** 5220 BE
Interpersonal and Intergroup Dynamics

**GMP:** 5011 AL
Community Needs and Social Support Systems

**CLUSTER COORDINATOR**
Marlene Kryvicky
Nova University-Main Campus
3301 College Avenue
Ft. Lauderdale, FL 33314
0: (305) 475-7555