# AVILA ADVANTAGE

## GRADUATE

### 2015-2016 SPRING Semester

**January 4, 2016 – April 23, 2016**

6:00 pm – 10:00 pm

## EIGHT WEEK SESSIONS

<table>
<thead>
<tr>
<th>SESSION 1</th>
<th>SESSION 2</th>
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</thead>
<tbody>
<tr>
<td>January 4 – February 22</td>
<td>February 29 – April 18</td>
</tr>
<tr>
<td><strong>MONDAY</strong></td>
<td><strong>MONDAY</strong></td>
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<tr>
<td><strong>MG 630 Financial Decision Making (Holiday Jan. 18)</strong> Rich Bradford</td>
<td><strong>OD 679 Training and Development</strong> Brian Owens</td>
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<tr>
<td><strong>OD 664 Workforce Planning and Employment</strong> Joyce Hill</td>
<td><strong>OD 625 Practical Research Design</strong> Bonnie Johnson</td>
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<tr>
<td><strong>OD 642 Introduction to Coaching</strong> Maureen Purcell</td>
<td><strong>OD 643 Personal Coaching</strong> Pre-req: OD 642 Maureen Purcell</td>
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<tr>
<td><strong>OD 640 OD and Planned Change</strong> Pre-req: OD 600 Marchita Stanton</td>
<td><strong>OD 641 IDT for Professional Development</strong> Pre-req: ID 600 Darla Buckley</td>
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<tr>
<td><strong>OD 655 Innovation &amp; Creativity</strong> Marchita Stanton</td>
<td><strong>PM 672 Practice of Project Management</strong> Pre-req: PM 600 Gene Gallo</td>
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<tr>
<td><strong>ID 621 IDT for Tech Development</strong> Pre-req: ID 600 Andria Stokes</td>
<td><strong>ID 631 IDT for Professional Development</strong> Pre-req: ID 600 Darla Buckley</td>
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<tr>
<td><strong>OD 695 Capstone Applied Research Project</strong> Pre-req: OD 691 Marchita Stanton</td>
<td><strong>MG 695 Capstone Applied Research Project</strong> Tony Taylor</td>
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<tr>
<td><strong>ID 600 01 – Intro to IDT</strong> (1 credit hour) Andria Stokes</td>
<td><strong>ID 600 02 – Intro to IDT</strong> (1 credit hour) Andria Stokes</td>
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Three days per week: Monday, Tuesday, Thursday

One day per week: Saturday

January 9, February 6, March 5 & April 16

**SCHEDULE OF CLASSES**

| MG 600 01 – Intro to IDT (1 credit hour) Andria Stokes | ID 600 02 – Intro to IDT (1 credit hour) Andria Stokes |

**ARANGED**

**January 4 – April 23**

| MG 695 Capstone Applied Research Project | **ID 600 01 – Intro to IDT (1 credit hour) Andria Stokes | ID 600 02 – Intro to IDT (1 credit hour) Andria Stokes |
# EIGHT WEEK ONLINE SESSIONS

<table>
<thead>
<tr>
<th>SESSION 1</th>
<th>SESSION 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>January 4 – February 27</strong></td>
<td><strong>February 29 – April 23</strong></td>
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</tbody>
</table>
| FR 610 Direct & Interactive Fundraising Marketing  
*Pre-req: FR 600* | FR 635 Major and Planned Giving  
*Pre-req: FR 600* |
| Adrian Sargeant | Adrian Sargeant |
| MG 670 Org. Psych & Behavior | OD/MG 675 Team Development |
| J.D. Biggs | Joyce Hill |
| OD/MG 688 Leadership and Influence Process | PM 674 Application of Project Management  
*Pre-req: PM 673* |
| Jim Doyle | Tony Taylor |
| PM 673 Tools and Technology of Project Management  
*Pre-req: PM 672* |  |
| Tony Taylor |  |

# WEEKEND INTENSIVE SCHEDULE

<table>
<thead>
<tr>
<th>SESSION 1</th>
<th>SESSION 2</th>
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<tbody>
<tr>
<td><strong>January 22 &amp; 23</strong></td>
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</table>
| OD 600 Introduction to Organizational Development  
(1 credit hour)  
Friday 6:00 pm – 10:00 pm & Saturday 8:30 am – 5:00 pm |  |
| Marchita Stanton |  |
| **February 19 & 20** |  |
| PM 600 Introduction to Project Management  
(1 credit hour)  
Friday 6:00 pm – 10:00 pm & Saturday 8:30 am – 5:00 pm |  |
| Gene Gallo |  |
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USER HARDWARE AND SOFTWARE REQUIREMENTS:
• Software programs: at least MS Office 2000 or MAC 2001 5.1,059
• Internet browser: Internet Explorer (latest version)
• Firefox (latest version) for Max
• Broadband Internet connection (Dial-up not sufficient)
• Monitor with minimum resolution 800 x 600 pixels
• Application specific browser plug-ins
• Adobe Acrobat Reader version 8.0 or better
• Sound card and speakers
• Some courses would require a video or graphics card

ONLINE TUITION:
• Same as regular classes, plus $30 fee per credit hour per course

ONLINE COURSES:
• Some courses may require use of a device capable of recording and uploading.
• There is not a pre-assignment for online classes.
• Course guides and other courses related information will be available when you log-on the first night.
• Further instructions will be sent to your Avila email a few days prior to the start of class.

CAMPUS COURSES:
• Due to the accelerated nature of our 8 week classes, there will be a PRE-WORK DUE AT THE BEGINNING OF YOUR FIRST CLASS.
• This assignment as well as other pertinent information will be detailed in your course guide.
• Course guides are located in Canvas in “Advantage Course Guides” at http://avila.instructure.com/enroll/E4JYLP

WEEKEND INTENSIVE COURSES:
• The weekend intensive courses are offered through the traditional university and are not Advantage courses.
• Questions need to be directed to the applicable department.
• Some of these traditional classes may have lab fees.
• There are no course guides available.
• Pre-work assignments and course guides are available in the Canvas course site.

DROP POLICY:
• Students who drop after the 1st class meeting (online classes during the first week of the course) will receive no letter grade and forfeit 25% of the tuition (online classes during the first week of the course).
• Students who drop after the 2nd class meeting (online classes during the second week of the course) will receive a “W” (withdrawal) and forfeit 50% of the tuition.
• Students who drop after the 3rd class meeting (online classes during the third week of the course) will receive a “W” (withdrawal) and forfeit 100% of the tuition.
• Students may drop prior to the 1st class meeting for a weekend intensive course (1 credit hour).
• Students who drop prior to the 2nd weekend (weekend intensive course 2-3 credit hours) will receive a “W” and forfeit 50% of the tuition.

DROP DEADLINES:
• 8-WEEK COURSE: before the 6th meeting
• ONLINE: before the start of the 6th week of the course
• WEEKEND COURSE (3 credit hour): before the second weekend of the course
• WEEKEND COURSE (1 credit hour): prior to the first night meeting
• STUDENTS WHO FAIL TO DROP A COURSE DESPITE NEVER ATTENDING WILL BE CHARGED 100% TUITION AND RECEIVE A LETTER GRADE OF “F”.

Revised 11/18/2015