1993

Schedule of Classes, Booklist Registration Policies and Procedures Doctoral Programs Summer Term 1993

Nova University

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SCHEDULE
OF
CLASSES

SUMMER TERM
1993
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DIRECTORY

NOVA TOLL FREE NUMBER: 1-800-541-NOVA
TOLL FREE NUMBER in CANADA: 1-800-554-6682
School of Business Fax #: 305-370-5637

IF YOU HAVE QUESTIONS ABOUT--

--registration, contact Kristie Tetrault
   (305-476-1956)

--course materials, contact Alla Kanevets
   (305-475-7685)

--admissions status (provisional/full)
   contact Trudy Stone (305-475-7646)

--dissertations, readings, concept papers,
   comprehensive exams, grades,
   contact Susan Hyatt (305-475-7481)

--UNIX questions, contact Audrey Olson
   (305-475-7686).

--Director of Research, Dr. Ron Needleman
   (academic questions regarding dissertations,
   readings, and concept papers)
   (305-475-7301).

--Books, contact Andrew at Nova Books, Inc.
   FAX Machine: (305) 476-4759
   Direct line: (305) 476-4750
   Toll free number: 1-800-541-NOVA

--receipts & refunds, contact Janeene Culver
   (Accounts Receivables Office) (305-370-5682).

--financial aid, contact Lenny Jacobskind for the
   School of Business (305-476-8995)

--transcript questions, contact Registrar's office
   (305-475-7456),
   and grade questions, contact Marie Porrata,
   (305-475-7444).

--IRS (Information Retrieval Service)
   (305-475-7388).
   Beth Poliner
   Yvette Gilkes

   Dr. Edward M. Pierce
   Director, Doctoral Programs

UNIX NAME

(kristie)
(alla)
(trudy)
(susan)
(audrey)
(drron)
(novabook)
(bethp)
(soto)
(edpierce)
IMPORTANT DATES FOR SUMMER TERM--1993:
Term begins: 5/3/93
Term ends: 8/31/93
Period of regular registration for CONTINUING students 3/1-31/93
Period of regular registration for NEW students Through 04/30/93
Late registration period for CONTINUING students 4/1-30/93
For SUMMER TERM enrollment admissions application should be received by 3/1/93

IMPORTANT DATES FOR FALL TERM--1993
Term begins: 9/1/93
Term ends: 12/31/93
Period of regular registration for CONTINUING Students: 7/1-31/93
Period of regular registration for NEW Students: Through 8/31/93
Late registration period for CONTINUING Students: 8/1-31/93
For FALL TERM enrollment admissions application should be received by 7/1/93

IMPORTANT DATES FOR WINTER TERM 1994:
Term begins: 1/1/94
Term ends: 5/5/94
Period of regular registration for CONTINUING students 11/1-30/93
Period of regular registration for NEW students Through 12/31/93
Late registration period for CONTINUING students 12/1-31/93
For WINTER TERM enrollment admissions application should be received by November 1, 1993
The classes in the Nova University Doctoral Programs for the School of Business and Entrepreneurship are delivered in a trimester format. There are three terms: Summer, Fall, and Winter.

CLUSTER CLASS SESSIONS: Class sessions are held during the first three months of each term. For the Summer term, cluster classes are held in May, June, and July. Each class meets monthly for a two-day, Saturday and Sunday session during the three-month period.

SEMINARS: Segments of the degree programs are offered in a seminar format. (NOTE: Selected seminars are supported by pre-seminar course participation via telecommunication.) Nova tuition does not include membership fees for the conferences.

-- CSA 6060 Business and Public Policy Seminar is held three times a year.
-- CSA 6140/6210/6310/6440 are offered on-campus also three times a year.
-- CSA 6080 Professional Studies Workshop is offered in conjunction with the annual meeting of:

DEGREE

ACADEMY OF INTERNATIONAL BUSINESS: DIBA and DBA/IM spec.
October 17-20, 1993 Maui, Hawaii
October 1994 (Dates to be determined) Boston, MA

ACADEMY OF MANAGEMENT
August 8-11, 1993
August 14-17, 1994
August 6-9, 1995
August 11-14, 1996

AMERICAN ACCOUNTING ASSOCIATION
August 8-11, 1993
August 10-14, 1994
August 13-16, 1995

AMERICAN SOCIETY FOR PUBLIC ADMINISTRATION
July 17-21, 1993
July 24-27, 1994
July 22-26, 1995
July 6-10, 1996

SOCIETY FOR HUMAN RESOURCE MANAGEMENT
May 23-26, 1993
June 26-29, 1994
June 25-28, 1995
June 23-26, 1996
June 22-25, 1997

DBA
Atlanta, GA (Marriott Marquis)
Dallas, TX (Loews Anatole)
Vancouver (Meridian Hotel)
Cincinnati, OH (Hyatt Regency)

DBA/ACC
San Francisco, CA
New York, New York
Orlando, FL

DPA
San Francisco (Hilton)
Kansas City, KS (Westin Hyatt)
San Antonio, TX (Marriott River Center, Riverwalk)
Atlanta, GA (Marriott Marquis)

DBA/HRM
Wash., DC (Washington Conv. Ctr.)
St. Louis, MO (Cervantes Conv. Ctr.)
Orlando, FL (Orange Cty. Conv. Ctr.)
Chicago, IL (McCormick Place)
San Diego, CA (San Diego Conv. Ctr.)
AMERICAN MARKETING ASSOCIATION
(Marketing Educators Conferences) DBA/MKT
August 7-10, 1993 Boston, Ma.
Winter 1994 (Dates and location to be announced)
August 6-9, 1994 San Francisco, CA
Summer, 1995 (TBA) Washington, D.C.

FINANCIAL MANAGEMENT ASSOCIATION DBA/FIN
October 13-16, 1993 Toronto, Canada
October 12-15, 1994 St. Louis, Missouri
October 18-21, 1995 New York, New York
October 9-12, 1996 New Orleans
October 15-18, 1997 Honolulu
COMPREHENSIVE EXAMINATION

The comprehensive examination (CSA 6090 and CSA 6089) will be offered in the following locations subject to student enrollment. (Please be sure to register during the regular registration period to insure site availability). Note: The Comprehensive exam fee is refundable. However, students must pay a withdrawal fee.

APRIL

Birmingham
New England
Davenport
D.C.
Ft. Walton Bch.
Campus

AUGUST

Seattle
Arkansas
Spartanburg
Phoenix
Campus

DECEMBER

No. Indiana
Orlando
Phoenix
Roanoke
Campus

Eligibility Requirements

To sit for Part I or Part II of the comprehensive examination you must have a grade point average of at least 3.0, be in good financial standing, and have a full admission status.

In addition to be above, to be eligible for CSA 6090 (Part I), you must have completed 20 credits of coursework, including CSA 6060.

To be eligible for CSA 6089 (Part II), you must have passed CSA 6090 (Part I) and CSA 6140 for DBA, DIBA, DBA/FIN, or CSA 6210 for DPA, or CSA 6840 for DBA/MKT, or 6310 for DBA/HRM, or CSA 6440 for DBA/IM, or CSA 6740 for DBA/ACC.

SPECIAL NOTE: IN AUGUST 1993, THE CSA 6050 (OPERATIONS MANAGEMENT) QUESTION WILL BE INCORPORATED INTO PART IIB OF THE COMPREHENSIVE EXAM FOR DPA AND DBA STUDENTS SINCE THIS COURSE IS OFFERED LATE IN THE LOOP.
READINGS COURSES

Approval of concept paper and Chairperson are prerequisites.

When your concept paper is approved you will receive written confirmation from the Research Office. This confirmation will be accompanied by an Instructor Approval Form for the Readings Course. Forward Instructor Approval Form to the instructor for signature. The instructor should then return the form to you.

This form should accompany your registration. It should be sent, together with the appropriate tuition and fees, to the Program Office. You will be registered for the course under the instructor’s name to facilitate grade processing on your academic record.

NOTE: This is a lengthy process. Please carry out these activities the term before the term during which you wish to take this course.

Please be advised that failure to comply with these instructions will result in your registration being returned.

*STUDENTS IN THE DBA PROGRAM (WITHOUT A CAREER OPTION) MAY CHOOSE AMONG ONE OF THE FOLLOWING FOUR READINGS COURSES:

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<td>Readings in International Business</td>
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<td>DBA/ACC CSA 6750</td>
<td>Readings in Accounting</td>
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<td>DBA/FIN CSA 6550</td>
<td>Readings in Finance (formerly CSA 6153)</td>
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<td>DBA/MKT CSA 6850</td>
<td>Readings in Marketing (formerly CSA 6152)</td>
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<tr>
<td>CSA 6250</td>
<td>Readings in Public Administration (DPA Students only)</td>
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A student working on his/her dissertation must maintain active status by being registered in the dissertation process each term. The dissertation for the Doctoral Programs is 10 credits. Students register for the dissertation in two-credit increments. The first six credits comprise the dissertation proposal (CSA 6091, 6092, 6093); the remaining four credits comprise the final draft (CSA 6094 and 6095).

**Dissertation Proposal:**
Registration for the dissertation proposal is normally done in three, two-credit increments (CSA 6091, 6092, and 6093), allowing the student three terms (one year) in which to submit an approved proposal. When a student registers for CSA 6092, a "PR" (progress) notation will be recorded on the student's academic record for CSA 6091. The same will occur for CSA 6092 when a student registers for CSA 6093. (It should be noted that "PR" is not a formal grade and is given in place of an "I" (Incomplete); the Program Office is assuming progress in this one-year time frame.

If a student should exceed the above time frame for the dissertation proposal, he/she must petition the Research Office for an extension by submitting a progress report. This progress report must be prepared by the student, indicating status of proposal and estimated completion date, and have the signature of the chairperson. All progress reports will be reviewed by the Research Office. If the progress report is accepted, the student will be permitted to register for CSA 6097 (Dissertation Continuation) the tuition for which is the equivalent of two credit hours, plus any appropriate registration fees. This process will continue until approval of the dissertation proposal by the Research Office. When the initial registration for CSA 6097 is processed, a "PR" notation will be recorded on the student's record for CSA 6093.

At such time when the student's proposal is accepted, the "PR" notations for CSA 6091, 6092, 6093 will be converted to formal grades of "P". The "PR" notation will remain for any CSA 6097 Dissertation Continuation registration(s).

**Dissertation Draft:**
Registration for the dissertation draft is normally done in two, two-credit increments (CSA 6094 and 6095), allowing the student two terms (eight months) in which to submit an approved draft. When a student registers for CSA 6095, a "PR" notation will be recorded on the student's academic record for CSA 6094. It should be noted that "PR" is not a formal grade and is given in place of an "I" (Incomplete); the Program Office is assuming progress in this time frame of eight months.
If a student should exceed the above time frame for the dissertation draft, he/she must petition the Research Office for an extension by submitting a progress report. This progress report must be prepared by the student, indicating status of draft and estimated completion date, and have the signature of the chairperson. All progress reports will be reviewed by the Research Office. If the progress report is accepted, the student will be permitted to register for CSA 6097 (Dissertation Continuation) the tuition for which is the equivalent of two credit hours, plus any appropriate registration fees. This process will continue until approval of the dissertation draft by the Research Office. When the initial registration for CSA 6097 is processed, a "PR" notation will be recorded on the student's record for CSA 6095.

At such time when the student's draft is accepted, the "PR" notations for CSA 6094 and 6095 will be converted to formal grades of "P". The "PR" notation will remain for any CSA 6097 Dissertation Continuation registration(s).

Remuneration for the Readings/Dissertation Process:

Readings: Your readings instructor will be issued a contract amounting to approximately one-third of the tuition paid for the readings course, upon receipt of your registration.

Dissertation: Your chairperson will be issued a contract, upon acceptance of your registration, for each dissertation segment. The amount is currently $150.00 per each two-credit increment. If you should exceed the allowable time for completion of your proposal/dissertation draft, you will be required to pay dissertation continuation fees for which your chairperson will also be remunerated. Payment for your chairperson is contingent upon registration.

Your committee members will be issued contracts, in the amount of $50.00 each, for dissertation proposal and draft. Payment will occur upon acceptance of the dissertation proposal and draft, by the Research Office. No additional contracts will be issued if dissertation continuation tuition is required.
A student working on his/her dissertation must maintain active status by being registered in the dissertation process each term. The dissertation for the Doctoral Programs is 8 credits. Students register for the dissertation in two-credit increments. The first four credits comprise the dissertation proposal (CSA 6091, 6092); the remaining four credits comprise the final draft (CSA 6093 and 6094).

**Dissertation Proposal:**
Registration for the dissertation proposal is normally done in two, two-credit increments (CSA 6091, 6092), allowing the student two terms (eight months) in which to submit an approved proposal. When a student registers for CSA 6092, a "PR" (progress) notation will be recorded on the student's academic record for CSA 6091. (It should be noted that "PR" is not a formal grade and is given in place of an "I" (Incomplete); the Program Office is assuming progress in this time frame.

If a student should exceed the above time frame for the dissertation proposal, he/she must petition the Research Office for an extension by submitting a progress report. This progress report must be prepared by the student, indicating status of proposal and estimated completion date, and have the signature of the chairperson. All progress reports will be reviewed by the Research Office. If the progress report is accepted, the student will be permitted to register for CSA 6097 (Dissertation Continuation) the tuition for which is the equivalent of two credit hours, plus any appropriate registration fees. This process will continue until approval of the dissertation proposal by the Research Office. When the initial registration for CSA 6097 is processed, a "PR" notation will be recorded on the student's record for CSA 6092.

At such time when the student's proposal is accepted, the "PR" notations for CSA 6091 and 6092 will be converted to formal grades of "P". The "PR" notation will remain for any CSA 6097 Dissertation Continuation registration(s).

**Dissertation Draft:**
Registration for the dissertation draft is normally done in two, two-credit increments (CSA 6093 and 6094), allowing the student two terms (eight months) in which to submit an approved draft. When a student registers for CSA 6094, a "PR" notation will be recorded on the student's academic record for CSA 6093. It should be noted that "PR" is not a formal grade and is given in place of an "I" (Incomplete); the Program Office is assuming progress in this time frame of eight months.
If a student should exceed the above time frame for the dissertation draft, he/she must petition the Research Office for an extension by submitting a progress report. This progress report must be prepared by the student, indicating status of draft and estimated completion date, and have the signature of the chairperson. All progress reports will be reviewed by the Research Office. If the progress report is accepted, the student will be permitted to register for CSA 6097 (Dissertation Continuation) the tuition for which is the equivalent of two credit hours, plus any appropriate registration fees. This process will continue until approval of the dissertation draft by the Research Office. When the initial registration for CSA 6097 is processed, a "PR" notation will be recorded on the student’s record for CSA 6094.

At such time when the student’s draft is accepted, the "PR" notations for CSA 6093 and 6094 will be converted to formal grades of "P". The "PR" notation will remain for any CSA 6097 Dissertation Continuation registration(s).

Remuneration for the Readings/Dissertation Process:

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Dissertation: Your chairperson will be issued a contract, upon acceptance of your registration, for each dissertation segment. The amount is currently $150.00 per each two-credit increment. If you should exceed the allowable time for completion of your proposal/dissertation draft, you will be required to pay dissertation continuation fees for which your chairperson will also be remunerated. Payment for your chairperson is contingent upon registration.

Your committee members will be issued contracts, in the amount of $50.00 each, for dissertation proposal and draft. Payment will occur upon acceptance of the dissertation proposal and draft, by the Research Office. No additional contracts will be issued if dissertation continuation tuition is required.
Order of Course Delivery for School of Business Doctoral Programs

Eight of the School of Business Doctoral Courses are offered in a revolving format. To aid students in planning, these courses are listed below in the order in which they are delivered. Using this information a student can project coursework for his/her entire program.

ALTERNATIVE SCHEDULE

FALL/WINTER LOOP

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<th>DBA/HRM</th>
<th>DBA/IM</th>
<th>DIBA</th>
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SUMMER LOOP

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Class Hours: 8:00 AM - 5:30 PM

NOTE: A Registration Fee of $25.00 is payable each time a student registers. Registrations submitted during the late registration period MUST be accompanied by a late registration fee of $25.00 in addition to the regular registration fee. Registrations postmarked after the late registration period are subject to a $50.00 late fee in addition to the $25.00 regular registration fee. Tuition is $375.00 per credit hour.

SPECIAL SEMINAR FEES: The Doctoral Programs Office assesses a special seminar fee for the courses indicated, payable at the time of registration, in addition to the tuition for the course. This seminar fee is non-refundable and is not associated with any additional fees which may be required by the professional association.

CSA 6060 Business and Public Policy Seminar ........ $150.00
CSA 6080 Professional Studies Workshop .............. 50.00
Dissertation Continuation Fee (see pgs. 6-9) ........ 750.00/term
Comprehensive Examination Fee .................. 50.00

COMPUTER TIME: $10/hr. in increments of 15 hours--$150.00.
IMPORTANT NOTICE FOR THOSE STUDENTS USING FINANCIAL AID

Students must apply for and be awarded financial aid in order to receive loan monies. In addition, they must register for at least 3 graduate credit hours per term to receive these funds. Students not registered for at least 3 graduate credit hours when their loan checks are ready for disbursement will not be eligible to receive the funds. These monies will then be returned to the lender.

Also, please be aware that when applying for financial aid, students must list their intended attendance pattern for that period. This attendance pattern must match the exact time that students will be enrolled and in class. If students only attend a one-week course during a trimester, the attendance pattern would have to begin at the time the seminar or course begins. The disbursements would be made at this time.

If your course selections for a term change for any reason after you have already indicated the attendance pattern on your financial aid paperwork, it will be necessary for you to contact Nova’s Financial Aid Office. Your loan periods will then have to be adjusted. If these actions are not taken, it may result in your loan monies being returned to the lender, even though you are currently registered for at least 3 graduate credit hours.

STUDENT'S USING OTHER METHODS OF PAYMENT

Students should be aware that full payment is expected at the time of registration. Registrations having no payment or partial payment attached, will be returned to the student.

Students using a Direct Bill method of payment must have all approved documentation attached to the registration form when registering for classes. Registrations will be returned if all necessary documentation is not attached.
For students accepted into Doctoral Programs prior to April 1, 1993:

**COMPUTER-MEDIATED COURSE (CSA 6071)**
CM1/CM2/CM3/CM4

Students are required to take CSA 6071 - Computer Mediated Seminar in Research Methods. This course is offered in four, single-credit increments (CM1, CM2, CM3, and CM4). Satisfactory completion of CM1 is a prerequisite for the other CM segments. Students should register for one credit at a time. Purchase of computer time is in addition to the tuition for the course. Students must be ON-LINE and registered for CM1 in order to register for CSA 6060.

CM1 - In this course a student demonstrates PC literacy and is introduced to the UNIX operating system. CM1 is a prerequisite for the other CM courses. (SEE NEXT PAGE FOR ELECTRONIC CLASSROOM [ECR] SCHEDULE.)

CM2 - A. Prerequisites.
1. Completion of 6060: During the session an orientation to CM2 will be provided including a discussion of what constitutes a related literature. Your CM2 literature review must be based upon the literature you will be using for your dissertation. Remember, you may not do a dissertation in the areas of Economics or Finance unless you have at a minimum a Masters in these disciplines.
2. Completion of CM1. During the CM1 course you should develop a competency using UNIX to support your other CM activities.

B. Registration Procedure. There will be NO late registration for CM2.
Submit the following for approval prior to registration:
1. Your completed literature review (5-10 pages).
2. Xerox copies of 5 selected articles used in the literature review. These articles should be related-- have overlapping lists of references--and ALL report findings on academic research.
**NOTE:** This is not to imply your review is to be based solely on these articles.
3. For each of these 5 articles answer, briefly, the following questions and attach these answers to the respective article.
   --What is the core theory that is being developed?
   (NOTE: For all 5 articles the answer to this question should be the same -- they should all come from the same core theory.)
   --What is the basic research question?
4. You will be notified if your literature review is satisfactory to register. This notice must accompany your registration.
CM3 - This is a methodology review.
Both CM2 and CM3 must be completed before you submit your
concept paper. (See below for ECR schedule.)
NOTE: If you have not yet completed CM2, you must at
least have approval to register for CM2 (in writing) from
the research director before registering for this credit.

CM4 - This course reviews dissertation-related statistical
techniques using SPSSX on Nova’s VAX computer. Approval
of the concept paper is also a prerequisite for this
course. (See below for ECR schedule.)

Computer time is required for these courses. It is to be
purchased in increments of 15 hours. The hourly charge is
$10.00 - (15 x $10 = $150).

Electronic Classroom Schedule (ECR)
Instructor: Thomas W. MacFarland, Ed.D.

Please note that these dates are subject to change with sufficient
notice, when appropriate to accommodate standard holidays.

All ECRs are held in Classroom 10. At the UNIX prompt (%),
you would key:

% ecr 10

This action will put you in the appropriate classroom.

All ECRs follow along with the ECR lecture notes appended to
the CM1, CM3, and CM4 materials. Please be sure to review
these notes before attending an ECR.

All ECRs are recorded, so you can easily go to the online ECR
library to review your class, or prior classes.

CM1 - An Introduction to the Unix Operating System and Application
Software at Novavax.

<table>
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<tr>
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<th>Time</th>
<th>Florida time</th>
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<td>10:05 p.m.</td>
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<td>#2</td>
<td>May 25, 1993</td>
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<td>#3</td>
<td>June 29, 1993</td>
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<td>July 27, 1993</td>
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</tr>
<tr>
<td>#5</td>
<td>Aug. 31, 1993</td>
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<td>Florida time</td>
</tr>
</tbody>
</table>

As is indicated above, ECRs are offered every month. It is required
that each CM1 student will attend at least one CM1 ECR during their
CM1 registration period. Attendance at any one of the ECRs is a
matter of choice, as each ECR-based lecture is the same. Obviously,
the questions and answers will be different for each lecture, but the
basic scheme and lecture notes are the same for each ECR-based lec-
ture.

You should plan to attend the ECR that best fits your
schedule and degree of preparation.
As an example ... if you enroll in CM1, Dec. 1, 1993 and you have never gone online, then you may want to hold off on attending the Dec. 15, 1993 CM1 ECR and instead attend the Jan. 26, 1993 CM1 ECR. This way you would be better prepared for class. However, you must finish the course within a term.

**CM3 - Research Methodology**

- **ECR #1:** May 19, 1993 (Wednesday) 10:05 p.m., Florida time
- **ECR #2:** July 21, 1993 (Wednesday) 10:05 p.m., Florida time

There are two (2) ECRs, per term for CM3. It is **required** that each CM3 student will attend at least one (1) of the two (2) CM3 ECRs **DURING** their CM3 registration period. Attendance at the other CM3 ECR is a matter of choice, as each ECR-based lecture will be the same. Obviously, the questions and answers will be different for each lecture, but the basic scheme and lecture notes are the same for each ECR-based lecture.

**CM4 - Statistics**

- **ECR #1:** May 27, 1993 (Thursday) 10:05 p.m., Florida time
- **ECR #2:** July 29, 1993 (Thursday) 10:05 p.m., Florida time

There are two (2) ECRs per term for CM4. It is **required** that each CM4 student will attend at least one (1) of the two (2) CM4 ECRs **DURING** their CM4 registration period. Attendance at the other CM4 ECR is a matter of choice as the ECR-based lecture will be the same. Obviously the questions and answers will be different for each lecture, but the basic scheme and lecture notes are the same for each ECR-based lecture.
For students accepted into the Doctoral Programs Beginning April 1, 1993.

CSA 6071 (RESEARCH METHODS COMPUTER-MEDIATED)
CM5/CM6/CM7/CM8 and CSA 6072-CMO

Students are required to take CSA 6071 - Computer Mediated Seminar in Research Methods. This course is offered in four, single-credit increments (CM5, CM6, CM7, and CM8). Satisfactory completion of CSA 6072-CMO is a prerequisite for the other CM segments. Purchase of computer time is in addition to the tuition for the course. Students must be ON-LINE and registered for CSA 6072-CMO in order to register for CSA 6060. (The tuition for CSA 6072-CMO is the equivalent of one credit hour at the current tuition rate.)

CSA 6072-CMO

In this course, a student demonstrates PC literacy and is introduced to the UNIX operating system. CSA 6072-CMO is a prerequisite for the other CM courses.

(SEE SCHEDULE ON NEXT PAGE FOR ECR SCHEDULE.)

CM5 - A. Prerequisites.
(Computer-Based Research and Writing Skills Using UNIX.)

UNIX-based word processing and writing skills using the mainframe computer, a microcomputer, the UNIX text-editing capacity and Writer’s Workbench skills in preparing a review of the literature. Prerequisites: CSA 6072 or UNIX competency; approval of preliminary literature review.

1. Completion of 6081. Your CM5 literature review must be based upon the literature you will be using for your dissertation. Remember, you may not do a dissertation in the area of Economics unless you have at a minimum of a Masters degree in that field.

2. Completion of CSA 6072. During the CSA 6072 course, you should develop a competency using UNIX to support your other CM activities.

B. Registration Procedure. There will be NO late registration for CM5.
Submit the following for approval prior to registration:
1. Your completed literature review (5-10 pages).
2. Xerox copies of 5 selected articles used in the literature review. These articles should be related -- have overlapping lists of references -- and ALL report findings on academic research.

NOTE: This is not to imply your review is to be based solely on these articles.

3. For each of these 5 articles answer, briefly, the following questions and attach these answers to the respective article.
--What is the core theory that is being developed?

(NOTE: For all 5 articles the answer to this question should be the same -- they should all come from the same core theory.)
--What is the basic research question?

4. You will be notified if your literature review is satisfactory to register. This notice must accompany your registration.

CM 6, 7, 8: These courses are designed to review dissertation related statistics. They are to be taken in order, but can be taken anytime up through registration for CSA 6094. CSA 6081 is a prerequisite as well as CSA 6072.

CM6: Research Techniques I: This one-credit course examines the nature of information, data, statistical analysis, and reporting. Statistical analyses from many perspectives, including descriptive statistics and inferential statistics at the univariate level will be emphasized in this course. Prerequisite: CSA 6081 and CM5.

CM7: Research Techniques II: This one-credit course will examine the nature of factorial designs; multivariate analyses; correlation, regression, and prediction equations; and techniques associated with data exploration. A variety of computer-based tools will be used to conduct the statistical analyses associated with this course. Prerequisite: CSA 6081 and CM6.

CM8: Research Techniques III: This one-credit course will examine the nature of complex designs, data reduction; and advanced statistical techniques. Emphasis in this course will be placed on statistical techniques that are used to solve the complex, but pertinent, issues faced by upper-management business practitioners and professionals in the business education community. Prerequisite: CSA 6081 and CM7.

CSA 6081 Applied Research Development (2 credits)

The role of research in the business decision-making process will be explored. The significance of theory in the research process will be defined. The varied appropriate methodologies that could be brought to bear in such endeavors will be studied in depth. Students will be expected to understand the framing of research questions, the developing of an appropriate methodology, and the selecting of the appropriate techniques to carry out research.
ELECTRONIC CLASSROOM SCHEDULE (ECR)  
for CSA 6072-CMO

Instructor: Dr. Jan M. Yates

Please note that these dates are subject to change with sufficient notice, when appropriate to accommodate standard holidays.

1. There are four (4) ECRs per term for CMO. It is required that each CM-0 student will attend at least one (1) of the four (4) CM-0 ECRs during their CM-0 registration period. Attendance at the other CM-0 ECRs is a matter of choice.

2. The same lecture is offered at each ECR meeting. Obviously, class interaction is different for each lecture, but the basic scheme and lecture notes are the same for each ECR. As such you should plan to attend the ECR that best fits your schedule and degree of preparation.

3. All ECRs are held in classroom 5. At the UNIX prompt (%), you would key:

   % ecr 5.

This action will put you in the appropriate classroom.

4. All ECRs begin at 07:00PM, Florida time. Please be sure to adjust your schedule to reflect time zone differences.

5. All ECRs follow along with topics presented in the CM-0 syllabus. Please be sure to review the syllabus before attending an ECR. All ECRs are recorded so you can easily go to the online ECR library to review your class, or prior classes.

6. The general scheme for CM-0 ECRs is:

   CM-0 ... ecr 5 on the first Sunday of each month.

   May 2, 1993    ecr 5    07:00P.M. (EST)
   June 6, 1993   ecr 5    07:00P.M. (EST)
   July 11, 1993  ecr 5    07:00P.M. (EST)
   August 1, 1993 ecr 5    07:00P.M. (EST)
### DISSEMINATION

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<tr>
<td>CSA 6072</td>
<td>UNIX Competency</td>
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<td>CSA 6071</td>
<td>Computer-Mediated Research Methods</td>
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<td>Computer-Based Research &amp; Writing Skills</td>
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Concept paper and advisor’s name submitted to Research Director for approval.

| cm6*          | Research Techniques I                         |
| cm7*          | Research Techniques II                        |
| cm8*          | Research Techniques III                       |
| CSA 6150      | Readings                                        |
| (or CSA 6480, |                                                  |
|    CSA 6550,  |                                                  |
|    CSA 6370,  |                                                  |
|    CSA 6480,  |                                                  |
|    CSA 6850,  |                                                  |
|    CSA 6250)  |                                                  |
| CSA 6091      | Dissertation I (Proposal Stage)                |
| CSA 6092      | Dissertation II (Proposal Stage)               |
| CSA 6093      | Dissertation III (Draft Stage)                 |
| CSA 6094      | Dissertation IV (Draft Stage)                  |

*(CM 6, 7, and 8 are taken in order; but can be taken any time up through the student registering for CSA 6094.)*

NOTE: These courses and activities are included in the Dissertation track. They are listed in the order needed. However, the scheduling is decided by each individual student.

It is suggested that a student make every effort to take CSA 6081 in their first year in the program. There are three separate deliveries of CSA 6081:

1. In a course paired with the CSA 6080 for DBA, at the site of the Academy of Management each year (usually in August). Specific dates will be available in the Schedule of Classes.
2. In a course paired with the CSA 6080 for DPA, at the site of the American Society for Public Administrators each year (usually in July) at Nova’s east campus in Fort Lauderdale, Florida. Specific dates will be available in the Schedule of Courses.
### Doctoral Programs - School of Business and Entrepreneurship
#### SUMMER TERM 1993

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NEW ENGLAND

CSA 6010 Administrative Theory & Practice

Instructor: Dr. Gene Brady
UNIX name: brady
Dates: 5/15-16 6/12-13 7/10-11
Prerequisite: Masters Course - Management/Organizational Theory

N. INDIANA

CSA 6010 Administrative Theory & Practice

Instructor: Dr. Elliot Ser
Dates: 5/22-23 6/26-27 7/24-25
Prerequisite: Masters Course - Management/Organizational Theory

PHOENIX

CSA 6040 Economic Analysis

Instructor: Dr. Richard Pasternak
Dates: 5/22-23 6/26-27 7/24-25
Prerequisite: Masters Course - Economics/Macro/Micro

ROANOKE, VA

CSA 6040 Economic Analysis

Instructor: Dr. Pedro Pellet
UNIX name: pellet
Dates: 5/22-23 6/26-27 7/24-25
Prerequisite: Masters Course - Economics/Macro/Micro

FT. WALTON BEACH

CSA 6010 Administrative Theory & Practice

Instructor: Dr. Ronald Greenwood
Dates: 5/15-16 6/12-13 7/10-11
Prerequisite: Masters Course - Management/Organizational Theory
**DOCTORAL COMPREHENSIVE EXAMINATION**

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<td>Marriott Seattle - Sea-tac</td>
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<tr>
<td></td>
<td>3201 So. 176th St.</td>
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<tr>
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<tr>
<td><strong>Phoenix</strong></td>
<td>Nova University Western Region Office</td>
<td>Dr. G. Bedore</td>
<td>602-439-3250, ccbedore</td>
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<tr>
<td></td>
<td>8601 N. Black Canyon Hwy. Suite 117</td>
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<td>Dr. R. Hilton</td>
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<td><strong>Campus</strong></td>
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SUMMER TERM - SEMINAR SCHEDULE - 5/3/93--8/31/93

CSA 6080 DPA Professional Studies Workshop in conjunction with the American Society for Public Administration (San Francisco) July 17-21, 1993 30 (2 cr)
Instructor: Dr. Alan Dean

********** In conjunction with the ASPA meeting, CSA 6081 Research Methods (2 credits) will be offered July 22 and 23 under the instruction of Dr. Ronald Needleman, and with a minimum of five registrations.
(Tuition for CSA 6081 is in addition to the tuition for CSA 6080). If fewer than five students register for CSA 6081 at the conference, students will have to travel to Fort Lauderdale for the course, July 1-15, 1993.

CSA 6080 DBA Professional Studies Workshop in conjunction with the Academy of Management. (Atlanta, GA - Marriott Marquis) (2 cr)
Instructor: Dr. Jane Gibson August 8-11, 1993 33

********** In conjunction with the Academy meeting, CSA 6081 Research Methods (2 credits) will be offered August 7 & 8, 12 & 13, under the instruction of Dr. Ronald Needleman.
(Tuition for CSA 6081 is in addition to the tuition for CSA 6080).

CSA 6080 ACC Professional Studies Workshop in conjunction with the American Accounting Association. (San Francisco, CA) (2 cr)
Instructor: Dr. Anker Andersen August 8-11, 1993 33

CSA 6080 HRM Professional Studies Workshop in conjunction with the Society for Human Resource Management.
(Washington, DC - Washington Convention Center) (2 cr)
Instructor: Dr. Ronald Fetzer May 23-26, 1993 22

CSA 6080 MKT Professional Studies Workshop in conjunction with the American Marketing Association (Marketing Educators Conference) (Boston, Mass.)
Instructor: Dr. Bill Johnson Aug. 7-10, 1993 (2 cr)
Please note that the dates listed for the following week-long courses are the actual dates that you will be in attendance for your course(s).

However, the course takes place over the entire term of May 3, 1993 through August 31, 1993. It is expected that the weeks prior to the meeting dates are to be used towards preparation for the course in accordance with your syllabus.

CSA 6060 Business & Public Policy Seminar (Washington, DC) (4cr)
Instructors: Drs. Baer & Rafferty July 31 - Aug. 6, 1993
Dissertation Support Session.

(Contact Chris Santigate 1-800-541-6682, ext. 7483 for location information.)

NOTE: Students MUST be registered for CSA 6071.CM1 (CSA 6072 for students accepted beginning April 1, 1993) in order to take CSA 6060. CONTINUING STUDENTS must register for this course BEFORE the end of March. No registrations will be accepted after this date.
Background. DBA students may take a straight DBA (Management) program, or one of six career options—Accounting, Finance, Human Resource Management, International, and Marketing. The School of Business and Entrepreneurship also offers a doctoral degree in Public Administration (DPA) and doctoral degree in international business (DIBA).

All doctoral students must complete a dissertation as a part of their program. Students who have completed all course work, but do not complete the dissertation (ABD), is high at all universities. While the SBE attrition rate is better than most schools, it remains too high. The SBE has developed a new "dissertation track" which should greatly improve the completion rate. This new dissertation track will be required for all students admitted beginning April 1, 1993.

Prior to April 1, 1993, instruction on research development was limited to a short presentation in conjunction with the academy courses such as CSA 6080 and the Computer-Mediated courses. Students admitted to any of the programs, DBA, DIBA, DPA, or a career option, followed this track. Students who enrolled prior to April 1, 1993 may continue to follow this dissertation track.

Beginning April 1, 1993, a new dissertation track will take effect. A new course, CSA 6081, Applied Research Development, will be offered in conjunction with selected academy meetings and in conjunction with first-year career option institutes. The new track does not involve additional credit hours, hence will not involve additional fees. Old students (prior to April, 1993) may elect to follow the old dissertation track. However, all students are encouraged to take the new dissertation track unless they are well into the dissertation process.

**DBA Students, No Specialty.** DBA students not in a career specialty may take all of their courses at cluster locations, with the exception CSA 6060, the Business Policy Seminar, CSA 6080 and 6081, taken in conjunction with the Academy meeting; and CSA 6140, Strategic Decision-Making. Regular DBA students do not have to attend the Fort Lauderdale Institutes. Note that CSA 6140 and 6210 are only offered at the Fort Lauderdale location, but are not a part of the "Institute." To reiterate, regular DBA students take CSA 6081, Applied Research Development, in conjunction with an Academy meeting during their first year of the program.

**Career Option Students.** Students in the career options take "common-body-of-knowledge" courses (6000 and 6100 course numbers) at their cluster locations, but assemble at Fort Lauderdale for their career option, or specialty, courses. Career specialty courses are offered only through the Fort Lauderdale Institutes. Specialty courses are currently offered only during the summer, but we expect to offer specialty courses at least twice a year as demand grows. Career option students take CSA 6081, Applied Research Development, in conjunction with the career option course during their first institute. Career option students who entered the program prior to April 1, 1993 may follow the old dissertation track.
DIBA Students. DIBA students take their specialty courses at Fort Lauderdale. Some, but not all, of these specialty courses are offered in the institute format. Accordingly, DIBA students are expected to take CSA 6081, Applied Research Development, in conjunction with the specialty course offered during their first year. Students who entered the program prior to April, 1993 may elect to follow the dissertation track in effect prior to April, 1993.

DPA Students. DPA students may take their specialty courses at Fort Lauderdale, or at the cluster locations. Some of the DPA specialty courses will be offered in the institute format, and DPA students who enroll after April 1, 1993, will be expected to attend designated institutes and take CSA 6081 in conjunction with the institute or at the ASPA professional meeting offered during their first year. Students enrolled prior to April 1, 1993 may elect to follow the dissertation track in effect prior to April 1, 1993.
Please note that the dates listed for the following week-long courses are the actual dates that you will be in attendance for your course(s).

However, the course takes place over the entire term of May 3, 1993 through August 31, 1993. It is expected that the weeks prior to the meeting dates are to be used towards preparation for the course in accordance with your syllabus.

Fort Lauderdale Institute, Summer 1993. The Institute will be held at the SBE Building, East Campus, July 10-17 in two increments. Students taking both their specialty course and CSA 6081, Applied Research Development, will attend all eight days of the Institute. Students taking only one course will have a six day program.

July 10-15 CSA 6081 - Applied Research Development (2 credits)
July 10 and 11, Saturday and Sunday, will be full-day sessions. July 12, 13, 14 and 15 will be morning-only sessions.

July 12-17 Career Option Course (4 credits)
July 12-15 will be afternoon-only sessions. (1:00pm-5:00pm)
July 16, 17 will be full-day sessions. (8:00am-5:00pm)

July 12-17 National Cluster Courses (less strategy courses) (4 credits)

August 15-20 Strategy Courses (See next page.)

The Fort Lauderdale Institute specialty courses are:

- CSA 6040 - Economic Analysis (4 credits)
  Prerequisite: Masters Course-Economics/Macro/Micro
  Instructor: Dr. Pedro Pellet

- CSA 6330 - Performance and Reward Systems (4 credits)
  Instructor: Dr. William Harrington

- CSA 6450 - Comparative Government & Economic Systems (4 credits)
  Instructor: Dr. Robert Baer

- CSA 6520 - Financial Institutions (4 credits)
  Instructor: Dr. Alan Gart

- CSA 6710 - Seminar in Financial Accounting (4 credits)
  Instructor: Dr. Anker Andersen

- CSA 6810 - Marketing Theory (4 credits)
  Instructor: Drs. William Johnson and Richard Plank
The National Cluster Strategic Management is set up in a one-week format with courses being held in Ft. Lauderdale during the week of Aug. 15-20, 1993. The courses for the one-week workshop in August will be held at: School of Business & Entrepreneurship Nova University - East Campus 3100 SW 9th Avenue Ft. Lauderdale, FL 33315

Instructors: Drs. Edward M. Pierce and Gene F. Brady

Class Times: 8:00 a.m. to 5:00 p.m.

CSA 6140 Strategic Decision Making (4 cr)
CSA 6210 Strategic Decision Making, Government and Not-For-Profit Organizations (4 cr)
CSA 6310 Strategic Human Resource Management & Change (4 cr)
CSA 6440 Strategic Planning in International Business (4 cr)

[CSA 6140, 6210, 6310, 6440 are capstone courses for the DBA, DPA, DBA-HRM, and DBA-IM programs respectively. They should be taken as final courses in the program. They may not be taken until a student has passed Part I of the comprehensive examination. (See page 4 for eligibility requirements.)]
# Cluster Schedule

**Doctoral Programs - School of Business and Entrepreneurship**  
**FALL TERM 1993**

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<th>COURSE NUMBER AND NAME</th>
<th>SEQUENCE</th>
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<td><strong>FT. LAUDERDALE</strong></td>
<td><strong>CSA 6120 Marketing Management/Research</strong></td>
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<tr>
<td>Cycle I</td>
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<tr>
<td>(DBA)</td>
<td>Instructor: Dr. Thomas Powers</td>
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<td></td>
<td>UNIX name:</td>
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<td></td>
<td>Dates: 9/11-12 10/9-10 11/6-7</td>
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<tr>
<td></td>
<td>Prerequisite: Masters Course - Marketing</td>
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<tr>
<td><strong>FT. LAUDERDALE</strong></td>
<td><strong>CSA 6030 Information and Decision Sciences</strong></td>
<td>F II</td>
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<tr>
<td>Cycle II</td>
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<tr>
<td>(DBA/DPA)</td>
<td>Instructor: Dr. E. Turban</td>
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<td>UNIX name: turban</td>
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<tr>
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<td>Prerequisite: Computer Literacy, Masters Course in Quantitative Methods/Statistics. Students advised to complete CSA 6072 or have UNIX competency before this course.</td>
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<td><strong>ORLANDO</strong></td>
<td><strong>CSA 6030 Information and Decision Sciences</strong></td>
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<td>Instructor: Dr. E. Turban</td>
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<td>Dates: 9/11-12 10/9-10 11/6-7</td>
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<td>Prerequisite: Computer Literacy, Masters Course in Quantitative Methods/Statistics. Students advised to complete CSA 6072 or have UNIX competency before this course.</td>
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<td><strong>POTOMAC CYCLE I</strong></td>
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<td>Prerequisite: Masters Course - Marketing</td>
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POTOMAC CYCLE I

CSA 6220 Comparative Administrative Systems

Instructor: Dr. Robert Baer
UNIX name: baerr
Dates: 9/11-12 10/9-10 11/6-7

POTOMAC CYCLE II

CSA 6030 Information and Decision Sciences

Instructor: Dr. Chris Carlson
UNIX name: carlson
Dates: 9/11-12 10/9-10 11/6-7
Prerequisite: Computer Literacy, Masters Course in Quantitative Methods/Statistics. Students advised to complete CSA 6072 or have UNIX competency before this course.

ARKANSAS

CSA 6020 Organization Behavior/Personnel Management

Instructor: Dr. Richard Rees
UNIX name: drrees
Prerequisite: Masters Course - Management/Organizational Theory

SEATTLE

CSA 6020 Organization Behavior/Personnel Management

Instructor: Dr. Richard Rees
UNIX name: drrees
Dates: 9/11-12 10/9-10 11/6-7
Prerequisite: Masters Course - Management/Organizational Theory

SPARTANBURG

CSA 6050 Operations Management

Instructor: Dr. Moshe Levin
UNIX name: mlevin
Prerequisite: Masters Course - Quantitative Methods/Statistics

BIRMINGHAM

CSA 6020 Organization Behavior/Personnel Management

Instructor: Dr. William Snow
UNIX name: snowbird
Prerequisite: Masters Course - Management/Organizational Theory
DAVENPORT, IOWA

CSA 6050 Operations Management  (4 cr)  F II

Instructor:  Dr. Moshe Levin
UNIX name:  mlevin
Prerequisite:  Masters Course - Quantitative Methods/Statistics

NEW ENGLAND

CSA 6050 Operations Management  (4 cr)  F I

Instructor:  Dr. H. Johnson
UNIX name:  johnsonh
Dates:  9/11-12  10/9-10  11/6-7
Prerequisite:  Masters Course - Quantitative Methods/Statistics

N. INDIANA

CSA 6030 Information and Decision Sciences  (4 cr)  F II

Instructor:  Dr. Jay Aronson
UNIX name:  aronson
Prerequisite:  Computer Literacy, Masters Course in Quantitative Methods/Statistics. Students advised to complete CSA 6072 or have UNIX competency before this course.

PHOENIX

CSA 6130 Financial Decision Making in Business  (4 cr)  F II

Instructor:  Dr. Alan Gart
UNIX name:  
Prerequisite:  Masters Course - Accounting/Finance

ROANOKE, VA

CSA 6020 Organization Behavior/Personnel Management  (4 cr)  F II

Instructor:  Dr. Gene Brady
UNIX name:  brady
Prerequisite:  Masters Course - Management/Organizational Theory

FT. WALTON BEACH, FL

CSA 6120 Marketing Management and Research  (4 cr)  F I

Instructor:  Dr. Richard Plank
UNIX name:  plank
Dates:  9/11-12  10/9-10  11/6-7
Prerequisite:  Masters Course - Marketing
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<th>Campus</th>
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<tr>
<td>N. Indiana</td>
<td>Calumet College Schmidt Building</td>
<td>Proctor: Dr. P. Kemp</td>
<td>708-653-1647</td>
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<tr>
<td></td>
<td>2400 NY Avenue</td>
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<td></td>
<td>Whiting, IN 46394</td>
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<td>(312) 721-0202</td>
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<tr>
<td>Orlando</td>
<td>Southern College</td>
<td>Proctor: Dr. J. Kelley</td>
<td>904-761-9260</td>
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<td></td>
<td>5600 Lake Underhill Rd.</td>
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<td>Orlando, FL 32807</td>
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<tr>
<td></td>
<td>(305) 273-1000</td>
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<tr>
<td>Phoenix</td>
<td>Nova University Western Region Office</td>
<td>Proctor: Dr. G. Bedore</td>
<td>602-439-3250</td>
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<tr>
<td></td>
<td>8601 N. Black Canyon Hwy.</td>
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<td>Suite 117</td>
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<td>Phoenix, AZ 85021</td>
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<td>(602) 995-5999</td>
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<tr>
<td>Roanoke</td>
<td>Averett College AACE-Classroom 3</td>
<td>Proctor:</td>
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<tr>
<td></td>
<td>3223 Brandon Rd., S.W.</td>
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<td>Campus</td>
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<td>Ft. Lauderdale, Fl. 33315</td>
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<td>1-800-541-6682, ext. 7481</td>
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FALL TERM - SEMINAR SCHEDULE - 9/1/93--12/31/1993

CSA 6080  DIBA/DBA-IM Professional Studies Workshop-International.
In conjunction with Academy of International Business. (2 cr
October 17-20, 1993 - Maui, Hawaii
Instructor:

CSA 6080  DBA/FIN Professional Studies Workshop. In conjunction
with the Financial Management Association
October 13-16, 1993 - Toronto, Canada (2 cr
Instructor:

CSA 6060  Business & Public Policy Seminar (4 cr
December 4-10, 1993 - Washington, DC
Instructors: Drs. Robert Baer and Mary Rafferty
Dissertation Support Session.
(For location information, contact Chris Santigate at:
1-800-541-6682, ext. 7483.)

NOTE: Students MUST be registered for CSA 6071.CM1 (CSA 6072 for student accepted beginning April 1, 1993) in order to take CSA 6060.
CONTINUING STUDENTS must register for this course BEFORE the end of July. No registrations will be accepted after this date.

*****************************************

NATIONAL CLUSTER

The National Cluster is set up in a one week format with courses being held in Ft. Lauderdale during the week of December 12-17, 1993. The courses for the one week workshop will be held at the:
School of Business & Entrepreneurship
Nova University - East Campus
3100 S.W. 9 Avenue
Ft. Lauderdale, FL 33315

Instructors: Dr. Edward Pierce and Gene F. Brady

CSA 6140  Strategic Decision Making (4 cr)
CSA 6210  Strategic Decision Making, Government and Not-For-Profit Organizations (4 cr)
CSA 6310  Strategic Human Resource Management and Change (4 cr)
CSA 6440  Strategic Planning in International Business (4 cr)
CSA 6840  Marketing Strategy

[CSA 6140, 6210, 6310, 6440, 6840 are capstone courses for DBA/
DIBA/DBA-FIN, DPA, DBA-HRM, DBA-IM, DBA-MKT programs respectively. They should be taken as final courses in the program. They may not be taken until a student has passed Part I of the comprehensive examination. (See page 4 for eligibility requirements.)

CSA 6130  Financial Decision Making in Business (4 cr)
(CLASS HAS BEEN CANCELLED.)

CSA 6230  Financial Decision Making in Government (4 cr)
Instructor:
Dates: December 12-17, 1993
CSA 6430  International Finance & Banking (4 cr)
Instructor:
Dates: December 12-17, 1993

33
Cluster Schedule
Doctoral Programs - School of Business and Entrepreneurship
WINTER TERM 1994

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<td>FT. LAUDERDALE Cycle II (DBA/DPA)</td>
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<td>CSA 6020 Organizational Behavior/Personnel Management (4 cr)</td>
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THESE ARE PROJECTED DATES. ACTUAL COURSE DATES MAY VARY ACCORDING TO INSTRUCTORS SCHEDULE.
POTOMAC CYCLE II

CSA 6020 Organizational Behavior/ Personnel Management (4 cr) W II

Instructor:
UNIX name:
Dates:
Prerequisite: Masters Course - Management/Organizational Theory

ARKANSAS

CSA 6120 Marketing Management and Research (4 cr) W II

Instructor:
UNIX name:
Dates:
Prerequisite: Masters Course - Marketing

SEATTLE

CSA 6030 Information and Decision Sciences (4 cr) W I

Instructor:
UNIX name:
Dates:
Prerequisite: Computer Literacy, Quantitative Methods/Statistics. Students are advised to advised to complete CSA 6072 or have UNIX competency before this course.

SPARTANBURG

CSA 6030 Information and Decision Sciences (4 cr) W I

Instructor:
Dates:
Prerequisite: Computer Literacy, Quantitative Methods/Statistics. Students are advised to advised to complete CSA 6072 or have UNIX competency before this course.

BIRMINGHAM

CSA 6120 Marketing Management and Research (4 cr) W II

Instructor:
Dates:
Prerequisite: Masters Course - Marketing

DAVENPORT, IOWA

CSA 6030 Information and Decision Sciences (4 cr) W II

Instructor:
UNIX name:
Dates:
Prerequisite: Computer Literacy, Quantitative Methods/Statistics. Students are advised to advised to complete CSA 6072 or have UNIX competency before this course.
NEW ENGLAND  
CSA 6030 Information and Decision Sciences  (4 cr)  
Instructor:  UNIX name:  Dates:  
Prerequisite: Computer Literacy, Quantitative Methods/Statistics. Students are advised to advise to complete CSA 6072 or have UNIX competency before this course.

N. INDIANA  
CSA 6020 Organizational Behavior/Personnel Management  (4 cr)  
Instructor:  Dates:  
Prerequisite: Masters Course - Management/Organizational Theory

PHOENIX  
CSA 6050 Operations Management  (4 cr)  
Instructor:  Dates:  
Prerequisite: Masters Course - Quantitative Methods/Statistics

ROANOKE, VA  
CSA 6120 Marketing Management  (4 cr)  
Instructor:  UNIX name:  Dates:  
Prerequisite: Masters Course - Marketing

FT. WALTON BEACH  
CSA 6130 Financial Decisionmaking in Business  (4 cr)  
Instructor:  Dates:  
Prerequisite: Masters Course - Accounting/Finance
Birmingham

Crown Sterling Suites
2300 Woodcrest Place
Birmingham, AL 35209
(205) 879-7400

New England

Brattleboro Union H.S.
Fairground Road
Brattleboro, VT 05301
(802) 257-0356

Potomac

Averett College
Suite 100
3223 Brandon Rd., S.W.
Roanoke, VA 24019

Davenport

St. Ambrose University
518 W. Locust Street
Davenport, IA 52803

Ft. Walton Beach

Bay Area Vo-Tech
1976 Lewis Turner Blvd.
Ft. Walton Beach, Fl. 32547

Campus

Nova University-East Campus
3100 SW 9th Avenue
Ft. Lauderdale, FL 33315
(Room to be posted)
WINTER TERM - SEMINAR SCHEDULE - 1/1/94-5/1/94

CSA 6060 Business & Public Policy Seminar (Washington, DC) (4 cr)
Instructors: Drs. Baer & Rafferty
Dates:
Dissertation Support Session
(Contact Chris Santigate 1-800-541-6682, ext. 7483 for location information.)

NOTE: Students MUST be registered for CSA 6071.CM1 (CSA 6072 for students beginning April 1,1993) in order to take CSA 6060. CONTINUING STUDENTS must register for this course BEFORE the end of March. No registrations will be accepted after this date.

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NATIONAL CLUSTER

The National Cluster is set up in a one-week format with courses being held in Ft. Lauderdale during the week of April ------, 1994. The courses for the one-week workshop will be held at the:

School of Business & Entrepreneurship
Nova University-East Campus
3100 S.W. 9th Avenue
Ft. Lauderdale, Florida

CSA 6140 Strategic Decision Making (4 cr.)
CSA 6210 Strategic Decision Making, Government and Not-for-Profit Organization (4 cr.)
CSA 6310 Strategic Human Resource Management & Change (4 cr.)
CSA 6440 Strategic Planning in International Business (4 cr.)
CSA 6840 Marketing Strategy (4 cr.)

Instructors:
Dates: April , 1994

[CSA 6140, 6210, 6310, 6440, 6840 are capstone courses for the DBA/DIBA, DPA, DBA-HRM, DBA-IM, DBA-MKT programs respectively. They should be taken as final courses in the program. They may not be taken until a student has passed Part I of the comprehensive examination. (See page 4 for eligibility requirements.)]

CSA 6050 Operations Management (4 cr.)
Instructor:
Dates: April , 1994
Prerequisite: Masters course in Quantitative Methods/Statistics.
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<th>CLUSTER</th>
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<tr>
<td>BIRMINGHAM</td>
<td>Marriott Courtyard 500 Shades Creek Pkwy. (Rm. A) Birmingham, AL 35209 (205) 879-0400 (E.Triggs)</td>
<td>Dr. Paul Doran O: (205) 853-1200 x 1261 UNIX NAME: ccdoran</td>
</tr>
<tr>
<td>DAVENPORT, IOWA</td>
<td>St. Ambrose University 518 W. Locust St. (Rm. 231) Davenport, IA 52803</td>
<td>Robert Banash H: (319) 391-9592 UNIX NAME: ccbanash</td>
</tr>
<tr>
<td>FT. LAUDERDALE I, II</td>
<td>Nova University - East Campus 3100 S.W. 9th Avenue Ft. Lauderdale, FL 33315</td>
<td>Dr. Edward Pierce O: (305) 475-7684 UNIX NAME: edpierce</td>
</tr>
<tr>
<td>FT. WALTON BEACH</td>
<td>Bay Area Vo-Tech 1976 Lewis Turner Blvd. Ft. Walton Beach, FL 32547</td>
<td>Patsy Mitchell H: (904) 678-2934 O: (904) 863-8000 UNIX NAME: ccmitchell</td>
</tr>
<tr>
<td>NATIONAL CLUSTER</td>
<td>Nova University - East Campus 3100 S.W. 9th Avenue Ft. Lauderdale, FL 33315</td>
<td>Dr. Edward Pierce O: (305) 475-7684 UNIX NAME: edpierce</td>
</tr>
<tr>
<td>NEW ENGLAND</td>
<td>Brattleboro Union H.S. Room #132 Fairground Road Brattleboro, VT 05301 (802) 257-0356</td>
<td>Robert Wiesenauer H: (603) 532-9322 O: (603) 899-4159 UNIX NAME: ccbobw</td>
</tr>
<tr>
<td>N. INDIANA</td>
<td>Calumet College Schmidt Building 2400 N.Y. Avenue Whiting, IN 46394 (219) 473-7770 (Room to be posted)</td>
<td>Dr. Philip Kemp Nova line (Home) (708) 653-1647 UNIX NAME: cckemp</td>
</tr>
<tr>
<td>ORLANDO</td>
<td>Southern College 5600 Lake Underhill Rd. Orlando, FL 32807 (407) 273-1000</td>
<td>Dr. James Kelley H: (407) 253-1341 O: (407) 867-1422</td>
</tr>
<tr>
<td>Location</td>
<td>Address</td>
<td>Phone Numbers</td>
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<tr>
<td>------------------</td>
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</tr>
<tr>
<td>Phoenix</td>
<td>Nova University Western Region Office 8601 N. Black Canyon Hwy. Suite 117 Phoenix, AZ 85021 (602) 995-5999 (1-800-752-7440 for Nevada and Calif. residents)</td>
<td>Dr. Gerry Bedore H&amp;O: (602) 439-3250 UNIX NAME: ccbedore</td>
</tr>
<tr>
<td>Potomac Cycles I,II</td>
<td>Averett College Suite 100 1593 Spring Hill Road Vienna, VA 22182 (703) 893-0663</td>
<td>Dr. David Morton Nova Line: (301) 953-7724 UNIX NAME: ccmorton</td>
</tr>
<tr>
<td>Roanoke, VA</td>
<td>Averett College AACE-Adult Division 3223 Brandon Rd. S.W. Roanoke, VA 24019</td>
<td>Dr. Paul Pullen H: (703) 985-0891</td>
</tr>
<tr>
<td>Spartanburg</td>
<td>Spartanburg Technical College I-85 and New Cut Road Spartanburg, SC 29305-4386 (803) 591-3616</td>
<td>Dr. Philip McGee H: (803) 474-2459 O: (803) 877-2500 UNIX NAME: ccmcgee</td>
</tr>
</tbody>
</table>
# DOCTORAL PROGRAMS
## COMPREHENSIVE EXAMINATION COURSE MATRIX

<table>
<thead>
<tr>
<th>PART IA</th>
<th>DPA</th>
<th>DBA</th>
<th>DIBA</th>
<th>HRM</th>
<th>DBA-HRM</th>
<th>DBA-IM</th>
<th>DBA-ACC</th>
<th>DBA-FIN</th>
<th>DBA-MKT</th>
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<tr>
<td>L/R</td>
<td>L/R</td>
<td>6410</td>
<td>L/R</td>
<td>L/R</td>
<td>6410</td>
<td>6710</td>
<td>L/R</td>
<td>L/R</td>
<td></td>
</tr>
</tbody>
</table>

**Required question**

| PART IB | 6060 | 6060 | 6060 | 6060 | 6060 | 6060 | 6060 | 6060 |

**Required question**

**Choose one question from your group below.**

| 6010 | 6010 | 6450 | 6010 | 6315 | 6450 | 6720 | 6510 | 6810 |
| 6020 | 6020 | 6470 | 6020 | 6020 | 6020 | 6020 | 6020 | 6830 |
|       |      |      |      | 6325 |      |      |      |      |

**Choose one question from your group below.**

| 6030 | 6030 | 6030 | 6030 | 6030 | 6030 | 6030 | 6030 |
| 6040 | 6040 | 6050 | 6050 | 6050 | 6050 | 6050 | 6050 |
| 6050 | 6050 |      |      |      |      |      |      |

**PART 2A**

| 6210 | 6140 | 6140 | 6310 | 6310 | 6440 | 6740 | 6140 | 6840 |

**Required question to answer.**

**Choose two questions from your specialty area.**

| PART 2B | 6220 | 6110 | 6110 | 6320 | 6330 | 6470 | 6730 | 6120 | 6120 |
| 6230 | 6120 | 6420 | 6330 | 6120 | 6120 | 6120 | 6130 | 6130 |
| 6240 | 6130 | 6430 | 6350 | 6130 | 6130 | 6130 | 6540 | 6890 |

**CONTENTS AND/OR FORMAT OF EXAMINATION IS SUBJECT TO CHANGE.**
**ADVANCE NOTIFICATION OF AT LEAST ONE TERM WILL BE GIVEN.**

**SPECIAL NOTE:** IN AUGUST 1993, THE CSA 6050 (OPERATIONS MANAGEMENT) QUESTION WILL BE INCORPORATED INTO PART IIB OF THE COMPREHENSIVE EXAM FOR DP AND DBA STUDENTS SINCE THIS COURSE IS OFFERED LATE IN THE LOOP.
Background. Prior to April 1, 1993, instruction on research development was limited to a short presentation in conjunction with the academy courses such as CSA 6080 and the Computer-Mediated courses. Students admitted to any of the programs, DBA, DIBA, DPA, or a career option, followed this track. Students who enrolled prior to April 2, 1993 may continue to follow this dissertation track.

After April 1, 1993, a new dissertation track will take effect. A new course, CSA 6081, Applied Research Development, will be offered in conjunction with selected academy meetings and in conjunction with first year career option institutes. The new track does not involve additional credit hours, hence will not involve additional fees. Old students (prior to April 1, 1993) may elect to follow the old dissertation track. However, all students are encouraged to take the new dissertation track unless they are well into the dissertation process (have an approved proposal).

**DBA Students. No Specialty.** DBA students not in a career specialty may take all of their courses at cluster locations, with the exception CSA 6060, the Business Policy Seminar, CSA 6080 and 6081, taken in conjunction with an association meeting; and CSA 6140, Strategic Decision-Making. Regular DBA students do not have to attend the Fort Lauderdale Institutes. Note that CSA 6140 and 6210 are only offered at the Fort Lauderdale location, but are not a part of the "Institute." To reiterate, regular DBA students take CSA 6081, Applied Research Development, in conjunction with an Academy meeting.

**Career Option Students.** Students in the career options take "common-body-of-knowledge" courses (6000 and 6100 course numbers) at their cluster locations, but assemble at Fort Lauderdale for their career option, or specialty, courses. Career specialty courses are offered only through the Fort Lauderdale Institutes. Specialty courses are currently offered only during the summer, but we expect to offer specialty courses at least twice a year as demand grows. Career option students take CSA 6081, Applied Research Development, in conjunction with the career option course during their first institute. Career option students who entered the program prior to April 1, 1993, may follow the old dissertation track.

**DIBA Students.** DIBA students take their specialty courses at Fort Lauderdale. Some, but not all, of these specialty courses are offered in the institute format. Accordingly DIBA students are expected to take CSA 6081, Applied Research Development, in conjunction with the specialty course offered during their first year. Students who entered the program prior to April 1, 1993 may elect to follow the dissertation track in effect prior to April 1, 1993.

**DPA Students.** DPA students may take their specialty courses at Fort Lauderdale, or at the cluster locations. Some of the DPA specialty courses will be offered in the institute format, and DPA students who enroll after April 1, 1993, will be expected to attend designated institutes and take CSA 6081 in conjunction with the institute offered during their first year. Students enrolled prior to
April 1, 1993 may elect to follow the dissertation track in effect prior to April 1, 1993.

**Fort Lauderdale Institute, 1994.** The Institute will be held at the SBE Building, East Campus, in two increments. Students taking both their specialty course and CSA 6081, Applied Research Design, will attend all eight days of the Institute. Students taking only one course will have a six day program.

CSA 6081 - Applied Research Development (2 credits)
Career Option Course (4 credits)
National Cluster Courses (less strategy courses) (4 credits)
Strategy Courses (See next page.)

The course portions of the Summer Institute (1994 projection) workshop are described as follows:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSA 6010</td>
<td>Administrative Theory and Practice</td>
<td>(4 credits)</td>
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<tr>
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<td>Instructor:</td>
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<tr>
<td></td>
<td>Prerequisite:</td>
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<tr>
<td>CSA 6040</td>
<td>Economic Analysis</td>
<td>(4 credits)</td>
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<tr>
<td></td>
<td>Instructor:</td>
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</tr>
<tr>
<td>CSA 6315</td>
<td>Strategic Programming in H.R.M.</td>
<td>(4 credits)</td>
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<tr>
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<td>Instructor:</td>
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</tr>
<tr>
<td>CSA 6410</td>
<td>International Management</td>
<td>(4 credits)</td>
</tr>
<tr>
<td></td>
<td>Instructor:</td>
<td></td>
</tr>
<tr>
<td>CSA 6510</td>
<td>International Finance</td>
<td>(4 credits)</td>
</tr>
<tr>
<td></td>
<td>Instructor:</td>
<td></td>
</tr>
<tr>
<td>CSA 6730</td>
<td>Seminar in Managerial Accounting</td>
<td>(4 credits)</td>
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<tr>
<td></td>
<td>Instructor:</td>
<td></td>
</tr>
<tr>
<td>CSA 6830</td>
<td>Research for Marketing Decisions</td>
<td>(4 credits)</td>
</tr>
<tr>
<td></td>
<td>Instructor:</td>
<td></td>
</tr>
</tbody>
</table>
The National Cluster Strategic Management is set up in a one-week format with courses being held in Ft. Lauderdale during the week of August 14-19, 1994. The courses for the one-week workshop will be held at: School of Business & Entrepreneurship Nova University - East Campus 3100 SW 9th Avenue Ft. Lauderdale, FL 33315

CSA 6140 Strategic Decision Making (4 cr)
CSA 6210 Strategic Decision Making, Government and Not-For-Profit Organizations (4 cr)
CSA 6310 Strategic Human Resource Management & Change (4 cr)
CSA 6440 Strategic Planning in International Business (4 cr)

Dates:
CSA 6840 Marketing Strategy (4 cr)

[CSA 6140, 6210, 6310, 6440, 6840 are capstone courses for the DBA/DIBA/DBA-FIN, DPA, DBA-HRM, DBA-IM, DBA-MKT programs respectively. They should be taken as final courses in the program. They may not be taken until a student has passed Part I of the comprehensive (See page 4 for eligibility requirements.)]
FORT LAUDERDALE INSTITUTES
(1995)

DBA Students. No Specialty. DBA students not in a career specialty may take all of their courses at cluster locations, with the exception of CSA 6060, the Business Policy Seminar; CSA 6080 and 6081, taken in conjunction with an association meeting; and CSA 6140, Strategic Decision-Making. Regular DBA students do not have to attend the Fort Lauderdale Institutes. Note that CSA 6140 and 6210 are only offered at the Fort Lauderdale location, but are not a part of the "Institute." To reiterate, regular DBA students take CSA 6081, Applied Research Development, in conjunction with an Academy meeting.

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DIBA Students. DIBA students take their specialty courses at Fort Lauderdale. Some, but not all, of these specialty courses are offered in the institute format. Accordingly DIBA students are expected to take CSA 6081, Applied Research Development, in conjunction with the specialty course offered during their first year. Students who entered the program prior to April 1, 1993 may elect to follow the dissertation track in effect prior to April 1, 1993.

DPA Students. DPA students may take their specialty courses at Fort Lauderdale, or at the cluster locations. Some of the DPA specialty courses will be offered in the institute format, and DPA students who enroll after April 1, 1993, will be expected to attend designated institutes and take CSA 6081 in conjunction with the institute offered during their first year. Students enrolled prior to April 1, 1993 may elect to follow the dissertation track in effect prior to April 1, 1993.

Fort Lauderdale Institute, 1995. The Institute will be held at the SBE Building, East Campus, in two increments. Students taking both their specialty course and CSA 6081, Applied Research Design, will attend all eight days of the Institute. Students taking only one course will have a six day program.

CSA 6081 - Advanced Research Development (2 credits)
Career Option Course (4 credits)
National Cluster Courses (less strategy courses) (4 credits)
Strategy Courses (See next page.)
The course portions of the Summer Institute 1995 (projected) are listed below:

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<td>CSA 6110</td>
<td>International Business and Finance</td>
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<td>CSA 6240</td>
<td>Comparative Administrative Systems</td>
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<td>(4 credits)</td>
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<tr>
<td>CSA 6325</td>
<td>Employee Relations and Services</td>
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<td>(4 credits)</td>
</tr>
<tr>
<td>CSA 6470</td>
<td>International Legal Frameworks</td>
<td></td>
<td>(4 credits)</td>
</tr>
<tr>
<td>CSA 6540</td>
<td>Investment and Taxation</td>
<td></td>
<td>(4 credits)</td>
</tr>
<tr>
<td>CSA 6740</td>
<td>International Taxation and Accounting</td>
<td></td>
<td>(4 credits)</td>
</tr>
<tr>
<td>CSA 6890</td>
<td>Marketing Topics</td>
<td></td>
<td>(4 credits)</td>
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Instructors:

- CSA 6140 Strategic Decision Making (4 cr)
- CSA 6210 Strategic Decision Making, Government and Not-For-Profit Organizations (4 cr)
- CSA 6310 Strategic Human Resource Management & Change (4 cr)
- CSA 6440 Strategic Planning in International Business (4 cr)
- CSA 6840 Marketing Strategy (4 cr)

[CSA 6140, 6210, 6310, 6440, 6840 are capstone courses for the DBA/DIBA/DBA-FIN, DPA, DBA-HRM, DBA-IM, DBA-MKT programs respectively. They should be taken as final courses in the program. They may not be taken until a student has passed Part I of the comprehensive examination. (See page 4 for eligibility requirements.)]
NOVA UNIVERSITY
Doctoral Programs
School of Business and Entrepreneurship

POLICIES AND PROCEDURES FOR COURSE REGISTRATION
AND OTHER MATTERS FOR SUMMER TERM 1993

IMPORTANT NOTICE: If you plan to participate in any School Program activity during the period 5/3/93 - 8/31/93, it is imperative that you read these policies and follow the appropriate procedures immediately.

Notes: Summer tuition - $375/credit
Registrations must be accompanied by payment.

February, 1993
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I. COURSE REGISTRATION REQUIRED:

ANY student in the Doctoral Program who intends to take ANY course in the program during the SUMMER term--1993 must register for the course. The term "course" includes all activities in which class attendance is a requirement as well as the following activities:

1. submitting for review by a member of the faculty any portion of the requirements for CSA 6071, 6091, 6092, 6093, 6094, and 6095.

2. sitting for the Comprehensive Written Examination (CSA6089, or CSA6090).

II. REGISTRATION FORMS TO USE:

Enclosed with these policies are the forms required to register for course work. Please note that all registration forms must be returned intact.

A. REGISTERING FOR A NEW COURSE: If you wish to register for a new course, i.e., one that you have not registered for before, use the enclosed Student Transaction Form.

B. CHANGING A PREVIOUSLY FILED REGISTRATION: If you wish to drop or add a course to your previously filed registration for the SUMMER term, and the deadline has not yet passed (see below), you must complete another student transaction form. You may drop or add courses for the SUMMER term until April 30, 1993. A fee of $25.00 must accompany any change of registration made. A tuition refund will be made on the following basis: full tuition if course is dropped before the date of the class and for seminars and workshops anytime during the first 6 weeks of that term - 75% tuition if course is dropped after the first weekend and before the second weekend, and after the first 6 weeks of the term for seminars and workshops; 0% after the commencement of the second class- weekend and the commencement of a seminar or workshop. REGISTRATION FEES AND SEMINAR WORKSHOP FEES ARE NON-REFUNDABLE.

NOTE: All withdrawals must be in writing to be effective.

C. FILING REGISTRATION FORMS: All completed forms regarding registration for the SUMMER term should be submitted by the student DIRECTLY (not through a Cluster Advisor) to:
Kristie Tetrault
Nova University School of Business
3301 College Avenue
Ft. Lauderdale, Florida 33314
(305-476-1956)

III. REGISTRATION DEADLINES FOR CONTINUING STUDENTS:
The following deadlines apply to ALL students who matriculated into the School of Business Doctoral Programs, i.e., began taking courses, before May, 1993.

A. REGULAR REGISTRATION: The period of Regular Registration for SUMMER term courses is March 1-31, 1993. The registration fee during this period is $25.00. Any registration postmarked or, if not mailed, delivered after March 31, 1993 will be considered a Late Registration and subject to the requirements as stated in section III.B below.

B. LATE REGISTRATION: The period of Late Registration for SUMMER term courses is April 1-30, 1993. Registrations submitted during this period must be accompanied by a Late Registration Fee of $25.00. This fee is in addition to the $25.00 regular registration fee. It will be assessed as part of the registration process. A Late Registration occurs when, during the period April 1-30, 1993, a student either registers for a new course, or changes a previously filed registration.

C. REGISTRATIONS AFTER THE LATE REGISTRATION PERIOD: The School of Business Doctoral Program Office does not encourage registration after the deadline of April 1-30, 1993. Any continuing student who wishes to make an addition to a registration after the deadline must first contact the Administrative Office for clearance. Registrations accepted after the late registration deadline must be accompanied by a late registration fee of $50.00. This is in addition to the $25.00 regular registration fee.

IV. REGISTRATION DEADLINES FOR NEW STUDENTS:

A "new" student is one who matriculates into the School of Business Doctoral Program by attending classes beginning with the SUMMER '93 term.

A. REGULAR REGISTRATION FOR NEW STUDENTS: New students should register during the regular registration period March 1-31, 1993. Students not admitted until this registration period has begun or until after March 31, 1993 may register through April 30, 1993 without paying a late fee.

B. END OF REGISTRATION FOR NEW STUDENTS: Registrations for new students will be accepted after April 30, 1993 for July/August courses CSA 6071-CM1, and CSA 6072. Fees will be determined based on date of student admission. No late fees will be charged if the student registers in a timely basis after admission.
V. DISTRIBUTION OF COURSE MATERIALS:

NO TELEPHONE ORDERS FOR COURSE MATERIALS WILL BE ACCEPTED.

Requests for course materials MUST NOT accompany registrations; they MUST be mailed prior to sending registrations to the program office to the attention of Ms. Alla Kanevets, Doctoral Program Office, School of Business, Nova University, 3301 College Avenue, Ft. Lauderdale, Florida 33314.

In addition, course materials forms may also be submitted to your cluster coordinator at the last class meeting PRIOR to the upcoming term. The cluster coordinator will then forward all course material forms to the attention of Ms. Alla Kanevets.

ALL REQUESTS MUST BE MADE ON A COURSE MATERIAL FORM. If requesting materials for more than 2 courses, please put the request in writing, stating cluster, course, along with your name and address.

It is in the student’s best interest to order course materials as soon as possible. This is to ensure enough time to complete assignments, as pre-class assignments are typical for Doctoral courses.

Course materials (i.e. Syllabi, ILM - Independent Learning Materials), and other supplements are distributed from the Doctoral Program Office. Students must provide a separate mailing label for each course, with correct address clearly printed on the label in non-smearing ink. Each course’s material will be shipped individually. Therefore, all materials may not be shipped at the same time.

It is the student’s responsibility to notify the Program Office of any address change throughout the term.

PLEASE BE ADVISED THAT RECEIPT OF THESE MATERIALS DOES NOT CONSTITUTE REGISTRATION FOR THE COURSE.

If you have any questions or comments regarding course materials, contact: Ms. Alla Kanevets, Doctoral Programs
Nova University School of Business
3301 College Avenue
Ft. Lauderdale, FL 33314
(305) 475-7685

VI. DROPPING OR WITHDRAWING FROM A COURSE:

A. WITHDRAWAL DEADLINES: If a student withdraws from a course, the course will appear on the student’s academic transcript with a "W" indicating a withdrawal from the course. The withdrawal request must be accompanied by a Withdrawal Fee of $25.00.
B. WITHDRAWAL PROCEDURES: A request to withdraw from a course or courses MUST be in writing (preferably using a Registration Form) and must be submitted to:

Kristie Tetrault  
School of Business Doctoral Programs  
Nova University  
3301 College Avenue  
Ft. Lauderdale, Florida 33314  
(305-476-1956)

The date of the postmark or, if not mailed, the date of receipt is the effective date of the withdrawal request. The withdrawal request must be accompanied by the appropriate Withdrawal Fee.

VII. FAILURE TO COMPLETE REQUIREMENTS FOR A COURSE:
If a student does not complete the requirements for a course, including CSA6091, CSA6092, CSA6093, CSA6094, CSA6095, CSA6150, CSA6250, CSA6350, CSA6480 or CSA6570 before the end of the term for which the student is registered and from which the student has not withdrawn before the withdrawal deadline, a grade of "I" is recorded on the student’s academic transcript for that course. The student is given one term beyond the term in which the "I" exists to complete the outstanding requirements. If these requirements are not met by this date, the "I" will be changed to an "IW" and tuition paid will be forfeited. The student is then responsible for registering and paying for the course again.

VIII. CLASS ATTENDANCE REQUIREMENT:
With the exception of CSA6091, CSA6092, CSA6093, CSA6094, CSA6095, CSA6150, CSA6250, CSA6350, CSA6480, CSA6570, and CSA6071.CM2, a necessary condition for receiving academic credit for any course is attendance at the classes (including electronic classrooms-- "ECR’s") held in conjunction with the course. There are no exceptions to the class attendance requirement other than for the courses indicated above.

IX. TUITION:
A student must be in good financial standing with the University at the time of registration for courses. If otherwise, the student’s registration will not be accepted and will be returned to the student.

A. PAYMENT DUE DATE: The appropriate tuition MUST be paid, in full, at the time of registration. The amount of tuition due is determined by multiplying the number of credit hours of coursework for which the student is registering for the term by the per-credit-hour tuition rate. Students paying tuition at the time of registration must remit payment with their registration materials. Such payment and registration are NOT submitted to the Accounts Receivable Section, but rather to Kristie Tetrault as indicated above.
B. PAYMENT POLICIES:

1. Financial Aid: A student may register for a course or courses using financial aid as long as he/she has already applied and been approved by Nova’s financial aid office to receive aid for the term or terms in question.

2. Also, the student may pre-arrange with the University and an acceptable third party, such as the student’s employer or embassy, that the third party will pay the student’s tuition upon receipt of a bill from the University for the amount due.

C. METHOD OF PAYMENT: Tuition should be paid by check or money order, attached to the Registration Form. Cash should not be sent through the mail under any circumstances. ALL CHECKS SHOULD BE PAYABLE TO NOVA UNIVERSITY. Tuition payments may also be charged to a Visa, Mastercard, American Express, or Discover account if the account holder authorizes the charge in the appropriate area on the registration form.

D. REFUNDS: A student who has paid tuition for the term is entitled to a refund of any portion of the tuition attributable to any course from which the student formally withdraws. The course withdrawal request must be made in accordance with the withdrawal procedures stated in these policies and before the withdrawal deadline applicable to the course(s) from which the student wishes to withdraw (see sections II.B and VI above). If entitled to a refund, under this provision, the student should request, IN WRITING, a refund at the time of withdrawal. REFUNDS ARE NOT GRANTED FOR A COURSE FROM WHICH A STUDENT DOES NOT FORMALLY WITHDRAW BEFORE THE WITHDRAWAL DEADLINE. Refunds, once requested, take 30 days to process. For inquiries about refunds contact Nova’s Accounts Receivable Office (305-475-7614).

X. ENROLLMENT STATUS:

A. ACTIVE STATUS: In order to be considered as an "active" student during the SUMMER term, you must REGISTER FOR AND COMPLETE at least one course during the term.

B. INACTIVE STATUS: If you request to become inactive OR if you do not register for and complete at least one course for three successive terms, your status will be "inactive."

C. FULL TIME STATUS: I-20 students requiring certification of status as full time students must carry 20 credits per year.

D. I-20 STUDENT STATUS LETTERS: International students requesting I-20’s, foreign exchange letters, or any other letters relating to their government/embassy, should submit their request in writing to the attention of Ms. Debbie Puzzo – International Student Advisor, Office of Student Services, Nova University.

E. REPORTS CONCERNING ENROLLMENT STATUS: A student’s enrollment status and academic load, as determined under the provisions above, is reported by the University regularly to any agency or institu-
tion granting the student financial support, visa privileges or other benefits on the basis of the student’s status in the Doctoral Program. If you are receiving benefits contingent upon your status as a student, it is your individual personal responsibility, and not the University’s, to be certain that you maintain your enrollment status and academic load so as not to jeopardize your benefits.

F. REINSTATEMENT TO ACTIVE STATUS: A student who is "inactive," as defined in section X.B above, and who is subsequently reinstated to "active" status, is subject to all the current admissions criteria of the Doctoral Program in which they are completing a degree that is in effect AT THE TIME OF the student’s reinstatement. In addition, course work that is more than six years old is no longer applicable toward the current curriculum; any remaining course work is subject to review for applicability. A student seeking reinstatement must file a written request with the Program Director of the Doctoral Programs, accompanied by payment of a Reinstatement Fee of $100. This fee must be paid before the student can be considered for reinstatement.
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SUMMER TERM

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NOTE: OPTIONAL VIDEOTAPES:
This textbook has a set of optional videotapes which reinforce topics presented in the text. If interested in purchasing these tapes, contact Alla Kanevets (305) 475-7685. The cost will be $15.00 to cover reproduction costs.


When ordering software please specify 3 1/2" or 5 1/4" diskette size.
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Krol, Ed (1992) *The Whole Internet*
O’Riley & Associates. Sebastopol, CA.


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