Winter 1993

Doctoral Programs Schedule of Classes Winter Term 1993

Nova University

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SCHEDULE OF CLASSES

BOOKLIST
REGISTRATION POLICIES AND PROCEDURES

DOCTORAL PROGRAMS

WINTER TERM 1993

SCHOOL OF BUSINESS AND ENTREPRENEURSHIP

+ NOVA UNIVERSITY
SCHEDULE
OF
CLASSES

WINTER TERM
1993
The Schedule, Booklist, and Registration Policies/Procedures are all enclosed in this Booklet. Please refer to each section accordingly.

Do not mail Course Materials/Independent Learning Material (ILM) forms with the Registration form. It is a separate procedure. Syllabi and other course materials will not be mailed if a course materials form is not completed and submitted to the program office. **Also, do not include ILM payments with tuition. A separate check or credit card charge is required for ILM payments.**

The School of Business is in the process of moving to the East Campus of the University is at 3100 S.W. 9th Avenue in Ft. Lauderdale, FL. **All mail should still be sent to 3301 College Avenue, Ft. Lauderdale, FL.**

Please contact the proper person for specific information on the program. See **Directory Page** located in the front of this Booklet. This will ensure correct answers to specific questions.
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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 Juliet Sallette
    (305-476-1955)

--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. Gene F. Brady
Director, Doctoral Programs
IMPORTANT DATES FOR WINTER TERM--1993:
Term begins: 1/1/93
Term ends: 5/2/93
Period of regular registration for CONTINUING students: 11/1-30/92
Period of regular registration for NEW students: Through 12/31/92
Late registration period for CONTINUING students: 12/1-31/92
For WINTER TERM enrollment admissions application should be received by 11/1/92

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 4/30/93
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
REGISTRATION NOTES

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 Winter term cluster classes are held in January, February, and March. Each class meets monthly for a two-day, Saturday and Sunday session during the three month period.

SEMINARS: Segments of the degree program 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:

ACADEMY OF INTERNATIONAL BUSINESS

Degree

DIBA and DBA/IM Spec.

October 17-20, 1993
October 1994 (Dates to be determined)
Maui, Hawaii
Boston, MA

ACADEMY OF MANAGEMENT

Degree

DBA

August 8-11, 1993
August 14-17, 1994
August 6-9, 1995
August 11-14, 1996
Atlanta, GA (Marriott Marquis)
Dallas, TX (Loews Anatole)
Vancouver (Meridian Hotel)
Cincinnati, OH (Hyatt Regency)

AMERICAN ACCOUNTING ASSOCIATION

Degree

DBA/ACC

August 8-11, 1993
August 10-14, 1994
August 13-16, 1995
San Francisco, CA
New York, NY
Orlando, FL

AMERICAN SOCIETY FOR PUBLIC ADMINISTRATION

Degree

DPA

July 17-21, 1993
July 24-27, 1994
July 22-26, 1995
July 6-10, 1996
San Francisco (Hilton)
Kansas City, KS (Westin Hyatt)
San Antonio, TX (Marriott River Center, Riverwalk)
Atlanta, GA (Marriott Marquis)

SOCIETY FOR HUMAN RESOURCE MANAGEMENT

Degree

DBA/HRM

May 23-26, 1993
June 26-29, 1994
June 25-28, 1995
June 23-26, 1996
June 22-25, 1997
Washington, DC (Washington Convention Center)
St. Louis, MO (Cervantes Convention Center)
Orlando, FL (Orange County Convention Center)
Chicago, IL (McCormick Place)
San Diego, CA (San Diego Convention Center)
**AMERICAN MARKETING ASSOCIATION**  
(Marketing Educators Conferences)  
February 20-23, 1993  Newport Beach, Calif.  
August 7-10, 1993  Boston, Ma.  
Winter 1994 (Dates/Location to be announced)  
August 6-9, 1994  San Francisco, CA  
Summer, 1995 (TBA)  Washington, D.C.  

**FINANCIAL MANAGEMENT ASSOCIATION**  
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
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.
- Campus

**AUGUST**
- Seattle
- Arkansas
- Spartanburg
- Campus
- Phoenix

**DECEMBER**
- No. Indiana
- Orlando
- Phoenix
- Campus
- 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 the 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.
---Approval of a 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 to the instructor the Instructor Approval Form 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 SPECIALTY) HAVE THE OPTION TO CHOOSE AMONG ONE OF THE FOLLOWING FOUR READINGS COURSES.

- CSA 6150  Readings in Business Administration
- DBA-HRM -CSA 6370  Readings in HRM
- DBA-IM/DIBA -CSA 6480  Readings in International Business
- DBA-ACC -CSA 6750  Readings in Accounting
- DBA-FIN -CSA 6550  Readings in Finance (formerly CSA 6153)
- DBA-MKT -CSA 6850  Readings in Marketing (formerly CSA 6152)

- CSA 6250  Readings in Public Administration (DPA students only)
---Approval of a 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 to the instructor the Instructor Approval Form 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.

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* CSA 6150    Readings in Business Administration
* DBA-HRM -CSA 6370 Readings in HRM
* DBA-IM/DIBA -CSA 6480 Readings in International Business
* DBA-ACC -CSA 6750 Readings in Accounting
* DBA-FIN -CSA 6550 Readings in Finance (formerly CSA 6153)
* DBA-MKT -CSA 6850 Readings in Marketing (formerly CSA 6152)

* CSA 6250    Readings in Public Administration (DPA students only)
---Approval of a 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 to the instructor the Instructor Approval Form 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 SPECIALTY) HAVE THE OPTION TO CHOOSE AMONG ONE OF THE FOLLOWING FOUR READINGS COURSES.

- CSA 6150  Readings in Business Administration
- DBA-HRM -CSA 6370  Readings in HRM
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- CSA 6250  Readings in Public Administration (DPA students only)
Dissertation Registration

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 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.

In addition to taking 3 of these courses each year, it is recommended that students attend the Washington Policy Seminar in the first year. Students should also register immediately for the first credit of CSA 6071--Computer Mediated Research Methods. CM competency will become a prerequisite for more and more courses.
### ALTERNATIVE SCHEDULE

#### FALL/WINTER LOOP

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<th>DBA</th>
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<th>DBA/IM</th>
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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.

- CSA 6060 Business and Public Policy Seminar . . . . . $150.00
- CSA 6080 Professional Studies Workshop . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 50.00
- CSA 6140/6210/6310/6440/6840 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 75.00
- Dissertation Continuation Fee (see pg. 6) . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 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.
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 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 whether or not you may proceed 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>
<thead>
<tr>
<th>ECR #</th>
<th>Date</th>
<th>Time</th>
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</thead>
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</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 lecture.

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: January 20, 1993 (Wednesday) 10:05 p.m., Florida time  
ECR #2: March 24, 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: January 28, 1993 (Thursday) 10:05 p.m., Florida time  
ECR #2: March 25, 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.
Cluster Schedule
Doctoral Programs - School of Business and Entrepreneurship
WINTER TERM 1993

SEQUENCE I  1/9-10  2/6-7  3/6-7
SEQUENCE II  1/23-24  2/20-21  3/20-21

CLUSTER       COURSE NUMBER AND NAME                SEQUENCE

FT. LAUDERDALE CSA 6020 Organization Behavior/Personnel Management  (4 cr)  W I
    Cycle I
        (DBA)
        Instructor: Dr. William Snow
        UNIX name: snowbird
        Dates:  1/9-10  2/6-7  3/6-7
        Prerequisite: Masters Course - Management/Organizational Theory

FT. LAUDERDALE CSA 6050 Operations Management  (4 cr)  W II
    Cycle II
        (DBA/DPA)
        Instructor: Dr. A. Kader Mazouz
        Prerequisite: Masters Course - Quantitative Methods/Statistics

ORLANDO
    CSA 6050 Operations Management  (4 cr)  W I
        Instructor: Dr. Moshe Levin
        UNIX name: mlevin
        Dates:  1/9-10  2/6-7  3/6-7
        Prerequisite: Masters Course - Quantitative Methods/Statistics

POTOMAC CYCLE I
    CSA 6020 Organization Behavior/Personnel Management  (4 cr)  W I
        (DBA/DPA)
        Instructor: Dr. Gene F. Brady
        UNIX name: brady
        Dates:  1/9-10  2/6-7  3/6-7
        Prerequisite: Masters Course - Management/Organizational Theory

POTOMAC CYCLE II
    CSA 6050 Operations Management  (4 cr)  W I
        (DBA)
        Instructor: Dr. Herb Johnson
        UNIX name: johnsonh
        Dates:  1/30-31  2/20-21  3/20-21
        Prerequisite: Masters Course - Quantitative Methods/Statistics
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N. INDIANA
CSA 6050 Operations Management (4 cr) W II
Instructor: Dr. Moshe Levin
UNIX name: mlevin
Prerequisite: Masters Course - Quantitative Methods/Statistics

PHOENIX
CSA 6120 Marketing Management/Research (4 cr) W II
Instructor: Dr. Abram Poczter
UNIX name: apoczter
Prerequisite: Masters Course - Marketing

ROANOKE, VA
CSA 6030 Information and Decision Sciences (4 cr) W II
Instructor: Dr. Christopher Carlson
UNIX name: carlson

FT. WALTON BEACH
CSA 6020 Organization Behavior/Personnel Management (4 cr) W II
Instructor: Dr. Richard Rees
UNIX name: drrees
Prerequisite: Masters Course - Management/Organizational Theory
**DOCTORAL COMPREHENSIVE EXAMINATION**

April 25, 1993

* Birmingham
  Crown Sterling Suites
  2300 Woodcrest Place
  Birmingham, AL 35209
  (205) 879-7400
  Proctor: Dr. Paul Doran

* New England
  Brattleboro Union H.S.
  Fairground Road
  Brattleboro, VT 05301
  (802) 257-0356
  Proctor: Dr. Robert Wiesenauer

* Potomac
  Northern Virginia Comm. College
  8333 Little River Turnpike
  Annandale, Virginia 22003
  Proctor: Dr. David Morton

* Davenport
  St. Ambrose University
  518 W. Locust St.
  Davenport, IA 52803
  Proctor: TBA

* Campus
  Nova University
  3100 SW 9th Avenue
  Ft. Lauderdale, FL 33315
  (Room to be posted)
  Proctor: Dr. Elliott Ser
WINTER TERM - SEMINAR SCHEDULE - 1/1/93--5/2/93
Doctoral Programs - School of Business and Entrepreneurship

CSA 6080 - Professional Studies Workshop in conjunction with (2 cr.) (DBA-MKT) American Marketing Association (Mktg. Educ. Conf.) February 20-23, 1993 Newport Beach, Calif. Instructor: Dr. William Johnson


NOTE: Students MUST be registered for CSA 6071.CM1 in order to take CSA 6060. CONTINUING STUDENTS must register for this course BEFORE the end of November. 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 April 18-23, 1993. 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, FL

CSA 6140 Strategic Decision Making (4 cr) Instructors: Drs. Pierce and Hofer Dates: April 18-23, 1993
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, and 6440 are capstone courses for the DBA, DPA, DBA-HRM, and DBA-1M 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 3 for eligibility requirements.)
CSA 6120 Marketing Management/Research (4 cr) Instructors: Dr. Richard Plank Dates: April 18-23, 1993 Prerequisite: Masters Course - Marketing
CSA 6220 Comparative Administrative Systems (4 cr) Instructor: Dr. Robert Baer Dates: April 18-23, 1993
CSA 6420 International Marketing (4 cr) Instructors: Dr. Lester Neidell Dates: April 18-23, 1993
CSA 6720 Federal Taxes and Management Decisions (4 cr) Instructor: Dr. Luis E. Arritola Dates: April 18-23, 1993
Cluster Schedule
Doctoral Programs - School of Business and Entrepreneurship
SUMMER TERM 1993

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POTOMAC CYCLE I
CSA 6240 Constitutional/Law & Ethics (4 cr) S I
(DPA)
Instructor:
UNIX name:
Dates:

POTOMAC CYCLE II
CSA 6010 Administrative Theory & Practice (4 cr) S II
(DBA)
Instructor:
UNIX name:
Dates:
Prerequisite: Masters Course - Management/Organizational Theory

ARKANSAS
CSA 6110 International Business & Finance (4 cr) S II
Instructor:
UNIX name:
Dates:
Prerequisite: Masters Course - Accounting/Finance

SEATTLE
CSA 6010 Administrative Theory & Practice (4 cr) S I
Instructor:
UNIX name:
Dates:
Prerequisite: Masters Course - Management/Organizational Theory

SPARTANBURG
CSA 6010 Administrative Theory & Practice (4 cr) S II
Instructor:
UNIX name:
Dates:
Prerequisite: Masters Course - Management/Organizational Theory

BIRMINGHAM
CSA 6040 Economic Analysis (4 cr) S II
Instructor:
UNIX name:
Dates:
Prerequisite: Masters Course - Economics/Macro/Micro
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DOCTORAL COMPREHENSIVE EXAMINATION

August 22, 1993

Seattle
Marriott Seattle - Sea-tac
3201 So. 176th St.
Seattle, WA 98188
(206) 241-2000

Phoenix
Nova University
Western Region Office
8601 N.Black Canyon Hwy.
Suite 117
Phoenix, AZ 85021
(602) 995-5999

Arkansas
Garland County Community College
1 College Drive
Mid America Park
Hot Springs, AR 71914
(501) 767-9371

Spartanburg
Spartanburg Tech.College
I-85 and New Cut Road
Spartanburg, SC 29305-4386
(803) 591-3616

Campus
Nova University -E.Campus
3100 SW 9th Ave.
Ft. Lauderdale, FL 33315
(Room to be posted)

Proctor:

H & O:

UNIX name:
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 (2 cr)

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

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


CSA 6080 MKT Professional Studies Workshop in conjunction with the American Marketing Association (Marketing Educators Conference) (Boston, Mass.) Instructor: Aug. 7-10, 1993 (2 cr)


NOTE: Students MUST be registered for CSA 6071.CM1 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.

*********************************************************************
The new Summer Institute program will take effect the Summer Term 1993. The Program is described as follows: All students in the career option specialty areas (DBA-ACC, DBA-FIN, DBA-HRM, DBA-IM, DIBA, DBA-MKT), accepted into the Doctoral Programs after April, 1993 are required to attend the Summer Institute for three successive years, completing CSA 6081, 6082 and 6083 respectively. Each of these segments carries two credit hours. To accommodate this new program, the total number of credit hours required to graduate will be increased to 64 credits. The total number of dissertation credit hours will be reduced by two credits to 8.

The workshop of the Summer Institute includes courses normally included in the Summer National Cluster as well as a special theme topic. It is set up in an eight-day format during the dates July 10-17, 1993. It includes several days of a special theme course as well as the career option specialized courses. The special theme course for 1993 is "Developing an Applied Research Philosophy for the 2000s" (CSA 6081 - Applied Research Development, 2 credit hours). Attendance for the entire Summer Institute Program is required for all students registered for Summer National Cluster courses, except those taking Strategy. The workshop (course and special theme portion) will be at the: Nova University - East Campus 3100 SW 9th Avenue Ft. Lauderdale, FL. 33315

* Regular DBA students not in career specialty areas are not required to attend the Summer Institutes. However, they will be required to attend CSA 6081 Applied Research Development in conjunction with attendance at CSA 6080, Professional Study Workshop (Academy of Management). Details of this arrangement are currently being worked out. When completed appropriate information will be forthcoming. An appropriate to allow DPA students to complete CSA 6081 is also under study. This also will be announced as soon as possible. The course portions of the Summer Institute workshop are described as follows:

CSA 6010 - Administrative Theory and Practice (4 credits)  
Prerequisite: Masters Management/Org. Behavior
CSA 6040 - Economic Analysis (4 credits)  
Prerequisite: Masters Course-Economics/Macro/Micro
CSA 6110 - International Business and Finance (4 credits)
CSA 6330 - Performance and Reward Systems (4 credits)
CSA 6450 - Comparative Government & Economic Systems (4 credits)
CSA 6520 - Financial Institutions (4 credits)
CSA 6710 - Seminar in Financial Accounting (4 credits)
CSA 6810 - Marketing Theory (4 credits)
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

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 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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THESE ARE PROJECTED DATES. ACTUAL COURSE DATES MAY VARY ACCORDING TO INSTRUCTORS SCHEDULE.

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<td><strong>CSA 6120 Marketing Management/Research</strong></td>
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<td>Cycle I</td>
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<td><strong>FT. LAUDERDALE</strong></td>
<td><strong>CSA 6030 Information and Decision Sciences</strong></td>
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<td>Cycle II</td>
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<td><strong>POTOMAC CYCLE I</strong></td>
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POTOMAC CYCLE II
(DBA)

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

Instructor:
UNIX name:
Dates:

ARKANSAS

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

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

SEATTLE

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

Instructor:
UNIX name:
Dates:

SPARTANBURG

CSA 6050 Operations Management (4 cr) F II

Instructor:
UNIX name:
Dates:
Prerequisite: Masters Course - Quantitative Methods/Statistics

BIRMINGHAM

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

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

DAVENPORT, IOWA

CSA 6050 Operations Management (4 cr) F II

Instructor:
UNIX name:
Dates:
Prerequisite: Masters Course - Quantitative Methods/Statistics
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<td>PHOENIX</td>
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<td>Prerequisite: Masters Course – Accounting/Finance</td>
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<td>ROANOKE, VA</td>
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<td>FT. WALTON BEACH, FL</td>
<td>CSA 6120 Marketing Management/Research</td>
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</table>
** DOCTORAL COMPREHENSIVE EXAMINATION  December, 1993  **

* N. Indiana - Calumet College  Proctor:
  Schmidt Building
  2400 N.Y. Avenue
  Whiting, IN  46394
  (312) 721-0202

* Orlando - Southern College  Proctor:
  5600 Lake Underhill Rd.
  Orlando, FL  32807
  (305) 273-1000

* Phoenix - Nova University  Proctor:
  Western Region Office
  8601 N. Black Canyon Hwy.
  Suite 117
  Phoenix, AZ  85021
  (602) 995-5999

* Campus - Nova University-East Campus  Proctor:
  3100 S.W. 9th Ave.
  Ft. Lauderdale, FL  33315
  (Room to be posted)

************************************************************************
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)

CSA 6060 Business & Public Policy Seminar
December 4-10, 1993 - Washington, DC
Instructors:
Dissertation support session.
Washington Marriott
1221 22nd Street, N. W.
Washington, DC 20037
(202) 872-1500

NOTE: Students MUST be registered for CSA 6071.CM1 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

* CSA 6140 Strategic Decision Making (4 cr)
  Instructor:
  Dates: December , 1993

* 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)
  Instructor:
  Dates: December 1993
  Prerequisites: Masters Course - Accounting/Finance

* CSA 6230 Financial Decision Making in Government (4 cr)
  Instructor:
  Dates: December 1993

* CSA 6430 International Finance & Banking (4 cr)
  Instructor:
  Dates:
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<tr>
<th>CLUSTER</th>
<th>CLASS LOCATION</th>
<th>CLUSTER ADVISOR</th>
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<tbody>
<tr>
<td>ARKANSAS</td>
<td>Garland Cty. Comm. College&lt;br&gt;Liberal Arts Bldg.-Lower Level&lt;br&gt;1 College Drive&lt;br&gt;Mid America Park&lt;br&gt;Hot Springs, AR 71914 (501) 767-9371</td>
<td>Rick Casey&lt;br&gt;H: (501) 885-3432&lt;br&gt;O: (501) 754-3839&lt;br&gt;UNIX NAME: cccasey</td>
</tr>
<tr>
<td>BIRMINGHAM</td>
<td>Crown Sterling Suites&lt;br&gt;2300 Woodcrest Pl. (Tara Rm.)&lt;br&gt;Birmingham, AL 35209 (205) 879-7400</td>
<td>Dr. Paul Doran&lt;br&gt;O: (205) 853-1200 x 1261</td>
</tr>
<tr>
<td>DAVENPORT, IOWA</td>
<td>St. Ambrose University&lt;br&gt;518 W. Locust St. (Rm. 231)&lt;br&gt;Davenport, Iowa 52803</td>
<td>Robert Banash&lt;br&gt;H: (319) 391-9592</td>
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<tr>
<td>FT. LAUDERDALE I, II</td>
<td>Nova University - East Campus&lt;br&gt;3100 S.W. 9th Avenue&lt;br&gt;Ft. Lauderdale, FL 33315</td>
<td>Dr. Gene Brady&lt;br&gt;O: (305) 452-1585&lt;br&gt;UNIX NAME: brady</td>
</tr>
<tr>
<td>FT. WALTON BEACH</td>
<td>Bay Area Vo-Tech&lt;br&gt;1976 Lewis Turner Blvd.&lt;br&gt;Ft. Walton Beach, FL 32547</td>
<td>Patsy Mitchell&lt;br&gt;H: (904) 678-2934&lt;br&gt;O: (904) 863-8000</td>
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<td>NATIONAL CLUSTER</td>
<td>Nova University - East Campus&lt;br&gt;3100 S.W. 9th Avenue&lt;br&gt;Ft. Lauderdale, FL 33315</td>
<td>Dr. Gene Brady&lt;br&gt;O: (305) 452-1585&lt;br&gt;UNIX NAME: brady</td>
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<tr>
<td>NEW ENGLAND</td>
<td>Brattleboro Union H.S.&lt;br&gt;Room #132&lt;br&gt;Fairground Road&lt;br&gt;Brattleboro, VT 05301 (802) 257-0356</td>
<td>Robert Wiesenauer&lt;br&gt;H: (603) 532-9322&lt;br&gt;O: (603) 899-4159&lt;br&gt;UNIX NAME: ccbobw</td>
</tr>
<tr>
<td>N. INDIANA</td>
<td>Calumet College&lt;br&gt;Schmidt Building (Rm. 305)&lt;br&gt;2400 N.Y. Avenue&lt;br&gt;Whiting, IN 46394 (219) 473-7770</td>
<td>Dr. Philip Kemp&lt;br&gt;Novel line (Home) (708) 653-1647&lt;br&gt;UNIX NAME: cckemp</td>
</tr>
<tr>
<td>ORLANDO</td>
<td>Southern College&lt;br&gt;5600 Lake Underhill Rd.&lt;br&gt;Orlando, FL 32807 (407) 273-1000</td>
<td>Dr. James Kelley&lt;br&gt;H: (904) 761-9260</td>
</tr>
<tr>
<td>Location</td>
<td>Address</td>
<td>Contact Person</td>
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<tr>
<td>PHOENIX</td>
<td>Nova University Western Region Office 8601 N. Black Canyon Hwy. Suite 117 Phoenix, AZ 85021 (602) 995-5999</td>
<td>Dr. Gerry Bedore H&amp;O: (602) 439-3250 UNIX NAME: ccbedore</td>
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<td>Dr. David Morton Nova Line: (301) 953-7724 UNIX NAME: ccmorton</td>
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<td>POTOMAC CYCLES I,II</td>
<td>N. VA. Comm. College 8333 Little River Tpke. Annandale, VA 22003 (703) 323-3102</td>
<td>Dr. Paul Pullen H: (703) 985-0891</td>
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<tr>
<td>ROANOKE, VA</td>
<td>Averett College AACE-Classroom 3 3223 Brandon Rd. S.W. Roanoke, VA 24019</td>
<td>Cliff Butler H&amp;O: (206) 782-9583 UNIX NAME: ccb Butler</td>
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<td>Marriott Seattle - Sea-tac 3201 So. 176th St. Seattle, WA 98188 (206) 241-2000</td>
<td>Dr. Philip McGee H: (803) 474-2459 O: (803) 877-2500 UNIX NAME: ccmcgee</td>
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<td>Spartanburg Technical College I-85 and New Cut Road Spartanburg, SC 29305-4386 (803) 591-3616</td>
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31
DOCTORAL PROGRAMS
COMPREHENSIVE EXAMINATION COURSE MATRIX

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<th>DIBA</th>
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(Required question)

(Choose one question from your group below.)

| 6010 | 6010 | 6450 | 6010 | 6315 | 6450 | 6720 | 6010 | 6010 |
| 6020 | 6020 | 6470 | 6020 | 6020 | 6020 | 6020 | 6020 | 6020 |
| 6325 |

(Choose one question from your group below.)

| 6030 | 6030 | 6030 | 6030 | 6030 | 6030 | 6030 | 6030 | 6030 |
| 6040 | 6040 | 6050 | 6360 | 6050 | 6050 | 6050 | 6050 | 6050 |
| 6050 | 6050 | 6340 |

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 | 6510 | 6810 |
| 6230 | 6120 | 6420 | 6330 | 6120 | 6120 | 6120 | 6520 | 6830 |
| 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.
The workshop of the Summer Institute includes courses normally included in the Summer National Cluster as well as a special theme topic. It is set up in an eight-day format during the dates July 29-August 5, 1994. It includes several days of special theme courses as well as the career option specialized courses. There are two theme courses for 1994: "Developing an Applied Research Philosophy for the 2000s" (CSA 6081 - Applied Research Development) and "Management Trends: Past, Present and Future" (CSA 6082 - Management Trends). Attendance for the entire Summer Institute Program is required for all students registered for Summer National Cluster courses, except those taking Strategy. The workshop (course and special theme portion) will be held at:

Nova University - East Campus
3100 SW 9th Avenue
Ft. Lauderdale, FL. 33315

The course portions of the Summer Institute workshop are described as follows:

CSA 6010 - Administrative Theory and Practice
Instructor:
Prerequisite: (4 credits)

CSA 6040 - Economic Analysis
Instructor: (4 credits)

CSA 6315 - Strategic Programming in H.R.M.
Instructor: (4 credits)

CSA 6110 - International Business and Finance
Instructor: (4 credits)

CSA 6410 - International Management
Instructor: (4 credits)

CSA 6510 - International Finance
Instructor: (4 credits)

CSA 6730 - Seminar in Managerial Accounting
Instructor: (4 credits)

CSA 6830 - Research for Marketing Decisions
Instructor: (4 credits)
The National Cluster Strategic Management is set up in a one-week format with courses being held in Ft. Lauderdale during the week of 1994. The courses for the one-week workshop in will be held at 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.)]

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

34
The workshop of the Summer Institute includes courses normally included in the Summer National Cluster as well as a special theme topic. It is set up in an eight-day format during the dates August 18-25, 1995. It includes several days of special theme courses as well as the career option specialized courses. The special theme courses for 1995 are "Developing an Applied Research Philosophy for the 2000s" (CSA 6081 - Applied Research Development), "Trends in Management Theory: Past, Present, and Future," (CSA 6082 - Management Trends) and "Management in the Global Arena: New Strategic Directions" (CSA 6083 - Global Perspectives in Management). Attendance for the entire Summer Institute Program is required for all students registered for Summer National Cluster courses, except for those taking Strategy.

The workshop (course and special theme portion) will be held at the:

Nova University - East Campus
3100 SW 9th Avenue
Ft. Lauderdale, FL. 33315

The course portions of the Summer Institute workshop are described as follows:

CSA 6010 - Administrative Theory and Practice
Instructor: (4 credits)
Prerequisite:

CSA 6040 - Economic Analysis
Instructor: (4 credits)

CSA 6110 - International Business and Finance
Instructor: (4 credits)

CSA 6240 - Comparative Administrative Systems
Instructor: (4 credits)

CSA 6325 - Employee Relations and Services
Instructor: (4 credits)

CSA 6470 - International Legal Frameworks
Instructor: (4 credits)

CSA 6540 - Investment and Taxation
Instructor: (4 credits)

CSA 6740 - International Taxation and Accounting
Instructor: (4 credits)

CSA 6890 - Marketing Topics
Instructor: (4 credits)
NATIONAL CLUSTER – STRATEGIC MANAGEMENT
(1995 Projection)

* The National Cluster Strategic Management is set up in a one-week format with courses being held in Ft. Lauderdale during the week of 1995. The courses for the one-week workshop in
* will be held at
* Nova University – East Campus
* 3100 SW 9th Avenue
* Ft. Lauderdale, FL 33315

* CSA 6140 Strategic Decision Making (4 cr)
* CSA 6210 Strategic Decision Making, (4 cr)
* Government and Not-For-Profit Organizations
* 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.]

********************************************************************************
BOOKLIST

WINTER TERM

1993
BOOK ORDER LIST

NOTE: ALL TEXTBOOKS CAN BE ORDERED THROUGH:

NOVA BOOKS, Inc. UNIX NAME
P.O. Box 290670 novabook
Ft. Lauderdale, FL 33329-0670
FAX Machine: (305) 476-4759
1-800-541-NOVA EXT. 4750 (Toll free)

To be processed, your book order must be complete. A complete order includes:
List of course books
Payment in the form of cashier’s check or credit card ONLY

NOTE: DO NOT MAIL BOOK ORDER REQUEST WITH REGISTRATION MATERIAL.
NOVA BOOKS IS AT A SEPARATE LOCATION.

THE NOVA BOOK ORDER FORM IS LOCATED IN THE BACK OF THIS BOOKLET. PLEASE USE IT TO ORDER BOOKS.

**CSA6020** Organization Behavior/Personnel Management


**CSA6030** Information and Decision Sciences


REQUIRED INDEPENDENT LEARNING MATERIAL (ILM)

1. Purchase from Nova University Price . . . $35.00
2. Software is required for CSA 6030 Indicate the diskette size needed.
   **5 1/4 in. software or 3 1/2 in. software**
3. Send check or money order made payable to Nova University
4. Mail to: Nova University
   3301 College Ave.
   Ft. Lauderdale, FL 33314
   Attn: Juliet Sallette - School of Business

**CSA6050** Operations Management


REQUIRED INDEPENDENT LEARNING MATERIAL (ILM)

1. Purchase from Nova University Price . . . . $50.00
2. Send check or money order made payable to Nova University
3. Mail to: Nova University
   3301 College Ave.
   Ft. Lauderdale, FL 33314
   Attn: Juliet Sallette - School of Business
**CSA6060** Business & Public Policy Seminar


**CSA6071** Seminar in Research Methods - Computer Mediated.

PART I cm1 (1 credit)


REQUIRED INDEPENDENT LEARNING MATERIAL (ILM)


1. Purchase from Nova University Price . . . $20.00
2. Send check or money order made payable to Nova University
3. Mail to: Nova University
   3301 College Ave.
   Ft. Lauderdale, FL 33314
   Attn: Juliet Sallette - School of Business
PART II  cm2 (1 credit)


PART III  cm3 (1 credit)


PART IV  cm4 (1 credit)


VIDEOTAPES: A set of optional videotapes that reinforce topics presented in the Statistics text are available through the program office for $15.00. Send the check to Nova University attn: Juliet Sallette.


**CSA6090** Comprehensive Examination (Public Administration only)


**CSA6120** Marketing Management/Research NATIONAL CLUSTER


**REQUIRED INDEPENDENT LEARNING MATERIAL (ILM)**

1. Purchase from Nova University Price ....... $45.00
2. Send check or money order made payable to Nova University
3. Mail to: Nova University
   3301 College Ave.
   Ft. Lauderdale, FL 33314
   Attn: Juliet Sallette - School of Business

**CSA6120** Marketing Management/Research - PHOENIX CLUSTER


**REQUIRED INDEPENDENT LEARNING MATERIAL (ILM)**

1. Purchase from Nova University Price ....... $45.00
2. Send check or money order made payable to Nova University
3. Mail to: Nova University
   3301 College Ave.
   Ft. Lauderdale, FL 33314
   Attn: Juliet Sallette - School of Business
**CSA 6130 Financial Decision Making**


REQUIRED INDEPENDENT LEARNING MATERIAL (ILM)

1. Purchase from Nova University Price . . . . $40.00
2. Send check or money order made payable to Nova University
3. Mail to: Nova University
   3301 College Ave.
   Ft. Lauderdale, FL 33314
   Attn: Juliet Sallette - School of Business

**CSA6140** Strategic Decision Making


**CSA6210** Strategic Decision Making: Government and Not-For-Profit Organizations


**CSA 6220** Comparative Administrative Systems


REQUIRED INDEPENDENT LEARNING MATERIAL (ILM)

1. Purchase from Nova University Price . . . . $30.00
2. Send check or money order made payable to Nova University
3. Mail to: Nova University
   3301 College Ave.
   Ft. Lauderdale, FL 33314
   Attn: Juliet Sallette - School of Business
**CSA 6420**  International Marketing


**CSA 6720**  Federal Taxes and Management Decisions.

**CSA 6420**  International Marketing


**CSA 6720**  Federal Taxes and Management Decisions.

NOVA UNIVERSITY
Doctoral Programs
School of Business and Entrepreneurship

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

IMPORTANT NOTICE: If you plan to participate in any School Program activity during the period 1/1/93 - 5/5/93, it is imperative that you read these policies and follow the appropriate procedures immediately.

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

September 1992
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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 WINTER 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 WINTER 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 WINTER term until December 31, 1992. 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 WINTER 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 January 1993.

A. REGULAR REGISTRATION: The period of Regular Registration for WINTER term courses is November 1-30, 1992. The registration fee during this period is $25.00. Any registration postmarked or, if not mailed, delivered after November 30, 1992 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 WINTER term courses is December 1-31, 1992. 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 December 1-31, 1992, 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 December 31, 1992. 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 WINTER '93 term.

A. REGULAR REGISTRATION FOR NEW STUDENTS: New students should register during the regular registration period November 1-30, 1992. Students not admitted until this registration period has begun or until after Nov. 30, 1992 may register through December 31, 1992 without paying a late fee.

B. END OF REGISTRATION FOR NEW STUDENTS: Registrations for new students will be accepted after December 31, 1992 for March/April Workshop courses and CSA 6071.CM1. 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:

Requests for course materials MUST NOT accompany registrations; they may be made prior to mailing registrations to the program office. However, ALL REQUESTS MUST BE MADE ON A COURSE MATERIAL FORM. If requesting 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, since 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.

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: Juliet Sallette
Nova University School of Business
3301 College Avenue
Ft. Lauderdale, FL 33314
(305) 476-1955

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 WINTER 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: 1-20 students requiring certification of status as full time students must carry 20 credits per year.

D. 1-20 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 institution 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.
NOVA BOOKS at
NOVA UNIVERSITY
P.O. Box 290670 · Fort Lauderdale, FL 33329-0670
Telephone: (305) 476-4750 · Fax Only: (305) 476-4759

TEXTBOOK ORDER FORM

NAME ________________________________________________________ 

SHIPPING ADDRESS ____________________________________________ 

MC, VISA, AMEX No. _____________________________ exp. date ____________

SIGNATURE ______________________________________________________ 

COURSE NAME AND NUMBER ____________________________

SITE LOCATION __________________________________________

TEXTBOOKS NEEDED

AUTHOR ______________________________________________________ TITLE __________________________________

1. ____________________________________________________________

2. ____________________________________________________________

3. ____________________________________________________________

4. ____________________________________________________________

5. ____________________________________________________________

SHIPMENTS MADE BY U.P.S. ONLY: THEREFORE, A SIGNATURE IS USUALLY REQUIRED. TELEPHONE ORDERS ARE
ACCEPTED 10 a.m. - 5 p.m. MON.-FRI. RETURNS CANNOT BE ACCEPTED WITHOUT PRIOR PERMISSION.
SORRY, NO PERSONAL CHECKS ACCEPTED.

HOME PHONE ( ) ____________________________ BUSINESS PHONE ( ) ____________________________

thank you for your order.