

1985

Bachelor of Science in Professional Management The Cluster- A Distinctive Approach to Education

Nova University

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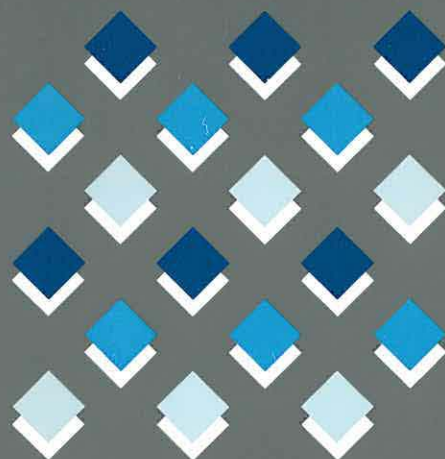
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Nova University
Bachelor of
Science in
Professional
Management

The Cluster - A Distinctive
Approach to Education





Nova University **A Distinctive Approach** **to Education**

AN INNOVATIVE cluster concept

CONVENIENT class location and time

*A SUPPORTIVE group environment
with quality people*

*PROFESSIONAL management skills
designed by business for business*

*RESPONSIVE faculty and staff
providing personal attention*



“Nova’s Cluster program provides a special opportunity for adults to complete their formal education. At AT&T, as Cluster Coordinator I have observed the unique camaraderie and support system that develops between students within each cluster; that relationship isn’t possible in the traditional academic environment.”



Kay Winters Gampp
Manager
AT&T





An Innovative Concept in Education

The Cluster Concept

Nova designed the Bachelor of Science in Professional Management degree in a cluster format to show its commitment to working men and women who require programs significantly different from those intended for students fresh out of high school.

The program combines traditional academic expectations and a nontraditional delivery system to meet the needs of mature and motivated professionals.

Cluster students pursue similar degree objectives at a time and location convenient to them. They begin the program at the same time and progress through the classes as a group.

All clusters meet the same high accreditation requirements as do on-campus programs. Each cluster is coordinated by a local administrator who works in conjunction with university staff to offer a quality educational experience.

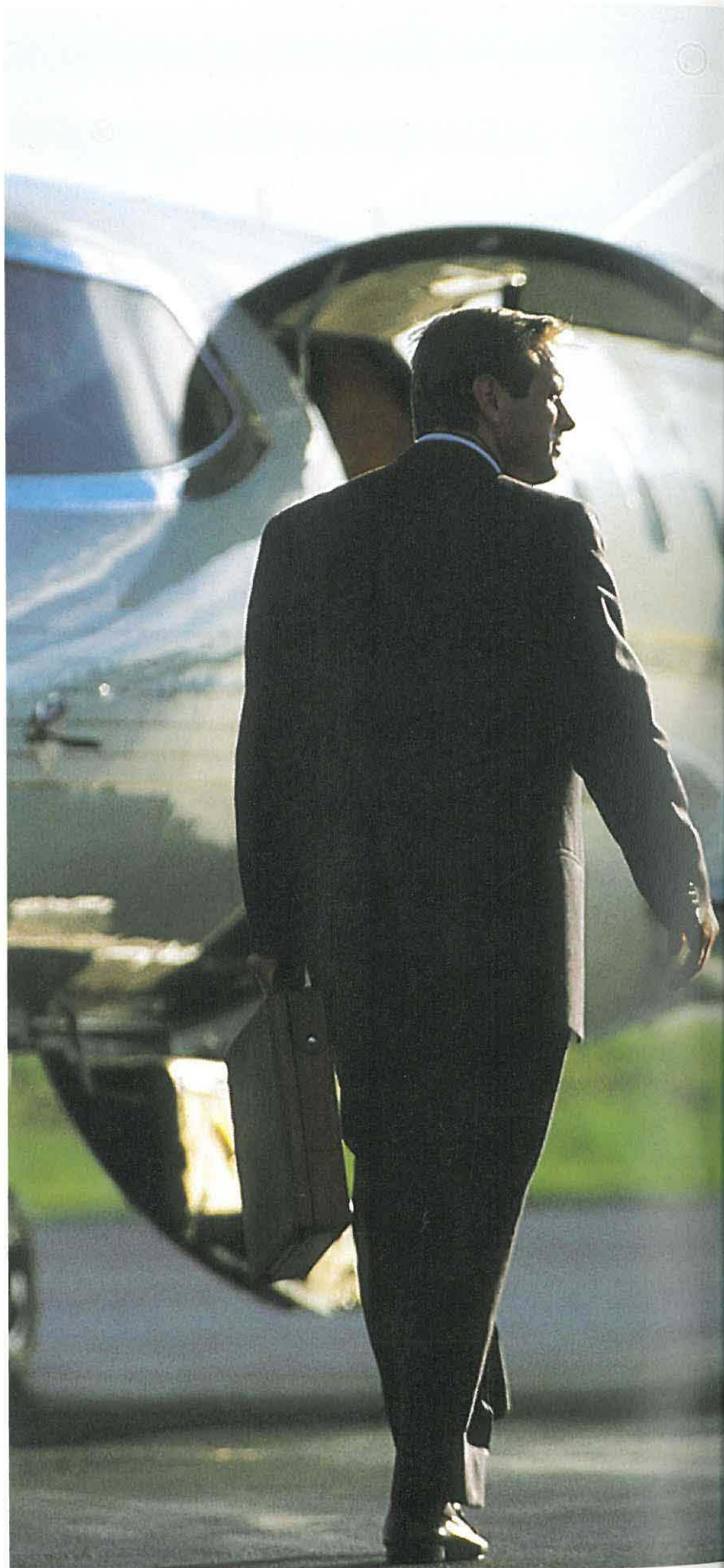
The cluster approach acknowledges adult students' experiences and maturity as well as their personal and professional responsibilities.

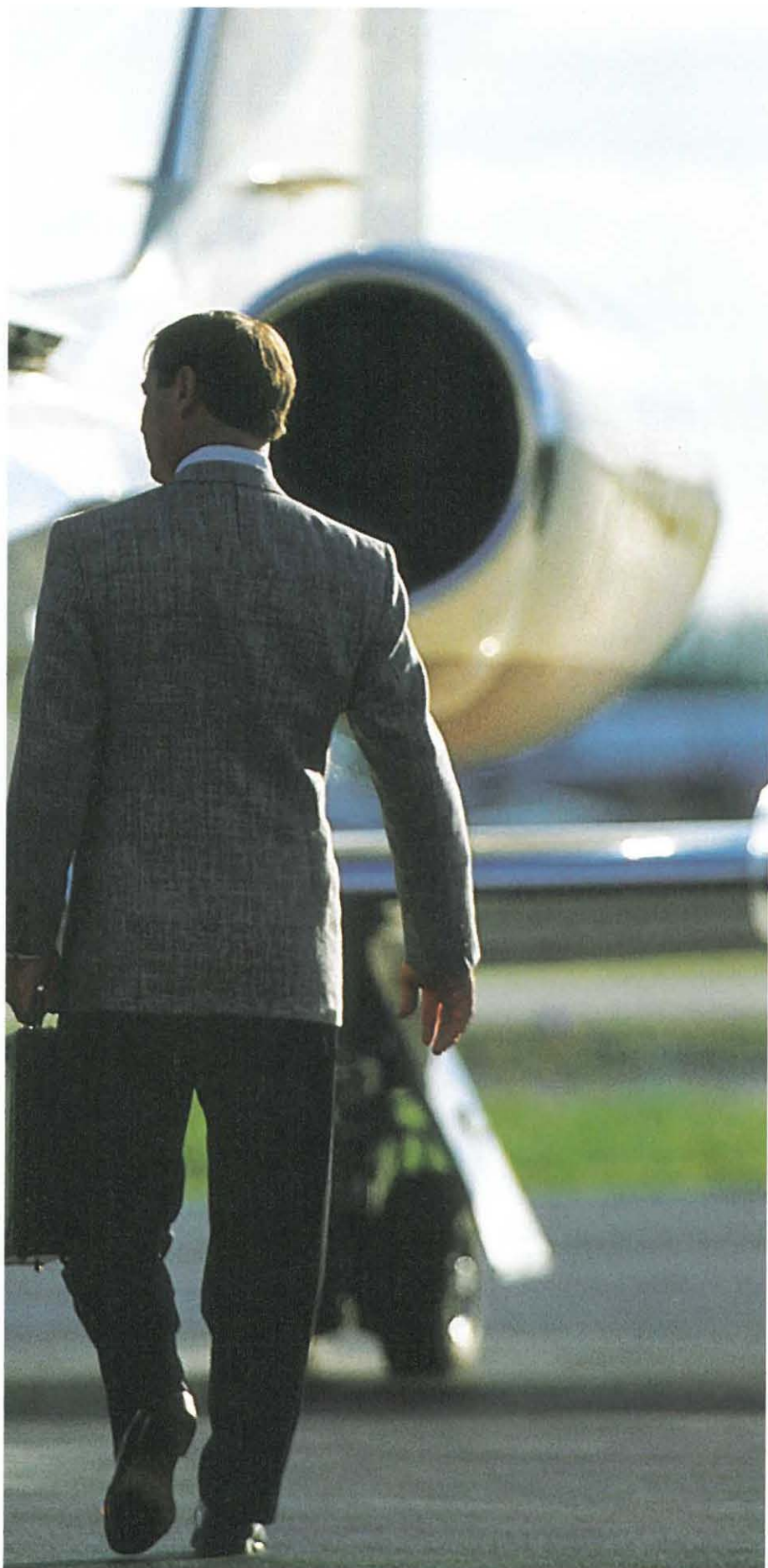


“Completing my degree has always been a priority; however, trying to balance increasing job responsibilities, the commitments of a marriage and the responsibilities of raising a family have made completing my degree a difficult task. The cluster schedule solved that problem. I felt so strongly about this program that, through the personnel department and with Nova’s help, we organized a cluster for employees at Harris Corporation. They can pursue their educational goals without leaving work to attend classes. Now that’s convenient!”



David Tolliver
Manager of Product Quality Assurance
Harris Corporation





Convenient Location and Times

Our Management cluster is designed with your convenience in mind. Assuming you meet the entrance requirements, it is possible for you to earn a degree in less than 2 1/2 years while attending classes at a location at or near your place of business.

The usual format is - classes meet one night a week and every third Saturday. You will take one course for eight consecutive weeks on the specified night, and at the same time you will take two other courses (one in the morning and a different one after lunch) every third Saturday. At any given time you are enrolled in three courses - one eight-week course with classes meeting every week, and two six-month courses, with classes meeting every third week. Your cluster can start anytime during the year because the cluster program does not use a traditional semester calendar. We decide when and where to start a cluster based on the demand for the program.

Because we often bring our campus to your company, commuting from work to classes may not be necessary.



“After being away from college for a number of years, I was concerned about handling the coursework. I found others in my class initially had similar feelings. The encouragement and support from other professionals in our group at American Express have made this experience fun and exciting. We can’t wait to get together to discuss the material and share ideas.”



Martina Larghi
Supervisor of Quality Assurance
American Express





A Supportive Group Environment With Quality People

Picture a class made up of dedicated men and women, some employed by major corporations and others who own small businesses. The Nova University cluster is an exciting mix of intelligent, serious, and extremely supportive individuals.

The social interaction between the members of a group and the instructor is a major factor in the learning process. The Cluster format provides a cohesiveness that facilitates communication and participation. It provides encouragement and support to members - many form study groups and build personal and professional relationships. The subtle educational shift away from dispensing information to competing students toward sharing ideas and opinions with a team of learners enhances the goal of the program - effective professional management.

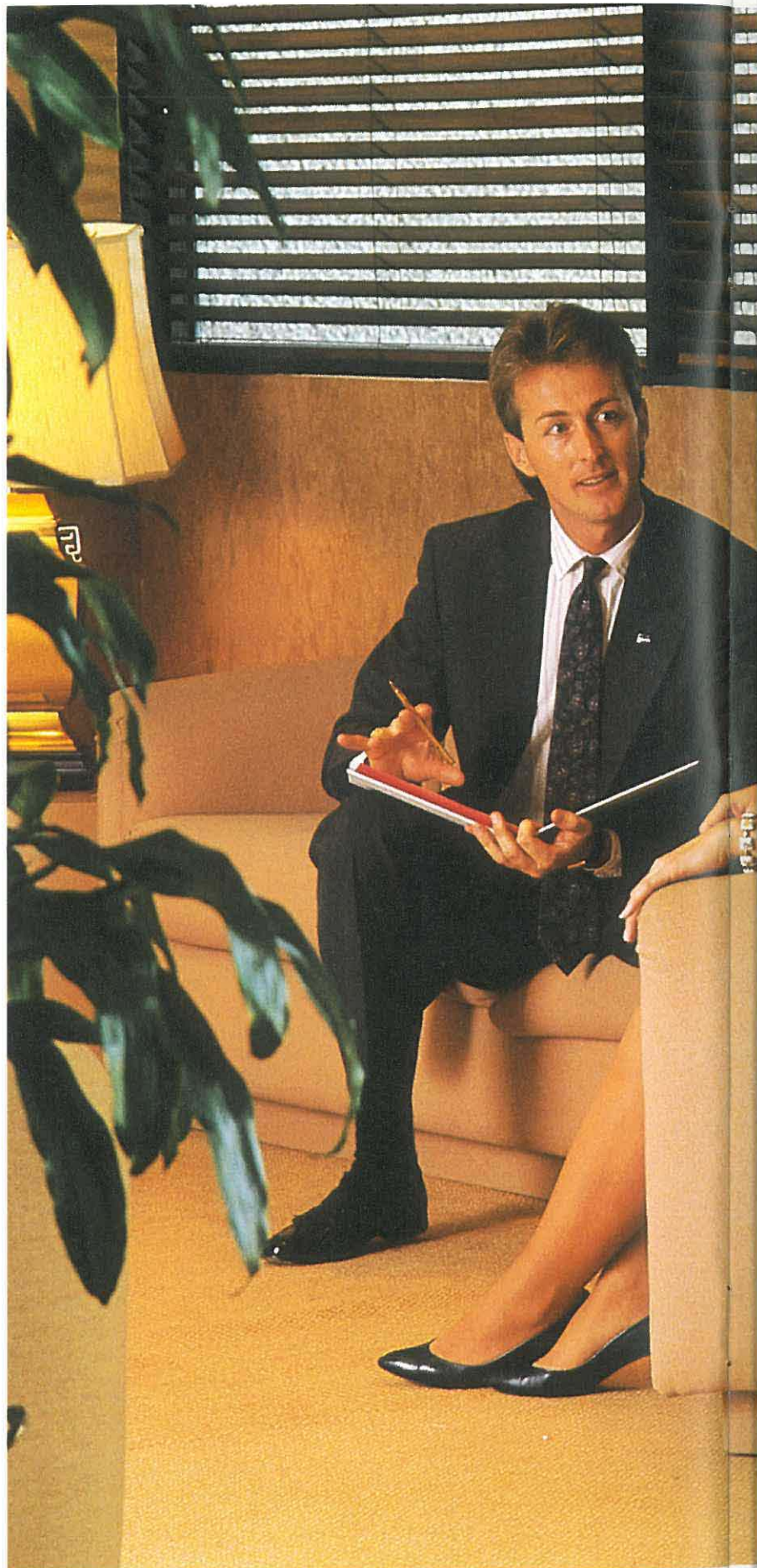


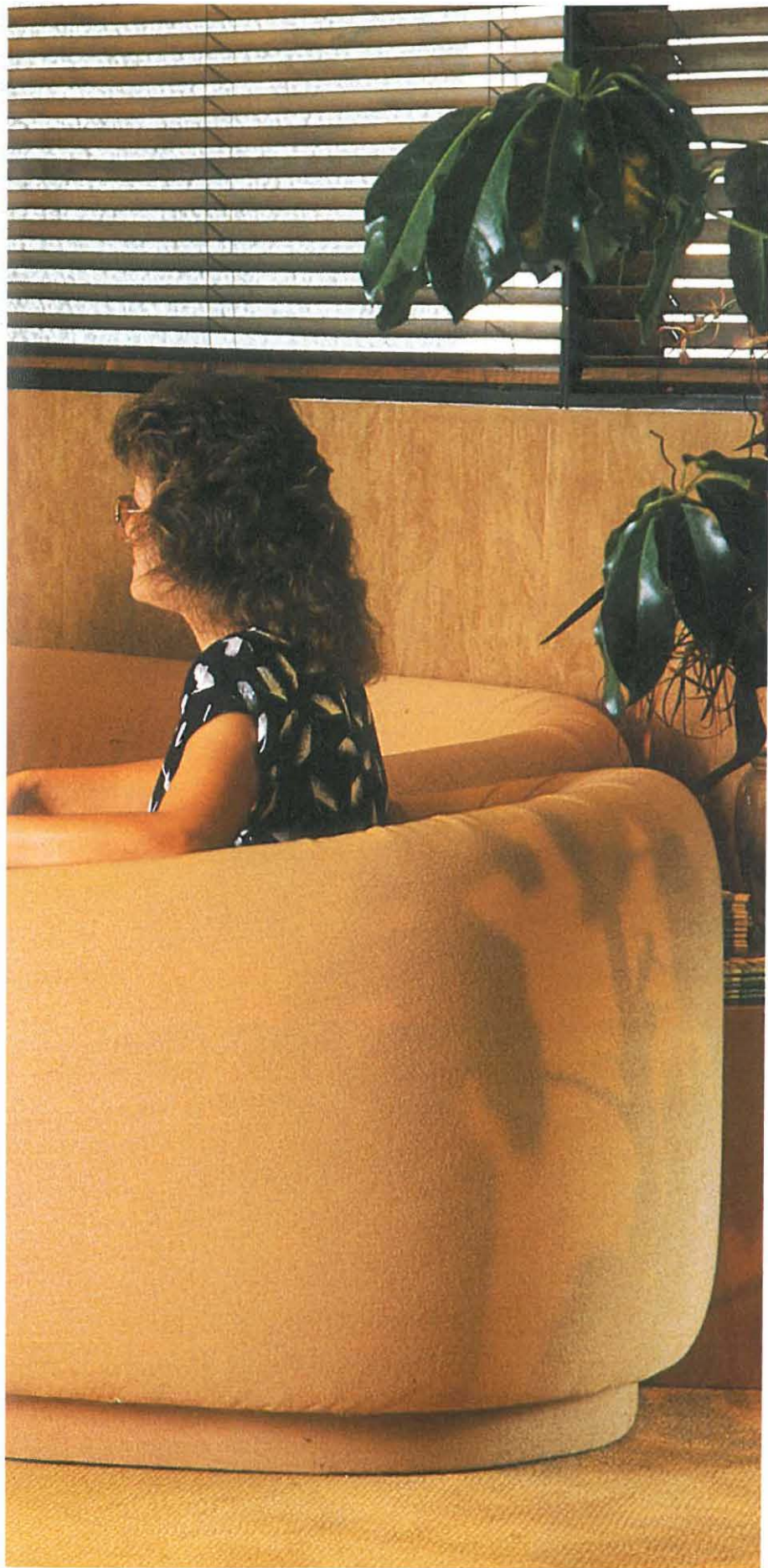
“In our highly competitive industry, it is important that our employees understand the ‘big picture,’ not just the day to day functions of their particular jobs. We must be prepared for the changes which will face the Bell South Corporation in the future.

The programs offered at Nova are certainly helping our employees to achieve that goal. You can really see a difference in the graduates. We have offered the Nova Management Cluster to Southern Bell employees in every major city in Florida.”



Larry E. Spiller
Staff Manager - Human Resource Center
Southern Bell Telephone Company





Professional Management Skills

Nova University believes that the words “professional” and “management” mean more than an accumulation of technical skills. We believe clear communication is as important as accounting and that ethics is an essential dimension of administrative decision making. We believe that professional people should be as competent in personal relations as they are at using computers. We believe curriculum should change to meet the needs of a particular host corporation or to keep up with changing technology. The professional management program is dynamically enriched by the concerns and experiences of our students, the expert opinions of our business sponsors, and the practical experience of our faculty. It is a program of professionals, by professionals, and for professionals.



"I am very pleased with the quality and experience of the faculty and staff at Nova. They helped me every step of the way. They understand how important my time is to me and respond quickly to my needs. I had been disillusioned with college until joining the Rockwell International Cluster. Everything about it is aimed at helping us achieve our goals."



Brinson Jordan
Quality Audit Technician
Rockwell International





Responsive Faculty and Staff

Although our faculty have had university teaching experience, many are also working in corporations or other organizations practicing what they teach. Textbook theory, therefore, is always applied to current working practice by professional managers who know what works.

Because we are a small, private institution we pride ourselves on knowing our students and being responsive to them. From your first inquiry to the completion of your degree, we make a commitment to help you every step of the way. Although the curriculum is firmly structured, we take a very personal approach to our contact with you. We bring our campus and our staff to you. Even registration and the purchase of textbooks are incorporated into the classroom. This cuts down on unnecessary trips for you.

Nova employs someone from each cluster area as cluster coordinator to be the official liaison between the students and the main campus. The local cluster coordinator is Nova University's representative at the cluster site. In addition, a full-time counselor at the main campus is available to cluster students who call Nova's toll free number. This counselor can cut through red tape and help make your Nova academic experience a happy one.





We Bring Our Campus To You

For Information
please call or write:

Nova University
Undergraduate Cluster Programs
3301 College Avenue
Fort Lauderdale, FL 33314

Call toll-free 800-541-NOVA,
extension 5641.

In Broward, 370-5641.

We are eager to answer your
specific, individual questions.

Nova University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's, educational specialist, and doctoral degrees. Nova University admits students of any race, color, and national or ethnic origin.

The University is an independent, comprehensive university system offering undergraduate, graduate and professional degrees. In addition to the main campus and administrative center in Ft. Lauderdale, the University offers the convenience of various off-campus locations including a number of corporate sites.



Available Financial Assistance

FINANCIAL AID

Tuition help is available. Management cluster students are considered full-time students, which is an advantage for financial aid consideration. Nova University participates in all federal and state financial aid programs and also offers a variety of institutional aid sources to its students. Assistance is awarded based on financial need, academic achievement, or both. All undergraduate student aid programs are available to Cluster students, including Guaranteed Student Loans, which provide up to \$4,000 per year to eligible students, and the Florida Tuition Voucher Fund, which provides up to \$1,150 per year for tuition not paid by other sources to full-time Florida residents (with a residency period of one year), regardless of financial need. Last year the University awarded over \$20 million in assistance from these and other aid sources.

For more information and application forms, please contact the office of Student Financial Aid at 3301 College Avenue, Parker Building, Room 351, Ft. Lauderdale, FL 33314 or call (800) 541-NOVA, extension 7411 (475-7411 in Broward County).

Many employers offer tuition reimbursement as a means of encouraging education growth and career advancement for their employees. Please check with your employer to see if you are eligible for this fringe benefit.

Credit For What You RECALL

Recognizing that much learning takes place outside the classroom, Nova University* has established a program of Review and Evaluation of Career and Lifelong Learning (RECALL). This program allows the student to earn credits in addition to his or her college credit hours. There are several ways to have prior learning assessed at Nova at a nominal charge.

1. CLEP--Could you score well enough on a 1 1/2 hour test to have a raw score be interpreted as a 50 percentile rate in a given academic subject? You may be able to receive credit for some of the courses you need by taking tests through the College Level Examinations Program. The College Board prepares a Guide to the CLEP Examinations with sample tests--Nova's RECALL counselor has full details.**

2. STANDARD GRANTS--Do you have a real estate license? An R.N. license? Military experience? A private pilot's license? Seventeen areas of training may be converted into college credit by your supplying some very basic documentation. A partial list is given on the back of this page.

3. DEMONSTRATION OR COMPETENCE TESTS--Are you proficient in computer science? Competence can be demonstrated through examination or performance for six courses in this area.

4. PORTFOLIO DEVELOPMENT--Could you prepare a folder of information organizing specific prior experience into a manageable form in which learning is stated, documented, measured, and evaluated? If so, you may be able to use this method of obtaining credit. The learning must be matched to a current college credit course (not necessarily at Nova).

5. NONREGIONALLY ACCREDITED COLLEGE WORK--Have you attended a degree-granting trade or technical school not accredited by one of the regional associations? With a learning portfolio and the completion of a placement exam, such training can be considered for credit at Nova.

*Nova University's main campus is located in Fort Lauderdale, Florida. However, the Bachelor of Science in Professional Management is offered at many locations around Florida and in other states.

** For further details on Nova University's RECALL program and the fees involved, contact Randi Miletsky, BPM Evaluation Specialist, at (305) 475-7527 or toll-free at (800) 541-6682, Ext. 7527.

OTHER SCHOOLS: Most colleges and universities accept qualifying CLEP scores for academic credit and may have other special programs. Check with your adviser.

***YOUR WORK EXPERIENCE MAY HAVE ALREADY EARNED
YOU CREDITS TOWARD A DEGREE!***

Standard Grants

Registered Nurse License	up to	45-60 credits
Radiologic Technologist	up to	45 credits
Medical Lab Technologist	up to	30 credits
Private Pilot License	up to	9 credits
Real Estate Broker License	up to	3 credits
Real Estate Sales License	up to	3 credits
2 - 20 Insurance License	up to	15-17 credits
General Contractors License	up to	4 credits
Military Experience		Variable credit
Licensed Polygraph Examiner	up to	1-12 credits
Sheridan Voc./Dillard Teacher's Program	up to	3-21 credits
South Florida Montessori Education Center	up to	3-21 credits
(Boca Raton)		
Mortgage Broker	up to	3-6 credits
Certified Associate Addiction Professional	up to	6 credits
(CAAP) Psy. elective		
Certified Addiction Professional	up to	12 credits
(CAP) Psy. elective		
Aviation Careers:		
ATCS - A.F.		
	up to	45 credits
AMT with documentation		
	up to	36-45 credits
ATP		
	up to	45 credits
Corporate Training		Variable credit
Respiratory Therapy (Registered) Therapist	up to	30 credits
and Technician (RRT or CRRT) open electives		

You're In Good Company

OUR STUDENTS INCLUDE EMPLOYEES OF THESE COMPANIES

American Express
American Transtech
AT&T
Bayfront Medical Center
Baxter-Dade West
Becton-Dickinson
Bethesda Memorial Hospital
Blue Cross/Blue Shield
Boeing
Broward County Sheriffs Office
Cape Coral Hospital
Citicorp Latino
Dayco
Dynamic Control
EG&G of Florida
Fairchild Weston
Florida Farm Bureau
Florida Hospital
Florida Power Corporation
Fort Myers Community Hospital
General Electronics
Grumman Aero Space Corporation
Grumman Technological Services
GTE
GTE Data Services
GTE Directories
Harris Corporation
Hialeah Police Department
Honeywell Avionics
IBM
Jacksonville Memorial Medical Center
Keller Industries
Lakeland Regional Medical Center

Larkin General Hospital
Lawnwood Medical Center
Lee Memorial Hospital
Lockheed
Martin Marietta
Martin Memorial Hospital
Mepeco/Centralab
Metro Dade Police
Miami Children's Hospital
Mitel Corporation
Mt. Sinai Medical Center
Munroe Regional Hospital
NASA
Nationwide Insurance
NCR Corporation
Northern Telecom
Ohio Medical
Pall Industries
Pan Am World Services
Photo Electronics
Plantation General Hospital
Port of St. Lucie Hospital
Rockwell International
St. Mary's Hospital
Sarasota Memorial Hospital
Sensormatic
Shands Hospital
Southern Bell
Stromberg-Carlson
Venice Hospital
Veterans Hospital
Westinghouse

OVER

Questions Often Asked

What happens if I miss a class session?

Regular attendance is expected of all students. However, we know there are reasons why adults sometimes must miss a class session. We urge you to contact the instructor ahead of time and arrange to turn in any assignments due.

Can I transfer courses taken in the Cluster Program to other universities?

Generally speaking, the courses at one accredited university are transferable to another accredited university. However, our courses may not fit exactly into the third and fourth year school requirements at another school. The program was designed to be completed at Nova University.

What happens if I must drop out of the program?

If you must stop attending for any reason, you must write a letter of withdrawal to the program office. A student will receive credit for all courses that have been completed.

Please note - no matter how many students withdraw from the cluster, all courses will be provided to the remaining students. Once we make the commitment to start a cluster, we guarantee to complete the program.

What happens if I fail a course?

All courses must be successfully completed before a student earns the bachelor of science degree. Because each course is offered only once during the life span of the cluster, alternative arrangements will have to be made to enable a student to repeat a course that has not been completed successfully.

How much time will I have to spend studying outside of class?

Because individuals have different study habits and absorb material at different rates, it is difficult to give one answer to this question. Nonetheless, most of our students tell us they spend between 8 and 15 hours per week outside of class, actively involved in studying, reading, or writing.

Where do I buy textbooks?

Textbooks are sold in class by the Cluster Coordinator two weeks before each new course begins. The tuition does not include the cost of textbooks.

Entrance Requirements

AN UPPER-LEVEL B.S. DEGREE COMPLETION PROGRAM

Students will be admitted to the cluster program with a minimum of 30 transfer credits earned at recognized, regionally accredited institutions. The maximum number of credits allowed to be transferred into the cluster program will be 90 transfer credits.

Transfer credits will be evaluated on a course-by-course basis. If a student has already taken a course that is equivalent to one in the cluster program, the previous course will be transferred in, and an alternate course required.

A total of 60 credits, in addition to the 66-credit cluster curriculum, is required for the bachelor of science degree. Therefore, a student with fewer than 60 accepted credits will have to earn the number of credits lacking before the degree is awarded.

We will accept up to 45 semester hours of general electives. Beyond that, 15 semester hours of transferred liberal arts electives are required for graduation. After we evaluate your transcripts from all previous colleges, we will let you know exactly how many credits are accepted and how many additional credits you will have to complete to earn the bachelor of science degree.

You may be eligible for "Standard Grant" credit. An example is that registered nurses who attended hospital training programs, rather than regionally accredited colleges or universities, are eligible to receive between 45 and 60 semester-hour credits -- depending on specific courses completed -- toward admission to the Bachelor of Science in Professional Management degree program. These credits will be granted as "prior experiential learning credit," not transfer credit. There is a \$10.00 per credit hour administrative assessment fee for the experiential credit.

At the time of application, you may inquire about other experiential credits which are possible for you.

Some courses or training taken outside the college classroom have a college equivalence already determined by the American Council on Education. For further information on Nova's Review and Evaluation of Career and Lifelong Learning, contact a student affairs counselor at (800) 541-6682, Ext. 7527.

Curriculum for the Bachelor of Science Degree in Professional Management with a Specialty in Business

<u>Business Core</u>		<u>Semester Hours</u>
BUS 325	Business, Government and Society	3
BUS 355	Introduction to International Business	3
BUS 488	Business Strategy and Policy	3
FIN 301	Corporation Finance	3
MGT 415	Legal Environment of Business	3
		15
 <u>Management Core</u>		
* ACT 205	Principles of Accounting	3
BUS 302	Business Communications	3
BUS 461	Research Methods	3
* ** CAP 111	Computer Literacy	3
ECO 315	Macroeconomics for Managers	3
* MAT 302	Applied Statistics	3
* MGT 205	Principles of Management	3
MGT 416	Personnel Administration	3
MGT 417	Organization Behavior	3
* MKT 101	Introduction to Marketing	3
		30
 <u>General Distribution</u>		
HUM 201	The Individual and Society	3
HUM 351	American Literature	3
HUM 381	Art and Society (or HUM 321 Ethics)	3
LAN 215	Argumentative Writing for Business	3
* LAN 312	Public Communication for the Professions	3
* MAT 133	Mathematical Way of Thinking	3
PSY 311	Interpersonal Communication	3
		21
Total (Semester Hours)		66
 <u>Additional Requirements</u>		
Liberal Arts Electives		15
General Electives		45
		60
Total Degree Requirements (Semester Hours)		126
* An alternate required course is offered for students transferring a grade of "C" or better for the required course.		
** Higher tuition rates are charged for courses requiring a computer lab. If computer facilities are not available, an alternative course will be offered.		

Bachelor of Science in Professional Management Admissions Application

NOVA UNIVERSITY
 Undergraduate Admissions Office
 Parker Building
 3301 College Avenue
 Fort Lauderdale, Florida 33314
 (305) 370-5642
 (800) 541-6682, Ext. 5642

COLLEGE	<input type="text"/>	MAJOR	<input type="text"/>	DEGREE	<input type="text"/>	LEVEL	<input type="text"/>
	1		2		3		4
TERM	<input type="text"/>	STATUS	<input type="text"/>	APPLY DATE	<input type="text"/>	APPLY CLASS	<input type="text"/>
	5		6		7		8
SPECIAL PROGRAM	<input type="text"/>	ADMIT ACTION	<input type="text"/>	ADMIT TYPE	<input type="text"/>	CLUSTER/SITE LOCATOR	<input type="text"/>
	9		10		11		12

For Office Use Only

APPLICATION FEE \$40 (nonrefundable)

(Type or print with black pen) I cannot attend class on: _____ weeknight(s)

SOCIAL SECURITY NO. (U.S.A.) _____ Sex: Male Female BIRTH DATE: _____ / _____ / _____
Month Day Year

Last name _____ First name _____ Middle initial/Maiden name _____
 Legal permanent address: street and number _____ Apartment _____
 City _____ State _____ Zip _____ Telephone _____

Local mailing address (if different)
 Street and number _____
 City _____ State _____ Zip _____ Telephone _____

EMPLOYMENT STATUS

Full time Part time Not employed Job title _____

Employer name _____ Address: street and number _____
 City _____ State _____ Zip _____ Telephone _____ Extension _____

INSTRUCTIONAL LOCATION Main campus Other (specify) _____

EDUCATIONAL INFORMATION

High school from which you graduated:
 Name _____ City _____ State _____ Month _____ Year _____
 or General Education Diploma (GED) completed _____ Month _____ Year _____

List all colleges and universities attended. Official transcripts from all institutions are required for acceptance to a degree program.

Name of college	Start date	End date	State	Degree or approximate number of credits earned	Month/year awarded	OFFICE USE ONLY
	To:					
	To:					
	To:					
	To:					

CITIZENSHIP STATUS

U.S. citizen? Yes No

Is English your primary language? Yes No

Resident alien

Resident aliens must provide proof of this status in the form of a photocopy of the resident alien card. This must be submitted to the Office of the University Registrar before class registration.

Nonresident alien

Indicate country of citizenship _____

Do you require an I-20? Yes No

If you have a visa, indicate status code _____

TOEFL SCORE _____ (required of all international applicants)

Additional procedures are required for admission of non-resident alien students.

ETHNIC ORIGIN DATA (this information is requested for reporting purposes only)

Check one of the following:

White (not of Hispanic origin)

Black (not of Hispanic origin)

Hispanic origin

Asian or Pacific Islander

American Indian or Alaskan native

Other _____

APPLICANT STATUS AT TIME OF APPLICATION

First time attending Nova University? Yes No If no, please indicate date of last attendance _____

IN CASE OF EMERGENCY

Name of person to contact _____ Relationship of contact (parent, friend, etc.) _____

Address of person to contact _____ Home telephone _____ Business telephone/extension _____

ACADEMIC GOALS

Bachelor of Science in Professional Management
(Cluster program only)

Special Student (non-degree-seeking)

FINANCIAL AID

Have you applied for financial aid? Yes No

Have you filed a College Scholarship Service financial aid form (FAF)? Yes No

If yes, when was the FAF sent to Princeton, New Jersey? _____
Date

HOW DID YOU FIRST LEARN ABOUT NOVA UNIVERSITY? (you may check more than one)

Family/friend

Employer

Nova student or graduate

Information meeting

Newspaper

Flier or announcement

College counselor

General knowledge in the community

Other _____

For admission purposes, this application must be accompanied by a \$40 nonrefundable application fee, payable to Nova University.

I declare that the above information, to the best of my knowledge, is complete and accurate.

I agree to abide by all rules and regulations of Nova University.

Applicant's signature

Date

Nova University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's, educational specialist, and doctoral degrees. Nova University practices a policy of nondiscrimination in employment and admission. Nova University does not discriminate on the basis of race, color, sex, age, nondisqualifying handicap, religion or creed, or national or ethnic origin.

Undergraduate Admissions Office
Parker Building-Room 102
3301 College Avenue, Fort Lauderdale, Florida 33314
(305) 370-5642

Transcript Request Form

STUDENT: To request a transcript from a school or college, fill in the blanks on both parts. We suggest that you call your previous school to find out if a fee should accompany this transcript request form.

Name of previous institution: _____

Please send an official transcript of my academic work while attending your institution to Nova College. Return the form below to Nova College.

A. I attended your institution from _____ to _____.

B. While in attendance, my name on your records was:

Last

First

Middle/Maiden

C. My student identification number was: _____

D. My social security number is: _____

E. My date of birth is: _____

Thank you for your assistance.

Sincerely,

Signature

PREVIOUS SCHOOL: PLEASE RETURN THIS FORM WITH TRANSCRIPT. THANK YOU.

TRANSCRIPT TRANSMITTAL FORM

Social Security Number _____ Date _____

Name _____

Last

First

Middle/Maiden

Address _____

City _____ State _____ Zip _____

PLEASE SEND _____ COPIES TO NOVA COLLEGE, Undergraduate Admissions, Parker Building room 102, 3301 College Avenue, Fort Lauderdale, Florida 33314, (305) 370-5642

Undergraduate Admissions Office
Parker Building-Room 102
3301 College Avenue, Fort Lauderdale, Florida 33314
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