Bachelor of Science in Professional Management

Nova Southeastern University
We work with you.
As a professional who wants to move ahead, you’re working hard: You’re fulfilling your day-to-day assignments on the job. Chances are, you’re managing others. You might be raising a family. And, if you’re thinking of completing your bachelor’s degree, you’re planning to assume the extra responsibility of course work. At Nova Southeastern University, we’re proud of our challenging bachelor of science in professional management (B.P.M.) program, taught by talented professors. But we feel there’s something else that sets us apart: we respect the demands of your job and your personal life; and from the day you call to request information to the day you graduate,
Nova Southeastern University has been defining and developing field-based programs for adults for more than 25 years; and our quarter-century of experience with the B.P.M. degree-completion program enables us to anticipate your needs.

accommodating your schedule

That's why all B.P.M. classes are scheduled at locations and hours that are convenient for you. At any given time, we have approximately 60 clusters in session across Florida and around the world. We bring the B.P.M. Program to our students' places of employment whenever we can, and organizations including American Express, GTE, Mount Sinai Hospital, NASA, Pratt-Whitney Sikorsky, Tropicana, and Walt Disney World have welcomed our professors. "Our courses meet right inside Piper Aircraft," says B.P.M. student Barbara Bishop. "And since we don't have to deal with rush-hour traffic, we have more energy to devote to our work." In addition, we hold B.P.M. classes at our main campus in South Florida and at many two-year colleges that offer B.P.M. exemption.

All B.P.M. classes meet for four hours once a week rather than two hours twice a week. If you want to attend classes on Saturdays or Sundays—or between shifts at your workplace during the week—we do our best to make it happen. Scheduling, however, is only one of the ways in which we work to accommodate your needs. Our experience tells us that guaranteed classes, readily available learning resources, sensitivity to cost, and recognition of your status as an adult learner are also essential.
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promising to continue

No class in the B.P.M. Program is ever closed or canceled. Once we have the critical number we need to begin, NSU guarantees that the program will continue through completion, regardless of how many students remain active.

giving you access to vital learning resources

To help you succeed in each class, we have several methods of making books and other learning resources available. Our university bookstore enables you to order textbooks via computer or 800 number, then ships them to you within 24 hours. And because we recognize that research plays a major role in your learning experience, we make supplemental research material just as available to you as to students on our main campus. Your NSU computer account number gives you access to our entire electronic library—which puts you in contact with databases and libraries all over the world—from the convenience of your home or office. What's more, our NSU librarians offer tailored distance library services. You simply call, fax, or email them, requesting the book or article you need, and they send it to you the next day—free of charge. If you prefer to study in a library setting, we'll pay your annual library card fee at another university near you.

considering cost

At NSU, we understand that education comes with a price tag. That's why we work closely with your employer on tuition reimbursement plans. We have a tuition deferment plan, so you won't have to come up with the money out of pocket. We make sure you're registered as a full-time student, so you'll be eligible for maximum grants and loans. And we lock the tuition in the beginning, so it's not subject to change later on.
helping you adjust

If you've been out of school for a number of years, you may be feeling some anxiety about performing in the classroom. Not to worry. The B.P.M. Program makes the transition easy by making help readily available. We schedule tutors for you, free of charge, no matter what the subject. In major cities, we have NSU sites where you can go for tutoring and computer training. We even have an on-campus service that professionally critiques your assignments.

recognizing your expertise

Finally, we recognize that you've gained more knowledge on the job than books alone could ever convey. And we call on that experience to enrich our class discussions. "There's a lot of interaction between professors and students," says B.P.M. student Iliana Rionda, a national sales lease administrator with Ryder Truck Rental and Lease. "My peers in the program are mostly adults, and the professors make the most of that—it's not as if you're being taught at—you're being taught with, which is really important."

with you.
When you join a B.P.M. cluster, you’re not alone. Rather, you’re supported by a strong network of personal relationships—with your peers, and with our staff and faculty members.

**offering you a supportive peer group**

First, you’re part of a small cohort of students who move through the program together, providing one another with encouragement and strength. “We’ve become like a family,” says Gerald Bills, Orlando firefighter and B.P.M. student. “I have all these study partners, some with children, like me. I have so much going on in my life that at times I’ve felt like letting the program go; but that extra support pulls me through.”
assigning your cluster its own team
of NSU administrators

Second, you have a carefully selected NSU team behind you. The university assigns each B.P.M. cluster a team composed of these members: an academic advisor, who assists you with any issues related to academic courses or credit; a faculty coordinator, who hires the faculty for your cluster each semester—and who bases those decisions on your feedback; a university representative, who takes the hassles out of the admission process; and a financial aid counselor who assists you from application to award. This NSU-based team visits your cluster at intervals and meets weekly to discuss the cluster’s needs; but you can contact your team directly by 800 number on a daily basis. So, if you have a question about grades and you call the university, you won’t speak to an impersonal operator. You speak to your advisor, who knows your name, your cluster, and your history.

In addition to the university-based participants, there’s another crucial member of your B.P.M. team: your cluster coordinator. This cluster-based mentor meets with you at the start of every class, fielding your group’s concerns and bringing them to the university’s attention. The cluster coordinator also handles registrations—all of which are done in class; provides moral support; and promotes social interaction, occasionally hosting parties and graduation events.

featuring a cadre of committed professors

Perhaps most important, you receive personal attention from your B.P.M. professors. “I really have an ongoing relationship with students,” says management professor Bill McAllister. “They call me at home and at work, and they can email me 24 hours a day. I’ve spent many an evening helping a student prepare for an examination. My commitment to them goes way beyond what’s on the syllabus.”
“I’m tired. I need a shower. I have a pile of laundry as high as Mount Olympus!” These, according to communications professor Howard Kerner, are the typical professional’s thoughts after 5 p.m.—when B.P.M. courses are just beginning. “The last thing they need is a monotonous lecture or boring busywork,” he declares, “so I put myself in their place and think, if I were attending evening classes, what would I want? I’d want dynamism and creativity and humor. Above all, I’d want relevance to the workplace.”

drawing upon long experience

Professor Kerner’s courses provide just that because, like many B.P.M. instructors, he is a working practitioner in his field. “I’ve been teaching at the college level for 28 years, I’ve published over 500 articles, and I’ve written a play produced at the Berkshire Theater Festival,” he explains, “So I can say to my students, ‘As a writer, I’m in the trenches with you. I’ve devised techniques that work for me and that can work for you.’”

Having taught at many corporations, Professor Kerner also knows which skills employers seek. “Major firms are looking for managers who can speak and write and listen,” he says. “Communication skills are what get you in the door and what convey your superiority to the other 499 people who have applied for the job.”

B.P.M. professors in other disciplines are no less concerned with relevance to the workplace. For example, psychology professor Joe Frederico has his students analyze their departments or divisions to see if the corporate structure supports the stated mission. He also has students explore how their firms transmit corporate culture to employees. “I ask students to address their departments’ respective abilities to accomplish change and possible sites of resistance,” he observes. “I do that wherever I’m employed, and it helps me to understand what’s going on. Many of my students have used these techniques to effect practical changes in their organizations.”
calling for creativity

Some B.P.M. assignments are not only practical—they're fun. For instance, students in Micki Johnson's marketing class at the Disney cluster were charged with inventing new restaurants for EPCOT. "Our team created 'The Calgary Steakhouse' for the Canadian Pavilion," recalls Kim Armentrout, group services manager at the Disney Institute. "We worked from the ground up, modifying the existing space, redecorating it, and dreaming up new menus. When our five-member group gave a presentation to the class, we dressed in Canadian cowboy attire, and we brought in homemade chili and cornbread. We had a blast."

moving outside the classroom

Our classrooms and your company aren't the only places where students learn. Marketing instructor Shirley Lebato, for example, took her class on a field trip to the Bal Harbour Shops in Miami. "We went to Brooks Brothers, and we really got a perspective from the manager on how they marketed their products. It was something different—you were out of the classroom, and you were learning from real life, which is what we all want to do once we get our degrees," says B.P.M. student Tulio Garcia.

integrating ethics into every decision

Finally, the B.P.M. Program ensures its relevance by integrating ethics across the curriculum and by presenting community service as an important part of corporate responsibility. "My classes often work on community-based projects," says Professor Bill McAllister. "Some have conducted surveys for charitable organizations; some have done projects to advance churches and country clubs. We bring social responsibility and business ethics into every aspect of the program—even supposedly theoretical classes like Research Methods," he adds.
When we say that we work with you successfully, we mean two things: that our interactions with you are supportive and effective, and that our involvement with you leads to your professional success. For as our professors and students attest, the B.P.M. Program enables its grads to increase their levels of skill, confidence, compensation, and responsibility.

**successfully**

**preparing you for promotion**

"I had a student who was working for the Rio Bravo Cantina restaurant chain as a midlevel functionary," Professor Howard Kerner reports. "Part way through my communications course, Rio Bravo required him to attend a company-sponsored training session; and the facilitator asked him to give a speech promoting his hometown. What my student did was make a leap. He realized that a good speech is just an oral essay—that organization is sometimes more important than content. The facilitator was so impressed that he came down to meet me; and after that, my student was promoted to regional manager in Atlanta.

**offering inspiration**

Our alums often feel that in addition to teaching them practical skills, the B.P.M. Program has changed the way they look at life. B.P.M. grad Nelly Rubio, for example, is now director of communications for WFOR-TV in Miami. "The B.P.M. Program taught us the concept of leadership, not in terms of being in charge but in terms of taking responsibility for the world we live in," she says. "It made me want to do something that would make a difference; and in the aftermath of Hurricane Andrew, I created and organized Channel 4's disaster-relief project, Neighbors Helping Neighbors. That project has evolved into Neighbors 4 Neighbors, a nonprofit organization linking people in need with those willing to help. I feel it's my greatest achievement."
keeping you on track

Just as often, B.P.M. professors feel that their greatest achievement comes in making a difference to a student. “One woman in my class at BellSouth had gone through the entire 27-month program,” business strategy professor Bruce Turner recalls, “and during the last course, she got so sick she had to be hospitalized. She wanted to drop out, but I wouldn’t let her. Instead, I worked with her when she got back. I knew the quality of the person, and I didn’t want her to lose out. I’m very proud of her.”

making you more valuable to your organization

Tampa Cluster Coordinator Frank Nickles, who has been with the program for the past 15 years, confirms that B.P.M. alums have what it takes to succeed. “Our graduates have been promoted over and over to middle and upper-level management,” he says. “They stay with their companies; they offer their expertise; they influence policy. Employers tell us that our graduates have the skills they’re looking for in writing, speaking, presentation, and critical thinking. B.P.M. graduates know how to think—how to use all their experience to draw conclusions and make a contribution.”

These are just a few B.P.M. success stories. If you’d like to hear more—and if you want to find out how we can work with you—expertly, personally, relevantly, and successfully—contact your B.P.M. representative and we’ll get you started.
curriculum and course descriptions
The Curriculum

The most popular curriculum within the 66-credit professional management major is the business specialty. This program is designed for people who want a general business and management background.

BUSINESS SPECIALTY CORE
15 credits
• Business Communications
• Introduction to International Business
• Legal Environment of Management
• Management Applied Project
• Personnel Administration

MANAGEMENT CORE
30 credits
• Applied Statistics
• Business Research Methods
• Business Strategy and Policy
• Corporation Finance
• Macroeconomics for Managers
• Managerial Accounting
• Marketing Principles and Applications
• Organization Behavior
• Principles of Management
• Technology in the Information Age

GENERAL EDUCATION
21 credits
• Argumentative Writing
• Art and Society
• Environmental Studies
• Intermediate Algebra
• Interpersonal Communication
• Public Communication for the Professions
• The American Experience in Literature

66 TOTAL CREDITS
B.P.M. Specialties
(core requirements)

Specialties, other than business, are available to students pursuing careers in specific industries. The following is a listing of courses within each speciality.

ACCOUNTING
ACCT 2200 Financial Accounting
ACCT 3030 Product and Service Costing
ACCT 3050 Intermediate Accounting I
ACCT 3060 Intermediate Accounting II
ACCT 4050 Accounting Information Systems
ACCT 3110 Federal Taxation I OR
ACCT 4210 Auditing

BANKING AND FINANCE
BUSS 4620 Management Applied Project
ECON 3210 Monetary Theory and Policy
ECON 4210 Business Cycles and Forecasting
FINC 3150 Banking and Financial Institutions
FINC 4110 Principles of Investment

BUSINESS
BUSS 3020 Business Communications
BUSS 3550 Introduction to International Business
BUSS 4620 Management Applied Project
MGMT 4150 Legal Environment of Management
MGMT 4160 Personnel Administration

COMPUTER APPLICATIONS
BUSS 4620 Management Applied Project
MGMT 3660 Management Information Systems
TECH 1160 Advanced Microcomputer Applications
TECH 2130 Business Applications of the Microcomputer
TECH 3750 Current Issues in Information Management

CRIMINAL JUSTICE
BUSS 4620 Management Applied Project
CRJU 2200 Criminal Law
CRJU 3000 The Criminal Justice System
CRJU 3200 Correctional Theory and Practice
CRJU 4000 Criminal Procedure and Individual Rights

CUSTOMER SERVICE
BUSS 4620 Management Applied Project
MGMT 4150 Legal Environment of Management
MRKT 2901 Special Topics: Customer Service Theory and Practice
MRKT 2902 Special Topics: Public Relations
MRKT 4310 Customer Behavior

FIRE SCIENCE ADMINISTRATION
BUSS 4620 Management Applied Project
MGMT 3000 Fire Administration
MGMT 3500 EMS Management
MGMT 4000 Project Management
MGMT 4500 Legal Aspects of Fire Administration

HEALTH CARE SERVICES
BUSS 4620 Management Applied Project
PHIL 3180 Biomedical Ethics
MGMT 4010 Health Care Organization and Administration
MGMT 4020 Legal Aspects of Health Care Administration
SOCL 3020 Community Services System

HOSPITALITY
BUSS 4620 Management Applied Project
HMGT 3130 Hospitality Human Resource Development
HMGT 3300 Food and Beverage Operations
HMGT 3500 International Operations Management
HMGT 3600 Hospitality, Tourism, Sports, and Entertainment Law
HMGT 3820 The Tourism System

LEGAL ASSISTANT STUDIES
BUSS 3500 Business Relations and Organizations
BUSS 4200 Real Estate Practice
LEGS 2150 Introduction to Law and the Legal Profession
LEGS 3600 Civil and Criminal Responsibility
LEGS 4100 Legal Research and Writing
LEGS 4300 Litigation and Civil Procedure
LEGS 4350 Wills, Trusts, and Estates
LEGS 4500 Family Law

PUBLIC ADMINISTRATION
BUSS 4620 Management Applied Project
MGMT 3200 Public Administration
MGMT 4200 Administrative Law
MGMT 4210 Issues in Public Policy
POLIS 1010 American Government and Politics
B.P.M. Course Descriptions

Management Core (30 credits)

ACCT 2100  MANAGERIAL ACCOUNTING
This introductory course integrates the accounting process with the planning, coordinating, and control functions of the business organization. Topics include strategic planning, tactical and operational decision making, budgeting, responsibility accounting, and performance measurement.

BUSS 4610  BUSINESS RESEARCH METHODS
Research designs commonly used in business decision making. Survey, observation, data analysis, sampling, and quasi-experiments, as they relate to the analysis and proposed solutions of real problems in an organizational setting. Students submit a research proposal as part of the course requirements.

BUSS 4880  BUSINESS STRATEGY AND POLICY
An integrative senior-year course in which the disciplines of management, finance, behavioral sciences, and marketing focus on the solution of specific business problems. Case studies are employed in this course.

ECON 3150  MACROECONOMICS FOR MANAGERS
An examination of basic economic concepts emphasizing analysis of current economic issues of the aggregate economy. A historical overview of economic philosophers provides perspective to the modern emphasis.

FINC 3010  CORPORATION FINANCE
Financial management as it applies to organizations. Ratio analysis, leverage, cash budgeting, capital structure, and other concepts of financial management applied to business organizations.

MATH 3030  APPLIED STATISTICS
Introductory aspects of inferential statistics and experimental design are covered. Course material includes hypothesis testing and estimation, analysis of variance, multiple comparison procedures, linear and multiple correlation and regression methods, chi-square tests, nonparametric techniques, and elementary design of experiments. Stress is placed on interpreting studies that employ these techniques.

MGMT 2050  PRINCIPLES OF MANAGEMENT
An overview of historical development of management theory, the distinct schools of management thought, the functions and processes of management, and the environment within which the modern manager operates.

MGMT 4170  ORGANIZATION BEHAVIOR
An overview of the informal, people-centered aspects of organization. Topics include motivation, leadership style, and various human-relations-oriented theories. The interaction of the individual and the organization as a dynamic interplay that affects total organizational effectiveness. The role of effective communication in the organization.

MRKT 3050  MARKETING PRINCIPLES AND APPLICATION
A focus on the marketing concept and examination of a marketing-oriented firm. Topics include consumer behavior, market analysis, and the marketing mix. Students produce a marketing plan.

TECH 1110  TECHNOLOGY IN THE INFORMATION AGE
Introduction to technology for the computer user in the information age. Principles of computer operation, word processing, spreadsheets, database, and telecommunications are covered. The impact of technology on society and related cultural issues is addressed as a major theme during the course. Selected use of online communication, uploading, downloading, and electronic research. Hands-on experience with microcomputers, the Internet, and specialized software.
Business Specialty (15 credits)
(Course descriptions for other specialties are available from your university representative.)

BUSS 4620 MANAGEMENT APPLIED PROJECT
This is a course registration number for students in the B.P.M. Program who must complete an applied project, or practicum, as part of their degree requirements. Students meet in peer study-review groups on an occasional basis rather than in a regularly scheduled class.

BUSS 3020 BUSINESS COMMUNICATIONS
Study of strategy and implementation of effective written and oral business communications. Topics include persuasive messages, delivery of good news and bad news, sales letters, collection messages, design of business reports and oral presentations, use of visual aids, and effective memos.

BUSS 3350 INTRODUCTION TO INTERNATIONAL BUSINESS
Survey of the field that includes the legal and cultural environment of international business; international financial systems; management of international operations; personnel and labor relations; international marketing; international economics, trade, and finance; multinational enterprise; international accounting.

MGMT 4150 LEGAL ENVIRONMENT OF MANAGEMENT
A macro law course emphasizing public law and regulation of business. Examines relationships such as employer-employee, labor-management, debtor-creditor, and buyer-seller.

MGMT 4160 PERSONNEL ADMINISTRATION
Modern personnel policies, techniques, and methods. The development of sound wage and salary structures; the development of valid standards of personnel selection and placement; the use of psychological testing; interviewing techniques.

General Education (21 credits)

ARTS 2300 ART AND SOCIETY
This course examines the ways in which artists and the arts have influenced Western society from the Renaissance to the 20th century, focusing on painting, sculpture, architecture, music, dance, and film. Students also visit local museums and attend musical and theatrical events.

BIOL 1040 ENVIRONMENTAL STUDIES
Overview of environmental science that integrates social, economic, technical, and political issues. Problem ecological disruptions, growth of human populations, land use, energy, water supplies, food supplies, pesticides, and pollution are covered.

HUMN 3510 THE AMERICAN EXPERIENCE IN LITERATURE
Survey of American literature with emphasis on the growth of American thought as expressed in the writings of selected American authors.

MATH 1030 INTERMEDIATE ALGEBRA
The first course in a two-course sequence designed to provide students with a full range of algebra skills. This course is designed for students who have had some algebra. Topics covered include the real numbers, polynomials, linear equations and inequalities in one and two variables, functions, and systems of linear equations.

LANG 2150 ARGUMENTATIVE WRITING FOR BUSINESS
A writing course designed to introduce the student to various argument strategies appropriate to the business environment. Particular attention will be paid to the relative value of inductive and deductive forms of argument as well as an understanding of the differing forms of argumentative fallacies. Practice in the use of various rhetorical devices to enhance and hasten agreement.

LANG 3120 PUBLIC COMMUNICATION FOR THE PROFESSIONS
Emphasis on public communication skills required of the person in business or other professions. Topics include public speaking, conference speaking, visual and audio aids, listening and public interviews.

PSYC 3110 INTERPERSONAL COMMUNICATION
Study of human communications, interpersonal relationships, and small group dynamics. Topics include verbal and nonverbal behavior, development of relationships and groups, and assertiveness and leadership. Experiential learning included.
Admission Requirements

Nova Southeastern University welcomes for admission students of any race, color, sex, age, nondisqualifying disability, religion or creed, or national or ethnic origin.

- Students must have a minimum of 30 transferable academic credits to be admitted to the B.P.M. Program.
- A maximum of 90 credits may be transferred from other four-year accredited institutions.
- Transfer credits are evaluated on a course-by-course basis. Students are notified of their admission status after all official transcripts from previous colleges and universities are evaluated.

Prior Learning Credit

Much college-level learning that takes place outside the classroom can be converted to academic credit through:

- the College Level Examinations Program (CLEP);
- standard grants for professional licenses;
- competency tests for computer knowledge;
- portfolio development for work experience and non-regionally accredited college work;
- company training courses may be evaluated by Nova Southeastern University or the American Council on Education (ACE). Call your university representative for a RECALL brochure explaining these programs.

B.P.M. Online Program

The entire B.P.M. Program is now available via the Internet. Utilizing email, bulletin boards, and chatrooms, students can complete their degree in 24 months without leaving the comfort and convenience of their home or office. Detailed information can be found at www.polaris.nova.edu/Business/online.

Financial Assistance

Nova Southeastern University participates in all federal and state financial aid programs. The Florida Resident’s Access Grant, for example, is available to B.P.M. students.

B.P.M. cluster students are considered to be enrolled full time, which is an advantage for financial aid consideration.

Be sure to ask your employer about tuition reimbursement that may be available to you.

Financial aid information and forms can be obtained by calling (954) 262-3380 or 800-338-4723, ext. 3380. You may also visit our World Wide Web page at: http://www.polaris.nova.edu. From NSU’s home page, click on the link to the left that reads “Student Services.” Once you are in the student services menu, simply click on the financial aid link. This will take you directly to the financial aid home page.

The financial aid process takes approximately eight weeks.

Academic Memberships

Nova Southeastern University maintains active memberships in the following organizations to assure the academic quality of its business degree programs:

- Southern Association of Colleges and Schools
- American Assembly of Collegiate Schools of Business
- American Association of Colleges and Universities
- Association of Collegiate Business Schools and Programs
- Council for Adult and Experiential Learning
- Independent Colleges and Universities of Florida
- Florida Association of Colleges and Universities
- College Entrance Examination Board

Library Resources

The Albert and Birdie Einstein Library houses the university’s major collection of books and journals in the humanities, business, and sciences. More than 35 specialized indexes in CD-ROM format are available in house, and an additional 70 databases, many full text, are available via the Internet and campus network. The Nova Southeastern University Libraries’ online catalog, as well as catalogs from other university libraries, are accessible for remote searching.

The Einstein Library is a member of SEFLIN and FILL, cooperative library networks that provide quick access to library materials throughout Florida. The library also has lending agreements with large research libraries in the Midwest, which provide priority document delivery services to students. The Einstein Library is a cooperating library of the Foundation Center in New York, which gives students access to collections for grants and foundation research.

Distance education students have access to books, journal articles, microfiche, dissertations, index searches, catalog searches, and reference librarians. Distance students may request library materials using fax, mail, or home computer. NSU librarians travel to class sites to provide information and training to students at a distance from the campus.

Graduation Requirements

Eligibility for graduation with a B.S. degree in professional management requires:

- Completion of 126 academic credits, including all requirements of the B.P.M. curriculum
- Attainment of a 2.0 cumulative GPA
- Attainment of a 2.25 GPA in the B.P.M. major
- Students who enter the program with fewer than 60 accepted credits are required to earn the number of credits lacking before the degree is awarded.
Notice of Nondiscrimination

Nova Southeastern University admits students of any race, color, sex, age, nondisqualifying disability, religion or creed, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school, and does not discriminate in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Accreditation

Nova Southeastern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4501) to award bachelor's, master's, educational specialist, and doctoral degrees.

Further Information

Please contact your university representative for more information on clusters being formed in your area and on their anticipated start dates. Your representative's business card is enclosed.

Applying for Admission

Please complete the enclosed B.P.M. admission application form and send, along with the $25 application fee, to:

Nova Southeastern University
Business Annex
3301 College Avenue
Fort Lauderdale, Florida 33314-7796

Request official transcripts from all previously attended colleges and universities using the enclosed transcript request form.

Tuition and Fees

Please contact your university representative for detailed information.

You're in Good Company

NSU students and alumni include employees of these companies and agencies:

- Air Jamaica
- Alamo
- American Automobile Association
- American Express
- American Transchek
- Anheuser-Busch
- AT&T
- Bahamas Air
- Bahamas Electric
- Bahamas Telecommunications
- Barnett Bank
- Baxter Travenol
- BellSouth
- Blue Cross/Blue Shield
- Broward County
- Canadian Imperial Bank
- Centel
- Chrysler
- Cigna Insurance
- Coach Leather
- Coca-Cola
- Cordis Corporation
- Coulter Electronics
- CSX Corporation
- Dan Hotels
- EG&G
- El Al Airlines
- Florida Power & Light
- General Electric
- General Mills
- GTE
- Harcourt Brace
- Harris Corporation
- Hilton Hotels
- IBM
- Intermedia
- John Alden Insurance
- Kaiser Bauxite
- Lockheed Martin
- Lucent Technologies
- Martin Marietta
- McDonnel-Douglas
- Metal Container
- Miami Children's Hospital
- Modcomp
- Mount Sinai Medical Center
- NABI
- NASA
- NationsBank
- Nationwide Insurance
- Northern Telecom
- Panama Canal Commission
- Pepsi-Cola
- Piper Aircraft
- Pratt Whitney Aircraft
- Rexall Sundown
- Rockwell International
- Sarasota Memorial Hospital
- Sensormatic
- Shands Hospital
- Siemens Stromberg-Carlson
- Sikorsky Aircraft
- SmithKline Beecham
- Sprint
- SuperClubs
- Tropicana
- Tupperware
- Universal Card
- UPS
- U.S. Military (all branches)
- Wal-Mart
- Walt Disney World
- Westinghouse
- Xerox

Many of these nationally recognized employers have hosted Nova Southeastern University programs at their work sites.
application and forms
ADMISSIONS APPLICATION
BACHELOR OF SCIENCE IN PROFESSIONAL MANAGEMENT

NOVA SOUTHEASTERN UNIVERSITY
Undergraduate Admissions Office
Business Annex
3301 College Avenue
Fort Lauderdale, Florida 33314-7796
(954) 262-8101
800-338-4723, ext. 8101

APPLICATION FEE $25 (nonrefundable)
(Type or print with black pen.)

SOCIAL SECURITY NO. (U.S.A.)

Sex: o Male o Female

BIRTH DATE: __ / __ / __

Month Day Year

Last name: __________
First name: __________
Middle initial/Maiden name: __________

Legal permanent address: street and number

City: __________ State: __________ ZIP: __________

Home telephone: __________

Local mailing address (if different):

Street and number: __________

City: __________ State: __________ ZIP: __________

Home telephone: __________

EMPLOYMENT STATUS

o Full time  o Part time  o Not employed  J ob title: __________

Employer name: __________
Address: street and number: __________

City: __________ State: __________ ZIP: __________

Work telephone: __________ Ext.: __________

INSTRUCTIONAL LOCATION

o Main campus  o Other (location) __________

o Online

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.

<table>
<thead>
<tr>
<th>Name of college</th>
<th>Start date</th>
<th>End date</th>
<th>State</th>
<th>Degree or approximate number of credits earned</th>
<th>Month/Year awarded</th>
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(Complete additional items on reverse)
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 nonresident alien students.

ETHNIC ORIGIN DATA (this information is requested for reporting purposes only)
Check one of the following:
□ Hispanic origin
□ Asian or Pacific Islander
□ American Indian or Alaskan native

□ White (not of Hispanic origin)
□ Black (not of Hispanic origin)
□ Other

APPLICANT STATUS AT TIME OF APPLICATION
First time attending Nova Southeastern 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 Iowa City, IA?

HOW DID YOU FIRST LEARN ABOUT NOVA SOUTHEASTERN UNIVERSITY (you may check more than one)
□ Family and/or friend  □ Information meeting  □ College counselor  □ Internet
□ Employer  □ Newspaper  □ General knowledge in the community
□ NSU student or graduate  □ Flier or announcement  □ Other

For admission purposes, this application must be accompanied by a $25 nonrefundable application fee, payable to Nova Southeastern 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 Southeastern University.

Applicant's signature
Date
TRANSCRIPT REQUEST FORM

STUDENT: It is your responsibility to request a transcript from your previous school(s). 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. Mail the entire form and any fee required to your previous school(s).

Previous school or college: __________________________________________

Please send Nova Southeastern University an official transcript of the academic work I completed while attending your institution.

A. I attended your institution from ___________ to ___________.

B. While in attendance, my name was:

Last First Middle/Maiden

C. My student identification number was: ____________________________

______________________________________________________________

Signature

IMPORTANT PREVIOUS SCHOOL: PLEASE RETURN THIS FORM WITH TRANSCRIPT. IMPORTANT

TRANSCRIPT TRANSMITTAL FORM

Social Security number ___________________________ Date ____________

Name ___________________________ Date _________________________

Last First Middle/Maiden

Address ___________________________ Date _________________________

City ___________________________ State ____________ Zip ____________

PLEASE SEND _______ COPIES TO NOVA SOUTHEASTERN UNIVERSITY, Undergraduate Admissions, Business Annex, 3301 College Avenue, Fort Lauderdale, Florida 33314-7796 (954) 262-8101 or 800-338-4723, ext. 8101.
EDUCATIONAL SUMMARY SHEET

Name ________________________________

Day phone (_____) ______________________

Students will be admitted to the cluster program with a minimum of 30 transfer credits. A maximum of 90 academic credits are allowed to be transferred into the cluster program. Maximum of 66 credits from a community college.

Please answer the following questions to the best of your ability and attach copies of any transcripts, DD-214s, or other documents that can help provide you with an unofficial assessment of your prior record.

(1) What college(s) did you attend?
   ___________________________________________(_______)
   ___________________________________________(_______)
   ___________________________________________(_______)

(2) Do you hold any licenses you wish us to consider for credit? (real estate, pilot's license, R.N., etc.)
   Please list: ___________________________________________(_______)
   ___________________________________________(_______)
   ___________________________________________(_______)

(3) Were you in the military? _______ If so, what branch and rank? __________________________________________
   Copy of DD-214 is required for academic credit.

(4) What training courses have you completed at work?
   __________________________________________
   (Name of employer) ________________________________

(5) What other prior learning experiences do you believe might be considered for academic credit?
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________