

# SCHOOL OF ADULT AND CONTINUING EDUCATION GRADUATE DEGREES

## Master of Arts in Administrative Studies

The Frank J. Rooney School of Adult and Continuing Education (ACE) at Barry University, in collaboration with the School of Arts and Sciences (A&S), and the Adrian Dominican School of Education (ADSOE), and the Andreas School of Business (ASB) offers a Master of Arts in Administrative Studies degree program. It is designed as an interdisciplinary graduate degree program for adult learners focusing on administration, leadership, communication, and teamwork.

The degree program places an emphasis on developing the critical administrative competencies which contribute to workplace success in all organizations - public, private, and not-for-profit - through both theoretical course content and also by application and practice throughout the curriculum. In addition to developing a core body of administrative knowledge and skills, the program also offers specializations, which allow students to customize their elective courses in line with their current and future needs. The degree program is a total of thirty-six semester credit hours. Students may either complete the requirements for a general administrative degree or select a nine semester credit hour specialization in one of the areas, which are listed below. Moreover, the School of Business offers a post-graduate certificate in Business Management to students who complete an additional twelve semester credits of business/management courses.

Upon completion of the degree program, regardless of their specialization, students will be able to:

- Understand and apply the knowledge and skills critical to administrative effectiveness in today's organizations.
- Assess the various administrative and managerial theories/perspectives as they relate to problem solving within a wide range of organizational structures.
- Evaluate the various administrative theories, applications and approaches within the broad social, economic, technological, and political environments of private, public, or not-for-profit organizations.
- Synthesize the degree's knowledge and skills in order to develop administrative competencies and applications.
- Apply the degree program's knowledge and skills to their own organization.

### ADMISSION REQUIREMENTS

The program is open to persons with the following qualifications and who submit the appropriate documentation:

1. A baccalaureate degree from a regionally accredited institution with a cumulative grade average of B or higher (an overall GPA of 3.0 or higher on a 4.0 scale).

Official transcripts of all previous college or university studies must be submitted.

2. An acceptable score on the GRE, GMAT, or MAT to be completed prior to admittance into program. (Note: Students who anticipate the pursuit of the post-graduate certificate in Business Management are advised to take the GMAT).
3. Two letters of recommendation from academic sources, preferably faculty.
4. An essay on why the applicant has chosen this degree program and how it will help to fulfill career and/or personal goals, accompanied by a copy of the applicant's current professional resume.

In order to be fully accepted as a degree-seeking student, the above items, along with a completed application and \$30 fee, must be submitted and evaluated. Applicants will not be allowed to register for coursework until they are fully accepted.

### TRANSFER COURSES

The transferability of credits from another institution to Barry University is at the discretion of the Dean, who has the final word on how many credits and which courses may transfer, subject to an upper limit of six semester credit hours. Potential transfer courses/credits must be graduate level, must have been completed at a regionally accredited college or university, and must show on an official transcript with a grade of B or higher. Only credits will be transferred, not grades or grade point averages, and any credits, which are accepted, will be counted as having been taken in year one of the time limitation to complete the degree program.

### GRADUATION REQUIREMENTS

To graduate, candidates for the degree of Master of Arts in Administrative Studies must:

- Satisfactorily complete the program of study;
- Have attained a cumulative GPA of 3.00 on a 4.00 scale (with no more than two C's). No more than three courses may be repeated and a course may only be repeated once;
- Complete degree requirements within seven years of the date the student is fully accepted as a degree-seeking student for study in the graduate program; and
- File an application for the degree with the University Registrar on the appropriate form signed by the relevant (site) advisor in the School of Adult and Continuing Education.

## PROBATION AND DISMISSAL

A graduate student is in Good Academic Standing if his/her cumulative grade point average (GPA) is 3.00 or above. Students with a semester or cumulative GPA below 3.00 will be placed on academic probation. Also, students who earn more than two grades of "C" or a grade below a "C" during their academic program are placed on probation. Probation will be lifted the following semester if the student achieves a cumulative GPA of 3.00 or above with no more than two grades of "C." If this condition is not met, the student will remain on probation. Any student failing to maintain a cumulative GPA of 3.00 for two consecutive semesters will be dismissed. If a student receives a third "C" or below, then s/he must repeat a course, in which s/he earned the deficient grade, when the course is next offered. Any student who fails to maintain a cumulative GPA of 3.00 for two consecutive semesters will not be eligible for VA benefits. A student who has been dismissed for academic reasons may not petition the Dean for readmission until one year has elapsed from the date of the dismissal notification. Upon readmission, the student will be considered on academic probation and must remove one of the earned deficient grades by repeating a course in which a grade of "C" or below was earned. A course may only be repeated once and a student may only repeat three courses. If the student fails to achieve a grade of "B" or better in that course, the student is considered to have failed to complete the conditions for reinstatement or removal of probationary status and will be permanently dismissed from the program.

## CURRICULUM

### REQUIRED COURSES. . . . .15 credits

ADM 521	Applied Administrative Concepts
ADM/IT 535	Research Methodologies
ADM 545	Values and Ethics in Administration
ADM 568	Changing Environment of Administration
ADM/IT 680	Project Administration in Information Systems

### ELECTIVE/SPECIALIZATION COURSES. . . . .18 credits

#### A. Communications

COM 509	Organizational Communication
COM 613	Leadership and Decision Making
COM 616	Communication and Conflict Management

#### B. Human Resources Development

HRD 646	Dynamics of Change and Planning
HRD 648	Work Group Behavior in Organizations
HRD 652	Diversity in the Workplace

#### C. Information Technology

IT 515	Information Technology Concepts
IT 640	E-Technology
IT 675	Human-Computer Interaction

#### E. Public Administration

PUB 623	Productivity Improvement in the Public Sector
PUB 647	Public Law and Administration
PUB 660	Public Policy and the Administrative Process

NOTE: While students may complete courses related to two specializations, they must declare one, which will be officially noted in their record.

### CAPSTONE COURSE . . . . .3 credits

ADM 699	Capstone: Applied Project
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## MASTER OF PUBLIC ADMINISTRATION

The Frank J. Rooney School of Adult and Continuing Education (ACE) at Barry University, in cooperation with the School of Arts and Sciences (A&S), offers a Master of Public Administration (MPA) degree program. The degree program is designed as a **professional development program for adult learners with a focus on the administration of public, non-profit, and other organizations which serve a public purpose.** The MPA is generally considered to be the terminal professional degree for practitioners in public service. Its philosophical background and explicit content are grounded in an assessment of how the modern public sector workplace has evolved and the factors responsible for this evolution. The curriculum is designed to address the critical administrative competencies in this evolving environment through skills development in the context of a theoretical foundation. The degree program also incorporates adult learner principles and strategies.

The program places an emphasis on developing critical administrative competencies via course content which contains theory, application, and practice throughout the curriculum. Also, in addition to developing a core body of administrative knowledge and skills, the degree program will provide an effective grounding in applied public policy, policy analysis, and program evaluation. Upon completion of their course work, students will be able to:

- Understand and apply the knowledge and skills critical to public administrative effectiveness in today's public and non-profit organizations
- Assess the various administrative and managerial theories/perspectives as they relate to problem solving within a wide range of organizational structures
- Evaluate various public administration theories, applications, and approaches within the broad social, economic, technological, and political environments of public and not-for-profit organizations
- Synthesize the degree's knowledge and skills in order to develop public administrative competencies and applications
- Apply the degree program's knowledge and skills to analyze competently and to evaluate effectively public policy as applied in the operations of public or non-profit organizations.

The program consists of a minimum of thirty semester credit hours of approved course work. The program is arranged in a common core of twenty-one semester credit hours (seven courses). In addition, nine semester credit hours of elective courses (three courses) may be taken from courses offered as public administration (PUB), general administration (ADM), human resources development (HRD), or information technology (IT). Students may be required to take one or more of the following prerequisite courses, if the subjects have not been covered in their previous coursework: POS 303 Public Policy and Administration, PUB 402 Values and Ethics in Public Administration, PUB 403 Public Budgeting and Finance, and PUB 406 Human Resources in the Public Sector.

## ADMISSION REQUIREMENTS

The program is open to persons with the following qualifications:

1. A baccalaureate degree from a regionally accredited college or university with a cumulative grade average of B or higher (an overall GPA of 3.0 or higher on a four-point scale).  
Official transcripts must be submitted.
2. An acceptable score on the GRE, GMAT, or MAT to be completed prior to admittance to the program.
3. Two letters of recommendation from academic sources, preferably faculty.
4. An essay on why applicants have chosen this degree program and how it will help to fulfill their career and/or personal goals.

In order to be fully accepted as degree-seeking students, the above items, along with a completed application and \$30.00 fee, must be submitted and evaluated. Applicants will not be allowed to register for coursework until they are fully accepted.

## TRANSFER COURSES

The transferability of credits from another institution to Barry University is at the discretion of the Dean, who has the final word on how many credits and which courses may transfer, subject to an upper limit of six semester credit hours. Potential transfer courses/credits must be graduate level, must have been completed at a regionally accredited college or university, and must show on an official transcript with a grade of B or higher. Only credits will be transferred, not grades or grade point averages, and any credits, which are accepted, will be counted as having been taken in year one of the time limitation to complete the degree program.

## GRADUATION REQUIREMENTS

To graduate, candidates for the degree of Master of Public Administration must:

- Satisfactorily complete the program of study;
- Have attained a cumulative GPA of 3.00 on a 4.00 scale (with no more than two C's). No more than three courses may be repeated and a course may only be repeated once;
- Complete degree requirements within seven years of the date the student is fully accepted as a degree-seeking student for study in the graduate program; and
- File an application for the degree with the University Registrar on the appropriate form signed by the relevant (site) advisor in the School of Adult and Continuing Education.

## PROBATION AND DISMISSAL

A graduate student is in Good Academic Standing if his/her cumulative grade point average (GPA) is 3.00 or above. Students with a semester **or** cumulative GPA below 3.00 will be placed on academic probation. Also, students who earn more than two grades of "C" or a grade below a "C" during their academic program are placed on probation. Probation will be lifted the following semester if the student achieves a cumulative GPA of 3.00 or above with no more than two grades of "C." If this condition is not met, the student will remain on probation. Any student failing to maintain a cumulative GPA of 3.00 for two consecutive semesters will be dismissed. If a student receives a third "C" or below, then s/he must repeat a course, in which s/he earned the deficient grade, when the course is next offered. Any student who fails to maintain a cumulative GPA of 3.00 for two consecutive semesters will not be eligible for VA benefits. A student who has been dismissed for academic reasons may not petition the Dean for readmission until one year has elapsed from the date of the dismissal notification. Upon readmission, the student will be considered on academic probation and must remove one of the earned deficient grades by repeating a course in which a grade of "C" or below was earned. A course may only be repeated once and a student may only repeat three courses. If the student fails to achieve a grade of "B" or better in that course, the student is considered to have failed to complete the conditions for reinstatement or removal of probationary status and will be permanently dismissed from the program.

## CURRICULUM

### REQUIRED COURSES.....18 Credits

ADM/PUB	521	Applied Administrative Concepts
ADM/IT/PUB	535	Research Methodologies
PUB	647	Public Law and Administration
PUB	6XX	Public Policy Analysis and Evaluation
PUB	6XX	Leadership in Public Purpose Organizations
PUB	6XX	Public/Private Enterprise

### ELECTIVE COURSES.....9 Credits

The additional required nine elective credits may be taken from the following courses:

PUB	623	Productivity Improvement in the Public Sector
PUB	660	Public Policy and the Administrative Process
PUB	6XX	Non-Profit Administration
PUB	6XX	Public Planning and Growth Management
ADM/PUB	545	Values and Ethics in Administration
ADM	568	Changing Environment of Administration
ADM/IT	680	Project Administration in Information Systems
HRD	646	Dynamics of Change and Planning
HRD	648	Group Behavior in Organizations
HRD	652	Diversity in the Workplace
IT	515	Information Technology Concepts

### CAPSTONE COURSE

ADM/PUB	699	Capstone: Applied Project
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**3 Credits**

## **MASTER OF SCIENCE IN INFORMATION TECHNOLOGY PROGRAM (MSIT)**

The Master of Science in Information Technology degree provides a unique interdisciplinary approach to technology. It is the result of collaboration between the Information Technology and Computer Science programs of the University.

The MSIT degree recognizes the need for both "hard," technical skills and "soft," administrative expertise. It emphasizes applied-theories and hands-on computer applications and investigates the use, implementation, and support of information systems and computer applications to specific organizational domains. It also examines various information technologies with an emphasis on business strategies and expands to include the use of technology in contemporary organizational systems.

The program emphasizes practical applications through real-world case studies and projects to reinforce learning and comprehension of concepts and theories. Courses are designed to bridge the gap between computer theory and application, building a firm foundation of essential concepts, principles, and strategies for information technology professionals (ISPs).

Graduates will become highly skilled professionals with a multi-faceted understanding of how technology can improve an organization's performance and enable its members to share and access information, plan and collaborate, while having the analytical edge to strategically plan for future growth. They will master the technical and human skills needed to create successful innovations with information technologies. The program places an emphasis on the dynamic interaction of people, organizations and information technologies, within the context of the 21st century organization, thus, empowering graduates with the technical, system, and business skills.

### **The key objectives of the Barry University's MSIT program are:**

- The building of practical knowledge in the use of theories by emphasizing hands-on learning and real-world experience through research projects, case studies, and possible internships.
- The preparation of students to effectively communicate ideas and to present academically founded solutions to audiences by using appropriate oral, written, and graphical communication methods.
- The conveyance of a broad, integrative approach to the functional and technological needs of organizations, equipping students with both administrative expertise and technical skills.
- The use of various methods and techniques to critically evaluate the use of a specific technology from both the consumer's and business's perspective; to examine its limitations; and to propose creative solutions by the use of cutting-edge technologies.

- The refinement of students' abilities to attend to various technical issues, and manage resources and technologies.
- To develop an understanding of the enterprise integration models and their heterogeneous nature with the ability to integrate systems and applications using technology solutions.
- To evaluate and understand the various information systems architectures.

### **The principal learning outcomes for the degree program include:**

- To develop practical solutions to corporate needs and to take an active role when managing people and technologies.
- To suggest practical solutions to integrate heterogeneous systems and optimize the use of technologies.
- To properly utilize various methodologies and tools to build applications and computer systems which meet corporate needs.
- To effectively evaluate technological and technical issues and to develop feasible solutions appropriate to corporate structure and vision.
- To identify and use information sources appropriate for corporate needs and to become a leader in managing and overseeing projects.
- To present and communicate solutions and results effectively.
- To research and develop academic and technical reports and projects consistent with criteria accepted in the computing field.
- To apply different algorithms and techniques to connect information sources and facilitate the exchange and sharing of data.



## GRADUATE ADMISSION PROCEDURES AND REQUIREMENTS

The Master of Science in Information Technology is open to persons with the following qualifications:

- a baccalaureate degree from a regionally accredited institution with a grade point average (GPA) of at least 3.00(B)
- an acceptable score on one of the following tests: Graduate Record Examination (GRE), Miller Analogies Test (MAT), or Graduate Management Admission Test (GMAT).
- two letters of recommendation one of which must be from an academic source and
- a short essay explaining why you have chosen this degree and how you feel it will help fulfill your personal and/or career goals.

Students who do not meet the above admission requirements, but who would otherwise be excellent candidates for the program, will be considered on a case-by-case basis.

Students should take the standard entrance examination (GRE, MAT, or GMAT) prior to or during the first semester of enrollment. Students who plan to seek the MSIT degree but have not yet submitted their test scores are granted provisional acceptance. Upon receiving the test scores, students will be notified of the changes to their acceptance status. Test scores must be received by Barry University prior to registration for more than the initial 6 credit hours.

All MSIT applicants are expected to demonstrate a profound knowledge and understanding of the theories and applications in the field of Information Technology. Students who fail to document or demonstrate these proficiencies, can either take a challenge examination (test-out) or enroll in "IT 200: Foundation of Information Technology."

Students with a bachelor's degree in a computing field will be accepted without prerequisites, providing the degree was awarded within the last 10 years or the student has been working in a related field. However, success in the program is based upon the following up-to-date body of knowledge: Computer Networks, Databases, and Web Design and Technologies.

Students who have not fulfilled these prerequisite skills in the application process through either coursework and/or work experience will need to complete the following (or equivalent) upper-level undergraduate courses:

IT 310	Telecommunications and Computer Networks
IT 338	Web Design, Authoring and Publishing
CS 426	Databases

Students who are interested in other areas of information systems, such as programming, may take additional undergraduate IT/CS courses as electives.

Pre-requisite courses must be completed with a grade of at least "B", and no graduate credit will be awarded for these courses.

Non-degree, non-matriculating students may enroll. To do so, an application form, transcript(s) from an accredited under/graduate program(s) and a non-refundable application fee must be submitted prior to beginning courses. Non-degree students may enroll in no more than two courses, but then must fulfill all admission requirements to continue in the program.

For those students wishing to transfer from another university, approval may be granted for the transfer of up to 6 graduate credit hours of comparable courses. International applicants must complete the Test of English as a Foreign Language (TOEFL) with a score of 550 or above.

## GRADUATION REQUIREMENTS

To graduate, candidates for the degree of Master of Science in Information Technology must:

- satisfactorily complete the program of study;
- have attained a cumulative GPA of at least 3.00 on a 4.00 scale (with no more than two grades of "C");
- no more than three courses may be repeated and a course may be repeated only once;
- complete degree requirements within 7 years of the date the student is fully accepted as a degree-seeking student for study in the graduate program; and
- file an application for graduation with the University Registrar on the appropriate form signed by the academic advisor from the School of Adult and Continuing Education.

## GOOD STANDING - PROBATION - SUSPENSION

A graduate student is in Good Academic Standing if his/her cumulative grade point average (GPA) is 3.00 or above.

Information Technology students with a semester or cumulative GPA below 3.00 will be placed on academic probation. Also, students who earned more than two grades of 'C' or grade below a "C" during their academic program are placed on probation. Probation will be lifted the following semester IF the student achieves a cumulative GPA of 3.00 or above with no more than two grades of "C". If this condition is not met, the student will remain on probation.

Any student failing to maintain a cumulative GPA of 3.00 for two consecutive semesters will be suspended. If a student receives a third "C" or below s/he must repeat a course in which s/he earned the deficient grade during the next semester the student registers for courses. Any student who fails to maintain a cumulative GPA of 3.00 for two consecutive semesters, will not be eligible for VA benefits.

A student who has been suspended for academic reasons generally may not petition the Dean for readmission until one year has elapsed.

Upon readmission, the student will be considered on academic probation and must repeat the course in which a grade of "C" or below was earned. A course may only be repeated once and a student may only repeat three courses. If the student fails to achieve a grade of "B" or better in that course, the student is considered to have failed to complete the conditions for reinstatement or removal of probationary status and will be permanently suspended from the program.

**Master of Science (MS) in Information Technology**

IT 515	Information Technology Concepts	3
IT 680	Project Administration	3
IT 535	Research Methodologies	3
IT 640	E-Technologies	3
CS 560	Database Management Systems	3
CS 503	Computer Networks	3
IT 675	Human-Computer Interaction	3
IT 620	Enterprise Systems Integration	3
IT 610D	Practicum: Enterprise Information Management	3
IT 699	Integrated Capstone Project	3

**Total Credit Hours: 30**



**GRADUATE DEGREE PROGRAMS**

The School of Natural Health Science offers the Master of Science (M.S.) degree in Anesthesiology, Biology, Biomedical Sciences, and Health Services Administration. The Doctor of Podiatric Medicine (D.P.M) degree and the Master of Clinical Medical Science degree (Physician Assistant Program) are offered through the **School of Graduate Medical Sciences**.

**The School of Arts and Sciences** offers the Master of Arts (M.A.) degree in Communication, Liberal Studies, Pastoral Ministry for Hispanics, Photography and Theology. The M.A. in Pastoral Theology is offered in Venice, Florida. The Master of Science (M.S.) degree is offered in Art Therapy, Business/Communication, Clinical Psychology School Psychology as well as a dual option Clinical Psychology/Art Therapy. The Executive Master of Science (M.S.) degree is available in Communication. The Master of Fine Arts (M.F.A.) is offered in Photography. A Doctor of Ministry (D. Min.) program is also offered.

**The School of Business** offers the Master of Business Administration (M.B.A.) degree with concentrations in Finance, Marketing, Management, International Business, Management Information Systems, Accounting and Health Services Administration.

The School of Education offers the following degree programs:

- Educational Computing and Technology (M.S. or Ed.S.)
- Educational Leadership (M.S. or Ed.S.)
- Elementary Education (M.S.)
- Exceptional Student Education (M.S. or Ed.S.)
- Guidance and Counseling (M.S. or Ed.S.)
- Higher Education Administration (M.S.)
- Human Resources Development and Administration (M.S.)
- Human Resources Development and Administration with a specialization in Leadership of Not-For-Profit/Religious Organizations (M.S.)
- Leadership and Education (Ph.D.) with specializations in Counseling, Educational Technology Exceptional Student Education, Higher Education Administration, Human Resource Development, or Leadership
- Marriage and Family Counseling (M.S. or Ed.S.)
- Master of Arts in Teaching (M.A.)
- Mental Health Counseling (M.S. or Ed.S.)
- Mental Health/Marriage and Family Counseling Dual Program (M.S. or Ed.S.)
- Montessori Early Childhood and Elementary Education (M.S. or Ed.S.)
- Pre-K/Primary Education (M.S.)
- Reading (M.S. or Ed.S.)
- Rehabilitation Counseling (M.S. or Ed.S.)

**The School of Nursing** offers the Master of Science in Nursing (M.S.N.) degree with three major options: Nursing Administration, Nursing Education, or Nurse Practitioner Studies: Primary Care, Acute Care, or Community Health. The Ph.D. in Nursing is also available.

**The School of Social Work** offers the Master of Social Work (M.S.W.) degree and the Doctor of Philosophy in Social Work (Ph.D.).

**The School of Human Performance and Leisure Science** offers the Master of Science (M.S.) degree in Sport Management, and Athletic Training, and a dual degree with the School of Business (M.S.S.M./M.B.A.).

#### **NON CREDIT CONTINUING EDUCATION PROGRAMS**

Through a variety of non credit programs and services, the School of Adult and Continuing Education seeks to efficiently respond to the diverse non degree educational interests and lifelong learning needs of individuals of all ages. These programs and services provide opportunities for acquiring or updating knowledge and skills for purposes of professional development and/or personal enrichment. They provide the School with an avenue for piloting innovative ventures, establishing new community-based partnerships and positioning itself on the leading edge of current issues.

Among the programs and services offered are open subscription seminars, workshops and certificate programs; customized in-house training and consultation for businesses and nonprofit organizations; and personal enrichment classes. Whether one's interest is in obtaining CE credits required to maintain current status in a particular occupation, learning new skills needed for a present position, retraining for a new position or filling leisure time in meaningful ways, the School has programs that will be responsive. Continuing education programs place heavy emphasis on quality, practicality, accessibility, affordability, timeliness, relevance and service. Most programs are open to interested students, faculty, alumni and the general public. All offerings contribute to the self-fulfillment and intellectual stimulation that are the rewards of lifelong learning pursuits.

Some programs carry continuing education units (CEU). The CEU is a nationally recognized method for measuring and recording participation in continuing education programs that do not carry credit toward a degree and cannot be automatically converted to degree status, but do meet established administrative criteria. The CEU is defined as "ten contact hours of participation in all organized continuing education experiences under responsible sponsorship, capable direction and qualified instruction." Programs of less than ten contact hours in length can carry a percentage of a CEU. Individuals enrolled in a degree program which has a portfolio option or requirement at Barry University may include records of CE professional development training in their portfolio of learning from work experience. For further information call 899-3320.

The School of Adult and Continuing Education offers programs for mature adults (55 and older) through the Older Adult Opportunity Center (OAOOC). The OAOOC offers a unique "whole-person" approach to successful aging. Designed to inspire, educate and empower older adults to live their lives to the fullest -- intellectually, emotionally and physically -- the OAOOC embraces the mission of Barry University.

In South Florida's ever-changing social economic and political landscape, there's a need for adult educational forums. The Center presents opportunities for learning, volunteerism and employment. It also offers social activities and includes a wider range of topics, from music and the arts, to finding a job, dealing with bereavement and life transitions, managing finances, computer literacy, elder law and healthy aging.

The OAOOC is a premier provider of programming and advocacy for older adults.

