

ACADEMIC PROGRAMS

PURPOSE STATEMENT

The purpose of the Frank J. Rooney School of Adult and Continuing Education is to provide adult students with undergraduate, graduate, and non-credit programs which recognize educational needs of the adult learner and promote lifelong learning. These degree and certificate programs are designed for adult men and women who, because of family and work responsibilities, need a flexible class schedule. The School seeks to attract a diverse student body and to show a caring attitude toward each student regardless of individual backgrounds. The same quality educational programs upon which Barry University's reputation is founded are made available for these students on the Miami and other schools locations in Florida. Recognizing the breadth of experiences of adults, course offerings afford opportunities for further exploration of truth within the Judeo-Christian and Dominican traditions.

Students must meet the same graduation requirements as other Barry University students. However, they may choose from a number of learning options which allow for greater flexibility in program planning and scheduling. Courses are taught by faculty who possess both academic and professional expertise which is complemented by their understanding of adult learners.

Adult students often have attained knowledge outside of the classroom that is appropriate for academic credit. The School of Adult and Continuing Education grants such credit toward an undergraduate degree if students can demonstrate college-level learning. Each student works with an academic advisor who assists the student in preparing for the assessment of experiential learning.

The transcription of portfolio credits by the University Registrar is in accordance with University policies and procedures and with the criteria outlined in the Southern Association of Colleges and Schools (SACS) accreditation handbook. In brief, portfolio credits are designated as experiential learning credits and can be used as general electives and/or to meet certain additional requirements in a specialization or major. **Portfolio credits cannot be used to fulfill Distribution Requirements.**

In accordance with the Mission Statement of the University, students are encouraged to continue to participate in community service and to assume leadership roles and to effect social change.

Distance Learning Options

Barry University is committed to the principles and best practices of adult education. Therefore, we provide opportunities for students to engage in coursework on a variety of schedules and delivery methods. ACE students will have the opportunity to take online courses in both

the areas of general education and selected majors. Since Barry University does not currently offer complete online degrees, student are limited to taking a maximum of 27 online credits (nine courses) of the total 120 credits required for completion of a Barry University degree. Online credits taken at Barry University in excess of 27 will not count toward degree completion.

DEGREE PROGRAMS

The following programs are offered to adult students through the School of Adult and Continuing Education:

Undergraduate

BACHELOR OF PUBLIC ADMINISTRATION (B.P.A.)

BACHELOR OF SCIENCE IN ADMINISTRATION (B.S.A)

BACHELOR OF SCIENCE IN HEALTH SERVICE ADMINISTRATION (B.S.H.S.A)

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY (B.S.I.T)

BACHELOR OF SCIENCE IN LEGAL STUDIES (B.S.L.S)

BACHELOR OF LIBERAL STUDIES (B.L.S.)

BACHELOR OF PROFESSIONAL STUDIES (B.P.S.)

Graduate

MASTER OF ARTS IN ADMINISTRATION (M.A.A.)

MASTER OF PUBLIC ADMINISTRATION (M.P.A)

BACHELOR' S DEGREES

DISTRIBUTION REQUIREMENTS

At least 45 credits of distributed coursework, including nine credits in each of the following five curricular divisions, must be completed:

Theology and Philosophy.....9 credits

3 credits in Philosophy (any core course in Philosophy)

3 credits in Theology (any core course in Theology)

3 credits in Philosophy or Theology

Written and Oral Communications.....9 credits

3 credits in Oral Communication

Examples: Oral Interpretation, Theories of Communication, Oral Communication

3 credits in Written Communications

Example: Academic Writing and Research (mandatory)

3 credits in Written or Oral Communication

Science and Mathematics.....9 credits

3 credits in Science

Examples: Biology, Environment, Geology

3 credits in Mathematics

Examples: Any Mathematics, at or above the level of College Algebra, except Developmental Courses

3 credits in Mathematics or Science

Social and Behavioral Sciences.....9 credits

3 credits in Social Sciences

Examples: History, Political Science, Geography, Economics

3 credits in Behavioral Sciences

Examples: Anthropology, Psychology, Sociology, Criminal Justice,

3 credits in Social or Behavioral Sciences

Humanities and Arts.....9 credits

3 credits in Humanities

Examples: Language, Literature, or Humanities course

3 credits in Arts

Examples: Art or Music History, Theater History, Creative Dramatics, Photography

3 credits in Humanities or Arts

The distribution requirements are intended to achieve a range of learning outcomes in general studies. They are designed to fulfill the following instructional objectives:

1. To explore diverse modes of religious experience and expression with emphasis on Judeo-Christian tradition.
2. To inquire into classic philosophic concepts in order to gain perspective into human issues, judgment and understanding.
3. To demonstrate correct and effective writing.
4. To demonstrate competence in organizational patterns, outlining, and research.
5. To develop clear and persuasive oral expression.
6. To develop an understanding of scientific concepts with emphasis upon scientific observation, scientific methods, and analytical thinking.
7. To develop understanding of mathematical concepts and competence in quantitative skills.

8. To develop the ability to analyze historical, political, or economic data with emphasis upon interrelatedness of events and processes.
9. To examine and understand theoretical and applied aspects underlying individual and group behavior.
10. To develop an appreciation and understanding of a genre or period of literature, or to develop skill in a foreign language.
11. To develop an appreciation of the fine arts (art, music, theatre) from either a historical or creative viewpoint.

REQUIREMENTS FOR THE BACCALAUREATE PROGRAMS

While Barry University provides academic advising, the responsibility for planning individual programs rests with the students. Students are expected to become familiar with the requirements of the University, the School of Adult and Continuing Education, and of their major disciplines.

The following are the requirements for bachelor's degree completion: Satisfactory completion of a minimum of 120 credits with an average of 2.00 (C). Of the total, a minimum of 48 credits must be in courses numbered above 299. The last 30 credits and the majority of the coursework in the major must be completed at Barry University. Grades of at least "C" must be earned in coursework for the major, prerequisites, and the specialization. All students who are seeking a degree through the School must complete ENG 302, Academic Writing and Research, during the first or second semester of enrollment. In order to satisfactorily complete this course, a grade of C or above must be earned. If a grade below C is earned, the course must be repeated within the next two semesters, and the student must achieve a grade of C or above. Students will not be allowed to continue their academic program until ENG 302 has been successfully completed. Students who do not successfully complete the course after two attempts will be suspended.

Students may be exempt from the requirement by demonstrating proficiency on an English examination administered by the School. All new students who wish to test out of ENG 302 must sit for the test-out exam in their first semester (session A or B) of enrollment. However, the written communication requirements must be fulfilled.

The computer proficiency requirement must be met. See Academic Information Section.

PORTFOLIO OPTION AND/OR REQUIREMENT CRITERIA FOR BACHELOR DEGREES*

Students must meet all of the following criteria at the time of

portfolio submission:

1. Student has been fully accepted and is active.
2. Student has completed English 329 or English 302 with a C or better or has successfully passed the English test-out exam.
3. Student is in good academic standing (Cumulative GPA of 2.0 in all Barry University course work).
4. Student has attended the Portfolio Seminar.
5. Student can document five years of professional work experience and/or community activities.
6. Student's Goal Statement and Autobiographical Learning Essay have been reviewed by Writing Lab or site tutor.

If students do not meet the above criteria, the portfolio may not be submitted. A maximum total of 30 credits may be awarded via the portfolio.

*Optional: BPA, BSIT, BSPA, BPS, BLS degrees

Required: BSLS, BSHSA degrees

DEGREE PROGRAMS

BACHELOR OF PUBLIC ADMINISTRATION

The Bachelor of Public Administration (BPA) is the most acceptable undergraduate degree for professional employment in general public administration and is highly desirable for most of the special applications such as police, fire and planning. For those not going on to graduate school but who wish a professional career with government, the BPA is undoubtedly the degree of choice.

This degree meets the standards and guidelines for the Bachelor of Public Administration degree as provided by the Public Administration accrediting organization, the National Association of Schools of Public Affairs and Administration (NASPAA).

The public administration degree is of special interest to the working professional in public and not for profit organizations or those who wish to pursue a career in public management. The course work is designed to provide the student with an understanding and working application of the principles essential to the effective management of all public agencies.

DISTRIBUTION REQUIREMENTS.....45 credits
PORTFOLIO OPTION.....up to 30 credits
ELECTIVES.....Variable
Minimum Total Degree Requirements.....120 credits

REQUIRED COURSES.....18 credits
Students should plan their programs with advisor assistance so that courses can be completed in the sequence which follows.

POS 303 Public Policy and Administration
PUB 402 Values and Ethics in Public Administration
PUB 403 Public Budgeting and Finance
PUB 404 Concepts and Issues in Public Planning
PUB 406 Human Resources in the Public Sector
PUB 410 Methods and Techniques for Public Administration

ELECTIVE PUB COURSES.....6 credits

These can be taken in any sequence or combination.

PUB 405 Administrative Law and Process
PUB 407 Productivity Improvements in the Public Sector
PUB 408 Public Administration and the Political Process
PUB 409 Contemporary Issues in Public Safety
ADM 301 Labor Relations
ADM 303 Administrative Theory and Practice
ADM 353 Leadership Development
ADM 361 Negotiation: Theory and Practice

ADM 412 Quality and Productivity
ADM 464 Human Resources Administration

ADDITIONAL REQUIREMENTS.....21 credits

Twenty-one additional credit hours shall be earned in public administration, emergency medical training, management, parks and recreation management, business, political science, criminal justice, fire science, HSA 410, HSA 425 or classes approved by the Academic Coordinator in health service administration, social work, or sociology or portfolio credits attributable to any of the disciplines included in this paragraph. These twenty-one hours may be transferred from a regionally accredited institution or from General Administration and Social Sciences discipline-specific portfolio credits and may be lower-level credits.

MINOR (21 Credits):

Students may select any of the following minors: Information Technology (IT), Network and Systems Engineering (NSE), Administration, Public Administration, and Legal Studies.

Public Administration: This Public Administration minor is designed for working professional in public, not for profit organizations, who wish to pursue a career in public management. It provides students with the principles essential to the effective management of all public agencies. Students who successfully complete this minor will:

- possess a foundation in the theory and practice relevant to Public Administration
- possess related knowledge, skill and abilities that are associated with success in the profession

Students pursuing the Bachelor of Public Administration program are not allowed to complete this minor. Also, students should seek approved substitution of minor courses that are also counted towards the program core and/or specialization courses. In other words, students must complete 21 credit hours of approved coursework beyond the core or specialization requirements.

The minor consists of the following seven courses and has a three-credit computer pre-requisite, CAT102. A grade of C or higher is required in all minor coursework.

Public Administration.....21 credits

IT 200 Foundations of Information Technology
POS 303 Public Policy and Administration
PUB 402 Values and Ethics in Public Administration
PUB 404 Concepts and Issues in Public Planning
PUB 405 Administrative Law and Process
PUB 407 Productivity Improvements in the Public Sector
PUB 410 Methods and Techniques for Public Administration

Information Technology21 credits

This minor is listed under the Bachelor of Science in Information Technology program.

Legal Studies21 credits

This minor is listed under the Bachelor of Science in Legal Studies program.

Network and Systems Engineering21 credits

This minor is listed under the Bachelor of Science in Information Technology program.

Administration21 credits

This minor is listed under the Bachelor of Science in Administration program.

BACHELOR OF SCIENCE IN ADMINISTRATION

The Bachelor of Science in Administration degree is designed to provide students with the administrative and leadership competencies needed by all organizations, whether private, public or non-profit, in order to achieve their missions and achieve their goals. Course offerings focus on contemporary organizational theory and practice, with an emphasis on workplace applications.

The program of study, while addressing a broad range of organizational principles and practices, also allows for individualized emphasis in areas such as Human Resource Administration, Health Services Administration, Parks and Recreation Management, Public Administration, Information Technology, Legal Studies, Organizational Leadership or Network Administration.

The objectives of the BS in Administration degree are:

- to provide students with a comprehensive foundation in administrative theory and practice relevant to all organizations, whether private, public or non-profit
- to meet the needs of adult learners by developing the administrative knowledge, skill and abilities that are associated with success in today's organizations
- to meet the needs of employers by preparing adult learners to meet the challenging, complex and continually evolving environment of modern organizational workplaces
- to instill in adult learners a desire for lifelong learning and to validate previous learning through experiential portfolio credit
- to deliver the program in a format that allows for flexibility while maintaining academic integrity.

Students who successfully complete the degree program will be able to:

- understand and apply the contemporary administrative theories and practices as they related to public, non-profit and private organizations
- effectively employ critical thinking methodology for analyzing and resolving organizational issues
- demonstrate the communication skills required in today's diverse, team-oriented workplaces
- integrate the leadership and interpersonal competencies that are essential for effective administration
- synthesize the knowledge, skills and abilities that are associated with workplace success and to meet the organizational challenges of modern organizations.

In completing the requirements for the Bachelor of Science in Administration major, students will select either a major of 45 credits consisting of core coursework and an area of specialization, a minor, or a major of 30 credits of core coursework and the Experiential Learning **Portfolio Option**. In addition, MAT 152 and IT 200 are recommended for those who plan to pursue a graduate degree.

Portfolio Option and/or Transfer Credits

The majority of a student's major coursework must be taken at Barry University. **Students NOT choosing to do a specialization or a minor ARE REQUIRED to submit an Experiential Learning Portfolio in order to satisfy the degree requirements. Students may elect to pursue both a portfolio and a specialization.** Up to six credits of related courses may be accepted in transfer or earned through General Administration, Social Sciences, Special Topics: Legal Studies and/or Computer Science discipline-specific portfolio credits to satisfy the required electives.

BACHELOR OF SCIENCE IN ADMINISTRATION

DEGREE REQUIREMENTS:

DISTRIBUTION REQUIREMENTS.....	45 CREDITS
MAJOR CORE.....	30 CREDITS
SPECIALIZATION.....	15 CREDITS
MINOR.....	21 CREDITS
PORTFOLIO.....	OPTION UP TO 30 CREDITS
ELECTIVES.....	VARIABLE
Minimum Total Degree Requirements.....	120 CREDITS

Major Core.....30 CREDITS

REQUIRED COURSES.....18 CREDITS

- ADM 303 Administrative Theory & Practice*
- ADM 306 Services Marketing**
- ADM 320 Financial Administration
- ADM 353 Leadership Development
- ADM 464 Human Resource Administration

ADM 499 Administrative Capstone Course

*or the approved substitute: MGT 305
Organizational Behavior and Management

**or the approved substitute: MKT 306
Marketing Concepts and Applications

ADDITIONAL ELECTIVES.....12 CREDITS

Any four ADM, PUB, HSA, IT, PLA, ACC, BUS, ECO, FIN, MGT, MIS, or MKT prefix courses not used to satisfy the Required Courses above.

NOTE: The approved substitutes and the School of Business courses listed below are **not** offered by ACE on the Miami Shores campus. No more than a total of 27 credits Business courses (prefix ACC, BUS, ECO, FIN, MGT, MIS, or MKT) may be taken. These credits include both transfer credits and credits earned at Barry University. While it will not guarantee acceptance into any MBA degree program, students who intend to pursue an MBA should take the following as electives:

ACC 201 Financial Accounting
ACC 202 Managerial Accounting
ECO 202 Macroeconomics
ECO 201 Microeconomics
FIN 319 Managerial Finance

SPECIALIZATION (15 Credits):

Students may select any of the following specializations: Human Resource Administration, Health Services Administration, Organizational Leadership.

NOTE:

- (1) Some specializations may not be offered at all ACE delivery sites.**
- (2) Specialization courses may not be used to satisfy the major core.**

Human Resource Administration.....15 CREDITS

The Human Resource Administration specialization is designed to address the current issues in human resources. The program includes courses designed to address the HR competencies recommended by the Society for Human Resource Management (SHRM). Students who successfully complete the Human Resource Administration specialization will:

- possess a foundation in the theory and practice relevant to Human Resource Administration
- possess related knowledge, skill and abilities that are associated with success in the profession

Students may select from the following list of courses:

ADM 301 Labor Relations
 ADM 312 Training and Development
 ADM 325 Compensation and Benefits
 ADM 335 Employment Law
 ADM 410 Recruitment and Selection
 PSY 301 Psychology of Drug and Alcohol Abuse
 PSY 329 Understanding and Coping with Stress
 PSY 331 Counseling Techniques for Managers
 PSY 423 Industrial Psychology
 PUB 406 Human Resources in the Public Sector

Health Services Administration.....15 CREDITS

The Health Services Administration specialization program is designed to provide a broad view of today's health care system in such areas as hospitals, medical or dental clinics, group medical practices, managed care organizations, long-term care facilities, insurance companies, home health agencies, and government agencies. Students who successfully complete the Health Services Administration specialization will:

- possess a foundation in the theory and practice relevant to Health Services Administration
- possess related knowledge, skill and abilities that are associated with success in the profession

Students may select from the following list of courses:

HSA 301 The Health Care System*
 HSA 319 Health Care Finance
 HSA 339 Health Law
 HSA 410 Management in Health Care
 HSA 425 Public and Community Health
 HSA 475 Issues in Health Care

*required course

Organizational Leadership.....15 CREDITS

The Organizational Leadership specialization is an interdisciplinary studies program which explores a variety of leadership-related topics, issues and competencies. Students who successfully complete the Organizational Leadership specialization will:

- possess a foundation in the theory and practice relevant to Organizational Leadership
- possess related knowledge, skill and abilities that are associated with leadership success

Students may select from the following list of courses:

ADM 312 Training and Development
 ADM 315 Diversity in the Workplace
 ADM 361 Negotiation: Theory and Practice
 PHI 371 Social and Ethical Issues in Business

PSY 331 Counseling Techniques for Managers
PSY 410 Group Dynamics and Decision Making
PSY 423 Industrial Psychology

MINOR (21 Credits):

Students may select any of the following minors: Information Technology (IT), Network and Systems Engineering (NSE), Administration, Public Administration, and Legal Studies.

NOTE:

- (1) Some minors may not be offered at all ACE delivery sites.*
- (2) Minor courses may not be used to satisfy the major core or distribution requirements.*

Administration: This Administration minor is designed for students choosing to focus on both administration and leadership competencies needed by all organizations, whether private, public or non-profit, in order to achieve their missions and achieve their goals. Students who successfully complete this minor will:

- understand and apply the contemporary administrative theories and practices as they related to public, non-profit and private organizations
- effectively employ critical thinking methodology for analyzing and resolving organizational issues
- demonstrate the communication skills required in today's diverse, team-oriented workplaces
- integrate the leadership and interpersonal competencies that are essential for effective management and administration

Students pursuing the bachelor degree in Administration program are not allowed to complete this minor. Also, students should seek approved substitution of minor courses that are counted towards the program core and/or specialization courses. In other words, students must complete 21 credit hours of approved coursework beyond the core or specialization requirements.

Administration..... 21 credits

- IT 200 Foundations of Information Technology*
- ADM 303 Administrative Theory and Practice
- ADM 306 Services Marketing
- ADM 320 Financial Administration
- ADM 353 Leadership Development
- ADM 464 Human Resource Administration
- 3-credit upper level ADM elective

Information Technology21 credits

This minor is listed under the Bachelor of Science in Information Technology program.

Legal Studies21 credits

This minor is listed under the Bachelor of Science in Legal Studies program.

Network and Systems Engineering21 credits

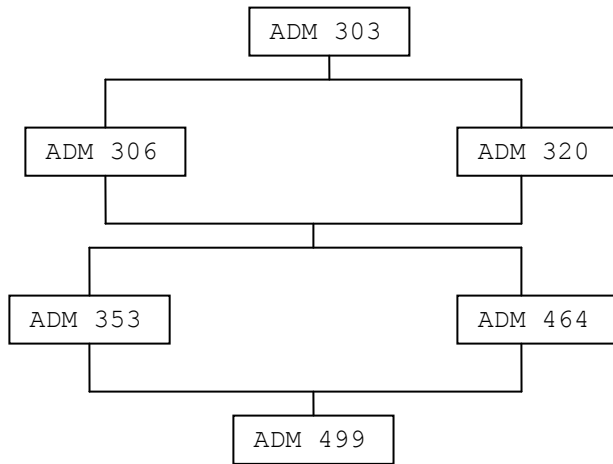
This minor is listed under the Bachelor of Science in Information Technology program.

Public Administration21 credits

This minor is listed under the Bachelor of Public Administration program.

Course Sequencing

The following chart will assist both students and advisors in the selection of ADM courses and the sequence in which they are best taken. The chart lists the appropriate first class (ADM 303) for entering students. Whenever possible, it is *highly recommended* that students complete the 300 level classes before attempting the 400 level classes. The capstone course, ADM 499, should be completed after all other core classes are completed.



BACHELOR OF SCIENCE IN HEALTH SERVICES ADMINISTRATION

The Bachelor of Science in Health Services Administration is designed to prepare the student for a career in the health services industry in an administrative capacity. The program of study will give students a broad view of today's health care system and will prepare its graduates for entry and middle management positions in such areas as hospital, medical or dental clinics, group medical practices, managed care organizations, long-term care facilities, insurance companies, home health agencies, and governmental health agencies. Management skills and business practices used in today's complex health care systems are emphasized.

The objectives of the BS in Health Services Administration are:

- to provide students with a comprehensive foundation in administrative theory and practice pertinent to the health care arena
- to meet the needs of adult students by developing the administrative knowledge, skills, and abilities that are associated with success in the health care organization's workplace
- to meet the needs of health service employers by preparing adult learners to meet the challenges of changing organizations
- to validate lifelong learning through experiential portfolio credit
- to provide a foundation for advanced training and studies beyond the undergraduate level and to instill a desire for lifelong learning
- to deliver the program in a flexible, accelerated format while maintaining academic integrity

Students having health care experience should begin study with either **HSA 319 Health Care Finance**, **HSA 339 Health Law**, or **HSA 410 Management in Health Care**. This experience requirement consists of at least five years of experience, preferably with at least one year in a supervisory or management capacity. Otherwise, students should begin with **HSA 301 The Health Care System**, which is required prior to the six required courses in Health Care Administration. Students who wish to enroll in HSA courses without the experience requirement or the HSA 301 prerequisite may take the 400 level course work only with permission of the academic coordinator. In addition, **HSA 499, Capstone in Health Service Administration** is designed to be the final, course in the Health Service Administration program.

DISTRIBUTION REQUIREMENTS.....45 credits
REQUIRED PORTFOLIO..... up to 30 credits
MINOR OPTION.....21 Credits
ELECTIVES.....Variable
REQUIRED COURSES.....18 credits
Minimum Total Degree Requirements.....120 credits

REQUIRED COURSES.....18 credits
Students should plan their programs with advisor assistance so that courses can be completed in the sequence which follows.

HSA 319 Health Care Finance
HSA 339 Health Law
HSA 410 Management in Health Care
HSA 425 Public and Community Health
HSA 475 Issues in Health Care
HSA 499 Capstone in Health Services Administration

ADDITIONAL REQUIREMENTS.....12 credits

These can be taken in any sequence or combination.
Twelve hours must be taken from the following courses (other courses

with the approval of the HSA academic coordinator):

- HSA 301 The Health Care System
- HSA 441 Health Care for the Elderly
- HSA 459 Independent Study in Health Care
- ADM Any ADM prefix course
- PSY 329 Understanding and Coping with Stress
- PSY 382 Developmental Psychology
- PSY 410 Group Dynamics and Decision-Making
- PSY 417 Psychology of Aging
- PSY 423 Industrial Psychology
- PUB 404 Concepts and Issues in Public Planning
- PUB 406 Human Resources in the Public Sector
- PUB 409 Contemporary Issues in Public Safety

Note: Up to six credits of related courses may also be accepted through General Administration, Behavioral Sciences, and Social Sciences discipline-specific portfolio credits and/or transfer credits to satisfy additional requirements.

MINOR (21 Credits):

Students may select any of the following minors: Information Technology (IT), Network and Systems Engineering (NSE), Administration, Public Administration, and Legal Studies.

Information Technology21 credits

This minor is listed under the Bachelor of Science in Information Technology program.

Legal Studies21 credits

This minor is listed under the Bachelor of Science in Legal Studies program.

Network and Systems Engineering21 credits

This minor is listed under the Bachelor of Science in Information Technology program.

Administration21 credits

This minor is listed under the Bachelor of Science in Administration program.

Public Administration21 credits

This minor is listed under the Bachelor of Public Administration program.

HEALTH SERVICES ADMINISTRATION CERTIFICATE

Students who are in other academic programs who wish to obtain a Health Services Administration Certificate must successfully complete a total of 18 credits from the Health Services Administration core requirements. Please notify your advisor of your intentions.

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

The Bachelor of Science in Information Technology (BSIT) program is designed to provide students with both the theoretical knowledge and technical skills required to properly analyze, design, implement, and support information technology (IT) solutions in a variety of business settings.

The curriculum seeks to advance the student's technical, administrative, and critical thinking skills. Students will examine positions of responsibility and expertise in various technical and business areas, and will explore the skills necessary for lifelong learning in order to compete and excel in today's age of ongoing innovation. BSIT graduates can seek employment in technical and administrative capacities, such as a database administrator, network analyst, systems and business analyst, project manager, consulting services, and software engineering, among several other exciting jobs. In addition to classroom instruction, many of the IT courses are now also available in a flexible online format that enables students to optionally meet face-to-face or participate in regularly scheduled web conference class sessions.

The BSIT program of study enables students to:

- acquire the knowledge and skills required to excel as an information technology professional
- learn how to manage businesses and align technologies with corporate needs
- specialize in technology or management domains including Network and Systems Engineering, Software Engineering, and Information Systems Administration
- prepare for industry certifications, including CompTIA (A+, Network+, Security+, Linux+, etc.), Microsoft (MCP/MCSA, MCTS/MCITP), and Cisco CCNA
- become familiar with current technologies, tools, and methodologies that lead to the development of better information systems
- understand the different components of the information technology field, including hardware, software, communication, networking, research, and people
- learn how to methodically and practically approach a variety of technological and managerial issues to ultimately improve business strategies and competitive advantage
- analyze and evaluate organizational systems and processes to recommend software solutions that meet an organization's needs and goals
- earn up to 30 credits for professional experience and community service

Students who successfully complete the BSIT degree will:

- possess a foundation of technical skills needed to begin a career in the area of information technology
- apply the knowledge gained in the program to advance or secure a higher level position, if already in the field
- demonstrate familiarity with current information technologies and tools
- provide viable and efficient solutions for organizational requirements with respect to hardware, software, communications, implementation, and support of various technologies
- employ research and critical thinking for analyzing and solving organizational problems using IT solutions
- analyze and compare the relative merits of IT systems with respect to a variety of criteria (i.e. efficiency, scalability, security)
- design database management systems to organize and automate system processes
- analyze and develop information technology project management methodologies to meet the needs of the organization
- apply various concepts and procedures for creating, viewing, and managing files, directories and disks.
- design networking solutions that incorporate a variety of technologies to achieve optimal security, cost, and performance to satisfy a given set of client requirements
- collect, organize, and modify information to reflect and address the organizational needs and workplace environment
- make critical decisions to provide solutions for organizational requirements with respect to hardware, software, communication, planning, analysis, design, implementation, and support of various technologies in the IT industry

In completing the requirements for the Bachelor of Science in Information Technology major, students will select either a major of 45 credits consisting of core coursework and one or a combination of the following options: an area of specialization, a minor, and/or Experiential Learning Portfolio option.

BACHELOR OF SCIENCE (BS) IN INFORMATION TECHNOLOGY

DEGREE REQUIREMENTS

DISTRIBUTION REQUIREMENTS	45 credits
MAJOR CORE	30 credits
SPECIALIZATION	15 credits
MINOR	21 credits
PORTFOLIO OPTION	up to 30 credits
ELECTIVES	Variable
Minimum Total Degree Requirements	120 credits

Recommended Distribution Course

Students considering graduate studies in IT are recommended to take MAT 152 Probability and Statistics.

Prerequisites.....3 credits

CAT 102 Basic Computer Applications*

Major Core Courses..... 30 credits

IT 190 Microcomputer Systems*
IT 200 Foundations of Information Technology*
IT 310 Telecommunications and Computer Networks
IT 320 Computer Security
IT 338 Web Design, Authoring and Publishing
CS 372 Software Engineering
CS 426 Databases
IT 499 Integrated Capstone Project
6-credits in upper level CS/IT/NSE electives

*Advanced students may earn credits for the CAT 102, IT 190, or IT 200 courses by test-out examination. Please reference the Credit by Examination policy.

CS/IT/NSE Electives

Students may fulfill the major core elective requirement by taking any courses from the following list:

IT 400, IT 450, IT 403, IT 402, IT 440, IT 451, IT 351, IT 402, IT 350, IT 420, CS 301, CS 407, CS 438, CS 340, CS 428, NSE 300, NSE 305, NSE 310, NSE 320, NSE 330, NSE 405, NSE 415, NSE 425, NSE 445, and ADM 353. This requirement can also be satisfied with upper-level computer prefixed transfer courses (CAT, CS, IT, NSE), or through upper-level credits in a computing area earned through the Portfolio option.

SPECIALIZATION (15 Credits):

Students pursuing the BSIT degree may select from any of the following specializations: Information Systems Administration, Network and Systems Engineering, and Software Engineering.

Information Systems Administration Specialization..... 15 credits

IT 400 IT Project Management
IT 450 Administrative Information Systems
ADM 303 Administrative Theory and Practice
ADM 464 Human Resource Administration
3-credit upper level CS/IT/NSE/ADM elective

Network and Systems Engineering Specialization..... 15 credits

NSE 210 Network Administration
NSE 320 Server Operating System
NSE 405 Managing a Microsoft Network
6-credits upper level NSE electives

Current List of NSE electives:

NSE 300 Special Topics
NSE 305 Advanced PC Hardware and Networking
NSE 310 Client Operating System
NSE 330 Working with Cisco LAN Hardware
NSE 415 Linux Operating System
NSE 425 Advanced Directory Services
NSE 445 Advanced Network Services

Software Engineering Specialization 15 credits

CS 301 Computer Programming
CS 407 Database Programming and Administration
CS 438 Web Programming and Administration
CS 340 Java Programming for the Web
3-credit upper level CS/IT/NSE elective

MINOR (21 Credits):

Students may select from any of the following minors: Information Technology (IT), Network and Systems Engineering (NSE), Software Engineering, Administration, Public Administration, and Legal Studies.

Information Technology Minor 21 credits

IT 190 Microcomputer Systems*
IT 200 Foundations of Information Technology*
IT 310 Telecommunications and Computer Networks
IT 320 Computer Security
IT 338 Web Design, Authoring and Publishing
CS 426 Databases
3-credit upper level CS/IT/NSE elective

Network and Systems Engineering Minor 21 credits

IT 190 Microcomputer Systems*
IT 310 Telecommunications and Computer Networks
NSE 210 Network Administration
NSE 320 Server Operating System
NSE 405 Managing a Microsoft Network
6-credits upper level NSE electives

Software Engineering Minor 21 credits

IT 200 Foundations of Information Technology*
CS 301 Computer Programming
IT 338 Web Design, Authoring and Publishing
CS 426 Databases
CS 372 Software Engineering
CS 407 Database Programming and Administration
Approved 3-credit upper level CS/IT/NSE elective

Current List of Approved SE Course electives

CS 340 Java Programming for the Web
CS 438 Web Programming and Administration

Legal Studies Minor 21 credits

This minor is listed under the Bachelor of Science in Legal Studies program.

Administration Minor 21 credits

This minor is listed under the Bachelor of Science in Administration program.

Public Administration Minor 21 credits

This minor is listed under the Bachelor of Public Administration program.

Legal Studies Minor 21 credits

This minor is listed under the Bachelor of Science in Legal Studies program.

* The minors have a three-credit computer literary pre-requisite, CAT 102.

* Advanced students may earn credits for the CAT 102, IT 190, or IT 200 courses by test-out examination. Please reference the Credit by Examination policy.

A grade of C or higher is required in all minor coursework.

Transfer Credits in the Major

The majority of a student's major coursework must be taken at Barry University. Therefore, a maximum of four equivalent courses (12 credits) will be accepted into the Major Core and a maximum of two equivalent courses (6 credits) will be accepted into the Specialization area, including credits earned from test-out challenge examination and Portfolio (Ref. Credit By Examination & Portfolio Option).

PORTFOLIO OPTION..... up to 30 credits

In lieu of or in addition to the Specialization, students may choose to complete an "Experiential Learning Portfolio", along with the Major Core courses, to satisfy degree requirements. Portfolio credits may be used to satisfy general elective requirements and/or discipline-specific electives (CS/IT/NSE). Portfolio discipline-specific credits are counted as transfer credits and are limited to a maximum of six upper-level credits. These discipline-specific credits may be distributed to the 3-credit electives in each of the Major Core and Specialization areas, subject to the approval of the Academic Coordinator.

SPECIALIZATIONS:

Information Systems Administration - This specialization is for students wishing to focus on business administration coupled with the

technical skills needed to develop highly skilled IT decision makers. In addition, students will be able to understand and apply the theories and strategies related to the areas of planning, organizing, managing, and validating information systems.

Students who successfully complete the ISA specialization will:

- understand and apply the contemporary administrative theories and practices as they related to different organization types
- effectively employ critical thinking methodology for analyzing and resolving organizational issues
- integrate the leadership and interpersonal competencies that are essential for effective management and administration
- manage people and enterprise technologies and address various facets of the professional and ethical uses of information systems.

Network and Systems Engineering - This specialization is for students to focus on how to effectively plan, implement, administer, and support various size networks in the enterprise. This specialization provides the groundwork for professionals to pursue highly recognized industry certification. Depending upon which elective(s) a student selects, opportunities exist to receive the necessary foundation to further prepare for certification programs such as CompTIA A+, CompTIA Network+, Microsoft MCP/MCSA/MCTS/MCITP, Cisco CCNA, and CompTIA Linux+.

Students who successfully complete the NSE specialization will:

- know the principal features of Windows and the basics of enterprise networking
- be able to install, configure, deploy and manage Windows operating systems and services
- understand the logical and physical components of Active Directory Services
- have the skills to plan and implement an Active Directory structure and policies that address the needs of an organization
- be able to configure network services such as DHCP, DNS, VPN, IPSec, IIS, and Routing
- be able to manage the operation of network clients and servers from a central location
- be able to select and implement network infrastructure topologies and technologies for optimal Internet/intranet connectivity
- be able to identify and resolve network problems by using troubleshooting tools and utilities

Software Engineering - This specialization is for students choosing to focus on web programming skills and software development. Students will be able to evaluate business systems and processes and recommend

software solutions, which meet organizational needs and goals; and develop the skills and knowledge required of an analyst-programmer for the research and development of web and computer-based applications.

Students who successfully complete the Software Engineering specialization will:

- Identify and develop a variety of software based on specific user needs, propose solutions, and apply troubleshooting strategies to deal with various workplace technical problems
- Use programming skills effectively to create products or systems and evaluate the impact of information technology in the workplace
- Possess a foundation of the underlying structures of web information systems and the characteristics of client/server processes
- Employ innovative techniques to implement information visualization, and the ability to enter, query, and retrieve data and information via Web

MINORS:

Information Technology: This minor is designed to provide students with the basic theoretical knowledge and technical skills required by today's information technology professionals. The minor courses are also available in a distance delivery format (online).

Students who successfully complete this minor will:

- possess a foundation of technical and administrative skills needed to begin a career in the area of information technology
- provide solutions for organizations with respect to hardware, software, communication, planning, design, implementation, and support of various technologies
- employ research and critical thinking for analyzing and solving organizational challenges
- understand various components of the information technology, including hardware, software, communication, planning, design, implementation, and support
- propose solutions and apply troubleshooting strategies to deal with various technical problems

Students pursuing the bachelor degree in Information Technology program are not allowed to complete this minor. Also, students should seek approved substitution of minor courses that are also counted towards the program core and/or specialization courses. In other words, students must complete 21 credit hours of approved coursework beyond the core or specialization requirements.

Network and Systems Engineering: This minor is for students to focus on how to effectively plan, implement, administer, and support various size networks in the enterprise. This minor provides the groundwork for professionals to pursue highly recognized industry certification. Depending upon which elective(s) a student selects, opportunities exist to receive the necessary foundation to further prepare for certification programs such as CompTIA A+, CompTIA Network+, Microsoft MCP/MCSA/MCTS/MCITP, Cisco CCNA, and CompTIA Linux+.

Students who successfully complete this minor will:

- know the principal features of Windows and the basics of enterprise networking
- be able to install, configure, deploy and manage Windows operating systems and services
- understand the logical and physical components of Active Directory Services
- have the skills to plan and implement an Active Directory structure and policies that address the needs of an organization
- be able to configure network services such as DHCP, DNS, VPN, IPSec, IIS, and Routing
- be able to manage the operation of network clients and servers from a central location
- be able to select and implement network infrastructure topologies and technologies for optimal Internet/intranet connectivity
- be able to identify and resolve network problems by using troubleshooting tools and utilities

Students pursuing the bachelor degree in Information Technology program with a specialization in Network and Systems Engineering (NSE) are not allowed to complete this minor. Also, students should seek approved substitution of minor courses that are also counted towards the program core and/or specialization courses. In other words, students must complete 21 credit hours of approved coursework beyond the core or specialization requirements.

Software Engineering (SE): The minor in Software Engineering is for students choosing to focus on web programming skills and software development. Students will be able to evaluate business systems and processes and recommend software solutions, which meet organizational needs and goals; and develop the skills and knowledge required of an analyst-programmer for the research and development of web and computer-based applications.

Students who successfully complete the Software Engineering minor will:

- Develop the skills and knowledge necessary for the research and development of information systems.

- Evaluate business strategies and operations and recommend software solutions that best suit the organizational needs.
- Evaluate management techniques required to plan, organize, monitor, and control software projects.
- Use programming skills to create web-based software applications
- Propose software solutions and apply effective strategies to deal with various technical problems

Students pursuing the bachelor degree in Information Technology program with a specialization in Software Engineering are not allowed to complete this minor. Also, students should seek approved substitution of minor courses that are also counted towards the program major core and/or specialization courses.

Credit By Examination

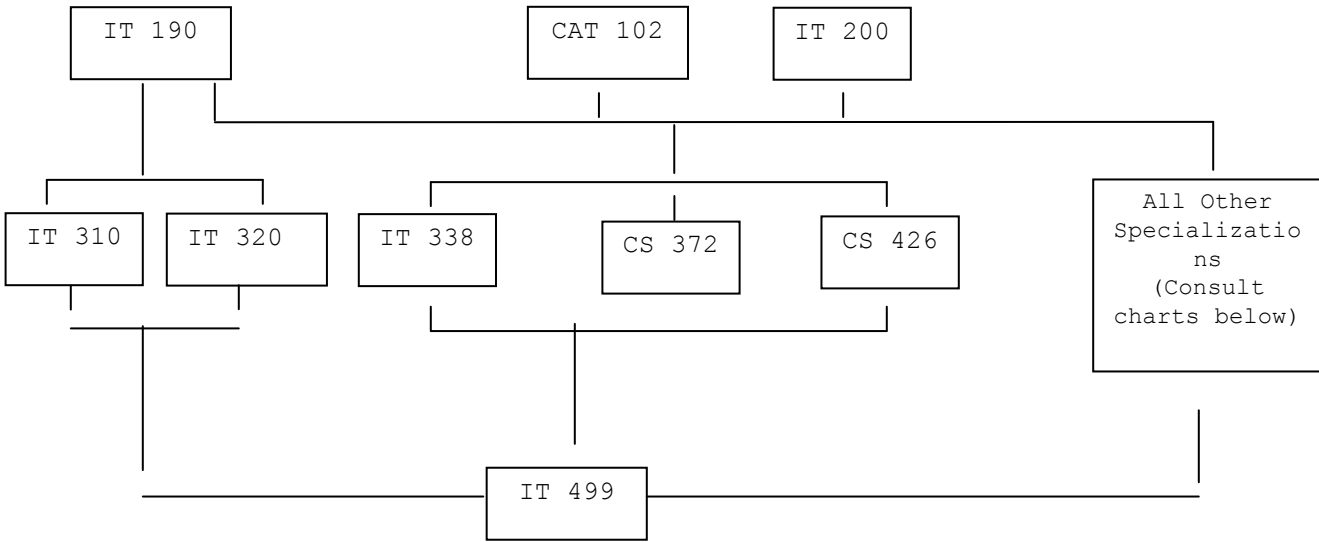
Advanced students may earn credits for the CAT102, IT190, or IT200 courses by test-out examination. Students should review transfer credits with their advisor prior to registering for the abovementioned exam(s) to ensure they are not duplicating transfer credits. Credit by examination may only be attempted once. If a student fails a credit by exam, s/he must register and complete the respective course. To maintain the integrity of the testing process, students may neither review nor contest their examination results. A passing score for credit by examination is 80% or higher. **Credits earned from "Credit By Examination" do not count toward either the 30 credit residency or the majority of a student's major coursework stated under the "Transfer Credits in the Major" Section.** These credits are counted as part of the allowable transfer credits in the student's major coursework.

Course Sequencing

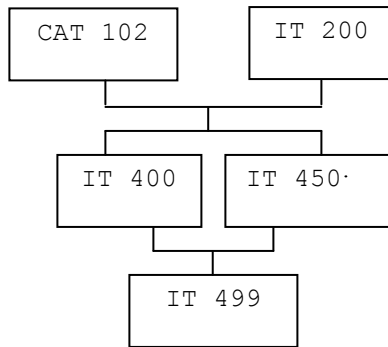
The following charts will assist both student and advisors in the selection of BSIT courses and the sequence in which they are best taken. The chart has five levels. The first level lists appropriate classes for entering students. Whenever possible, it is **recommended** that students complete all first level classes before attempting second level classes. The third level classes **require** the completion of the first two levels. IT 499, the capstone course, should be completed after all other major classes. The one exception to this sequencing is the Network and System Engineering (NSE) Specialization. Students may complete IT 310 and the NSE specialization courses first if their goal is to achieve Microsoft MCSE certification first, and then complete the remainder of the BSIT degree requirements.

RECOMMENDED BS-IT COURSE SEQUENCING

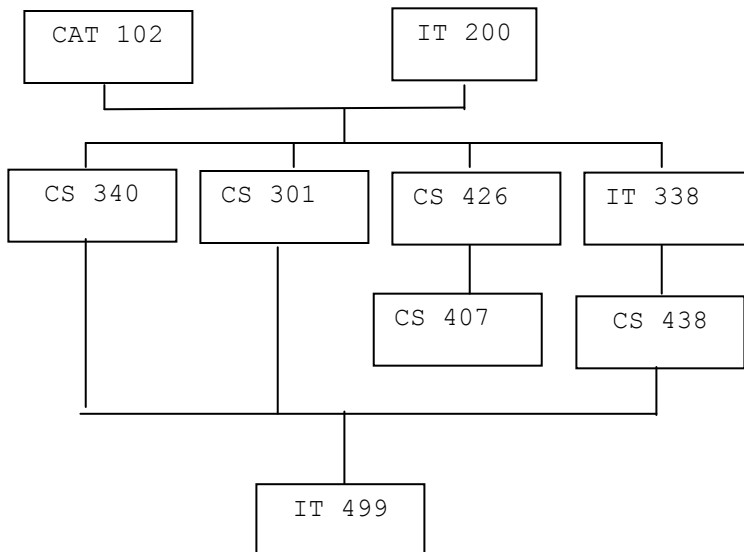
Major Core Courses



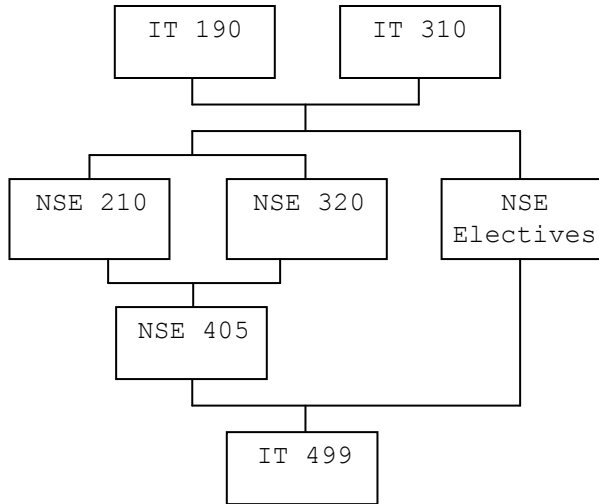
Information Systems Administration Specialization



Software Engineering Specialization



Network and Systems Engineering Specialization



Authorized Microsoft IT Academy

This is a program with Microsoft that provides tools to facilitate the delivery of courseware that helps prepare students for Microsoft product certification.

As an IT Academy MCSE/MCSA (NSE) instructors are certified in the courses they teach, and we use Microsoft official or authorized curriculum in all Microsoft networking courses. Students and faculty also receive a discount on selected MCP exams when taken through an Authorized Academic Testing Center.

Authorized Academic Testing Center (AATC)

Barry University is a Virtual University Enterprises (VUE) testing center. VUE is the electronic testing division of NCS Pearson, servicing the Information Technology industry and the Professional Certification and Licensure markets. There are currently two testing centers at School of Adult and Continuing Education locations. One in Broward County at our Pembroke Pines location, and another in Brevard County at our Melbourne location.

To register for a certification exam call:
Pembroke Pines - (954) 392-0455
Melbourne - (321) 409-5553

POST-BACCALAUREATE CERTIFICATES

POST-BACCALAUREATE CERTIFICATE IN INFORMATION TECHNOLOGY

The post-certificate in Information Technology is designed to provide students with the basic theoretical knowledge and technical skills required by today's information technology professionals. This certificate is also offered in a distance delivery format (online).

Students who successfully complete this certificate will:

- possess a foundation of technical and administrative skills needed to begin a career in the area of information technology
- provide solutions for organizations with respect to hardware, software, communication, planning, design, implementation, and support of various technologies
- employ research and critical thinking for analyzing and solving organizational challenges
- understand various components of the information technology, including hardware, software, communication, planning, design, implementation, and support
- propose solutions and apply troubleshooting strategies to deal with various technical problems

Post-Baccalaureate Certificate in Information

Technology 18 credits

- IT 190 Microcomputer Systems*
- IT 200 Foundations of Information Technology*
- IT 310 Telecommunications and Computer Networks
- IT 338 Web Design, Authoring and Publishing
- CS 426 Databases
- Approved 3 credit upper level CS/IT elective

*Advanced students may earn credits for the CAT102, IT190, or IT200 courses by test-out examination. Please reference the Credit by Examination policy.

A grade of C or higher is required in all certificate courses.

POST-BACCALAUREATE CERTIFICATE IN NETWORK AND SYSTEMS ENGINEERING: The Network and Systems Engineering certificate focuses on how to effectively plan, implement, administer, and support various size networks in the enterprise. These certificates provide the groundwork for professionals to pursue highly recognized industry certification. Depending upon which elective(s) a student selects, opportunities exist to receive the necessary foundation to further prepare for certification programs such as CompTIA A+, CompTIA Network+, Microsoft MCSA/MCTS/MCITP, Cisco CCNA, and CompTIA Linux+.

Students who successfully complete this certificate will:

- know the principal features of Windows and the basics of enterprise networking
- be able to install, configure, deploy and manage Windows operating systems and services
- understand the logical and physical components of Active Directory Services
- have the skills to plan and implement an Active Directory structure and policies that address the needs of an organization

- be able to configure network services such as DHCP, DNS, VPN, IPSec, IIS, and Routing
- be able to manage the operation of network clients and servers from a central location
- be able to select and implement network infrastructure topologies and technologies for optimal Internet/intranet connectivity
- be able to identify and resolve network problems by using troubleshooting tools and utilities

Post-Baccalaureate Certificate in Network and Systems

Engineering 18 credits

IT 310 Telecommunications and Computer Networks
 NSE 210 Network Administration
 NSE 320 Server Operating System
 NSE 405 Managing a Microsoft Network
 6-credits in upper level NSE electives

*Advanced students may earn credits for the CAT102, IT190, or IT200 courses by test-out examination. Please reference the Credit by Examination policy.

POST-BACCALAUREATE CERTIFICATE IN SOFTWARE ENGINEERING: The certificate in Software Engineering is for students choosing to focus on web programming skills and software development. Students will be able to evaluate business systems and processes and recommend software solutions, which meet organizational needs and goals; and develop the skills and knowledge required of an analyst-programmer for the research and development of web and computer-based applications.

Students who successfully complete this certificate will:

- Develop the skills and knowledge necessary for the research and development of information systems.
- Evaluate business strategies and operations and recommend software solutions that best suit the organizational needs.
- Evaluate management techniques required to plan, organize, monitor, and control software projects.
- Use programming skills to create web-based software applications
- Propose software solutions and apply effective strategies to deal with various technical problems

Pre-requisite Course 3 credits

IT 200 Foundations of Information Technology*

Post-Baccalaureate Certificate in Software Engineering...18 credits

CS 372 Software Engineering
 CS 301 Computer Programming
 CS 426 Databases

IT 338 Web Design, authoring and Publishing
CS 407 Database Programming and Administration
Approved 3-credit upper level SE elective

Current List of Approved SE electives:

CS 340 Java Programming for the Web
CS 438 Web Programming and Administration

*Advanced students may earn credits for the CAT102, IT190, or IT200 courses by test-out examination. Please reference the Credit by Examination policy.

A grade of C or higher is required in all certificate courses.

BACHELOR OF SCIENCE IN LEGAL STUDIES

The Bachelor of Science with a major in Legal Studies and Legal Studies Certificate Programs are designed to provide a broad background in fundamental legal studies to students who desire to become paralegals or legal assistants working under the supervision of a lawyer. Legal assistants assume paralegal responsibilities as skilled members of a legal team in law firms, financial institutions, insurance companies, governmental agencies and related entities. In addition, exposure to law and law-related topics in the Legal Studies programs provide students with an appropriate academic foundation if they decide to attend law school. A grade of C or higher in each Legal Studies (PLA) course is required for those courses to count toward a Legal Studies major. Degree seeking students must submit a portfolio documenting at least five years of experiential learning.

The objectives of the BS degree with a major in Legal Studies are:

- to provide students with a comprehensive knowledge of legal systems in state and federal environments
- to meet the needs of adult learners by developing the legal research and writing skills that are essential to success in a legal environment
- to provide adult learners with the critical thinking and communication skills necessary to comprehend and function as a legal assistant within the civil and criminal practice areas of a modern law firm
- to provide a means for adult learners to identify and evaluate experiential learning to assess the impact of prior learning in the workplace or related activities relative to the skills and knowledge that are required to function as a legal assistant/paralegal
- to provide a basis for advanced training and education beyond the baccalaureate level
- to deliver the program in a format that allows for flexibility in

program planning and scheduling

Students with no experience in the legal community should begin study with **PLA 301 Law and the Legal System**. Degree-seeking students and certificate program students are awarded a Certificate of Participation upon application after completing a 24-credit core legal studies requirement. Sixty Credit Hour Certificates of Completion are also awarded upon application to degree-seeking and undergraduate certificate program students (see descriptions and requirements for Legal Studies certificate programs under the Legal Studies Specialization for the Bachelor of Professional Studies degree) Legal studies certificate students may convert to degree-seeking status any time during the course of their studies. Graduates of the Legal Studies degree and 60 credit hour or post-baccalaureate certificate programs are eligible to sit for the Certified Legal Assistant (CLA) examination that is administered by the National Association of Legal Assistants, Inc. ("NALA"). Undergraduate Certificate programs are open to all Barry University students who choose to complete the applicable Legal Studies ("PLA") courses and elective requirements; a student merely needs to submit an executed certificate application form after review by the student's academic advisor.

Students who are seeking a Bachelor of Science degree with a Legal Studies major or a Bachelor of Professional Studies degree with a Legal Studies specialization must take the Certified Legal Assistant (CLA) examination, administered by the National Association of Legal Assistants, Inc., (NALA), prior to graduation. Proof of sitting for the CLA examination must be provided prior to graduation. The CLA examination is offered at least three times each calendar year in Florida. Information on the CLA examination, eligibility and testing dates and sites can be obtained from NALA at <http://www.nala.org> or by writing to NALA, 1516 South Boston Avenue, Suite 200, Tulsa, Oklahoma 74119.

DISTRIBUTION REQUIREMENTS.....	45 credits
REQUIRED PORTFOLIO.....	up to 30 credits
REQUIRED COURSES.....	15 credits
MINOR.....	21 credits
ELECTIVES.....	Variable
Minimum Total Degree Requirements.....	120 credits

Students should plan their programs with advisor assistance so that courses can be completed in the sequence which follows.

REQUIRED COURSES.....	15 credits
PLA 301 Law and the Legal System	
PLA 310 Legal Research	
PLA 315 Legal Writing	
PLA 320 Civil Litigation	

PLA 430 Criminal Law Practice

ADDITIONAL REQUIREMENTS..... 15 credits

These can be taken in any sequence or combination.

- PLA 300 Special Topics
- PLA 330 Alternative Dispute Resolution
- PLA 335 Employment Law
- PLA 339 Health Law
- PLA 343 Business Organizations
- PLA 350 Real Estate Law
- PLA 405 Administrative Law and Process
- PLA 440 Contracts
- PLA 452 Environmental Law
- PLA 460 Probate Proceedings
- PLA 470 Immigration Law
- PLA 480 Bankruptcy
- PLA 483 Family Law

Note: Up to 6 credits of related courses may also be accepted in transfer and/or through discipline-specific portfolio credits, (special topics: Legal Studies) with Academic Coordinator's approval to satisfy additional requirements.

MINOR (21 Credits):

Students may select any of the following minors: Information Technology (IT), Network and Systems Engineering (NSE), Administration, Public Administration, and Legal Studies.

Legal Studies: The Legal Studies minor is designed to provide a broad background in Fundamental legal studies related to work in law firms, financial institutions, insurance companies, governmental agencies or related entities. Students who successfully complete this minor will:

- possess a foundation in the theory and practice relevant to Legal Studies
- possess related knowledge, skill and abilities that are associated with success in the profession

Students pursuing the bachelor degree in Legal Studies program are not allowed to complete this minor. Also, students should seek approved substitution of minor courses that are counted towards the program core and/or specialization courses. In other words, students must complete 21 credit hours of approved coursework beyond the core or specialization requirements.

The minor consists of the following seven courses and has a three-credit computer literary pre-requisite, CAT102. A grade of C or higher is required in all minor coursework.

Legal Studies.....21 credits

- IT 200 Foundations of Information Technology

PLA 301 Law and the Legal System
PLA 310 Legal Research
PLA 315 Legal Writing
PLA 320 Civil Litigation
PLA 343 Business Organizations
3-credit upper level PLA elective

Approved PLA electives

PLA 330 Alternative Dispute Resolution
PLA 335 Employment Law
PLA 405 Administrative Law and Process
PLA 440 Contracts
PLA 480 Bankruptcy

Information Technology21 credits
This minor is listed under the Bachelor of Science in Information Technology program.

Network and Systems Engineering21 credits
This minor is listed under the Bachelor of Science in Information Technology program.

Administration21 credits
This minor is listed under the Bachelor of Science in Administration program.

Public Administration.....21 credits
This minor is listed under the Bachelor of Public Administration program.

BACHELOR OF PROFESSIONAL STUDIES (BPS)

The Bachelor of Professional Studies degree program is designed for students who choose to pursue a professionally-oriented program of study. The degree is flexible in its design and thereby responds to diverse student needs and interests.

Students in this degree program are required to complete an area of specialization and may complete a second specialization. Students may choose both to earn a specialization and to submit a portfolio.

To earn a specialization students select a specialization in one of the following: Exercise Science, Health Services Administration, Human Resource Administration, Information Technology, Legal Studies, Network and Systems Engineering, Parks and Recreation Management, Software Engineering, Administration, Public Administration or Sports Management. Curriculum for each of these areas and University policies follow in this Bulletin.

Students who also want to earn credit for college-level learning acquired through professional work experience must submit a portfolio. The portfolio provides the mechanism for translating documented learning experience into Barry University credit. Students are expected to submit their portfolios before completing 90 credits.

Students must show college-level competence in one or more of the following categories in order to receive credit for professional work experience and/or community service: supervision, management, research, communications, interpersonal relations, creativity or critical thinking.

Students must attend a portfolio seminar during the first three semesters of enrollment. It is advisable to have portfolios submitted within one year of seminar attendance. If more than one year elapses from attendance at the first seminar, students must attend a second seminar.

Students must meet all of the following criteria at the time of portfolio submission:

1. Student has been fully accepted and is active.
2. Student has completed English 329 or English 302 with a C or better or has successfully passed the English test-out exam.
3. Student is in good academic standing (Cumulative GPA of 2.0 in all Barry University course work).
4. Student has attended the Portfolio Seminar.
5. Student can document five years of professional work experience and/or community activities.
6. Student's Goal Statement and Autobiographical Learning Essay have been reviewed by Writing Lab or site tutor.

If students do not meet the above criteria, the portfolio may not be submitted. Student must submit their near-completed portfolios to their directors/advisors in sufficient time to allow for revisions. Completed portfolios must be submitted to the Miami campus in accordance with published deadline dates in the Semester schedules. Meeting these deadlines is the responsibility of the student. **The portfolio administrative fee is due at the time of submission.**

Normally the portfolio assessment will be completed by the portfolio evaluation committee eight to ten weeks after it is submitted. Upon evaluation, the student will be notified of the credits awarded. Approximately one-third to one-half of the credits are upper-level. The remainder are lower-level. Upper-level credits are determined by the amount of credits students receive in their portfolio evaluation

at level two. Portfolio credits are general elective credits. Students may also receive credits for selected professional licenses. Please refer to the Assessment of Prior Learning Fact Book for eligible licenses.

DISTRIBUTION REQUIREMENTS.....45 credits
PORTFOLIO OPTION..... up to 30 credits
AREA OF SPECIALIZATION.....at least 21 credits
ELECTIVES.....Variable

A maximum of 27 total credit hours in courses having School of Business prefixes (ACC, BUS, ECO, FIN, MGT, MIS and MKT) taken in residency at Barry and/or transferred in as equivalent courses from other institutions may count toward degree requirements.

AREAS OF SPECIALIZATION

University policies regarding an area of specialization are as follows:

1. An area of specialization consists of no fewer than 21 credit hours (but no more than 30 credit hours) of appropriate and approved course work.
2. 15 of the 21 credit hours must be taken through Barry University and bear Barry University course prefixes and numbers; 20 of 26 credit hours are required in the Exercise Science specialization.
3. 15 of the 21 credit hours must be in upper division courses, namely, 300 and 400 level courses; 20 of 26 credit hours are required in the Exercise Science specialization.
4. Bachelor of Professional Studies with a specialization in Information Technology, Network and Systems Engineering, Software Engineering, Administration, Public Administration, Legal Studies (Academic Coordinator approval) Human Resources, Health Services Administration and Personal Financial Planning accepts up to 6 credits in portfolio and/or transfer credit into specialization electives only and accepts them in general electives. No portfolio or transfer credits are accepted for specialization required courses.
5. Bachelor of Professional Studies with a specialization in Exercise Science, Sport Management or Parks and Recreation Management does not accept Portfolio credits in the specialization but will accept them in general electives.
6. Prerequisites must be honored.
7. Grades of C or higher must be earned in all course work in the

area of specialization.

ADMINISTRATION SPECIALIZATION

The Administration specialization is designed to provide students with the administrative and leadership competencies required by all organizations, whether private, public, or non-profit, in order to be successful and achieve their goals. Course offerings are intended to address contemporary organizational theory and practice with an emphasis on application to the modern workplace. MAT 152 and IT 200 are recommended for those who plan to pursue a graduate degree.

REQUIRED COURSES.....18 CREDITS

ADM 303 Administrative Theory & Practice*
ADM 306 Services Marketing**
ADM 320 Financial Administration
ADM 353 Leadership Development
ADM 464 Human Resource Administration
ADM 499 Administrative Capstone Course

*or the approved substitute: MGT 305
Organizational Behavior and Management

**or the approved substitute: MKT 306
Marketing Concepts and Applications

SPECIALIZATION ELECTIVES.....6 CREDITS

Any two ADM, PUB, HSA, IT, PLA, ACC, BUS, ECO, FIN, MGT, MIS, or MKT prefix courses not used to satisfy the Required Courses above.

NOTE: The approved substitutes and the School of Business courses listed below are **not** offered by ACE on the Miami Shores campus. No more than a total of 27 credits Business courses (prefix ACC, BUS, ECO, FIN, MGT, MIS, or MKT) may be taken. These credits include both transfer credits and credits earned at Barry University. While it will not guarantee acceptance into any MBA degree program, students who intend to pursue an MBA should take the following as electives:

ACC 201 Financial Accounting
ACC 202 Managerial Accounting
ECO 201 Microeconomics
ECO 202 Macroeconomics
FIN 319 Managerial Finance

EXERCISE SCIENCE SPECIALIZATION

(Available only at St. Petersburg site)

A specialization in Exercise Science is available to complement Bachelor of Professional Studies students who have an interest in medical, allied health, athletic training or other science-based fields and who wish to pursue further study in the areas of exercise prescription and fitness programming. Students must be able to document at least five years of full-time professional work experience

or community service. The Exercise Science specialization is designed to prepare students for a wide variety of health-related careers which include, but are not limited to the following:

- Fitness and wellness programs: careers include health and fitness instructor, strength training instructor; exercise leader, health and fitness program director.
- Clinical programs such as cardiac/pulmonary rehabilitation: careers include exercise specialist, exercise test technologist, clinical program director.
- Other careers: a specialization in Exercise Science is a stepping stone for other health-related careers such as nursing, physical therapy and physician assistant.

A student may earn a specialization in Exercise Science by completing the following courses:

<u>COURSES</u>	<u>CREDITS</u>
SES 212 Emergency Response	3
SES 270 Concepts of Fitness and Wellness	3
SES 320 Kinesiology & Laboratory	4
SES 361 & 361L Exercise Physiology & Lab	4
SES 370 & 370L Fitness Assessment & Exercise Prescription & Lab	3
SES 441 & 441L Cardiac Rehabilitation & Lab	4
OR	
SES 461 & 461L Adv. Exercise Physiology & Lab	
SES 463 Applied Physiology of Resistance Training	3
SES 486 Practicum in Exercise Science	2
SPECIALIZATION TOTAL:	26

HEALTH SERVICES ADMINISTRATION SPECIALIZATION AND POST-BACCALAUREATE CERTIFICATE

The Health Services Administration specialization and Post-Baccalaureate Certificate Programs are designed to provide a broad view of today's health care system and to prepare graduates for entry and middle management positions in such areas as hospitals, medical or dental clinics, group medical practices, managed care organizations, long-term care facilities, insurance companies, home health agencies, and government agencies. The curriculum emphasizes management skills for use in any health care setting.

The Health Services specialization is an excellent career pathway for persons licensed in clinical health and medical care professions but lacking an undergraduate degree. Additionally, the specialization prepares students for graduate studies in health care administration.

The objectives of the specialization in Health Services Administration are:

- to provide students with a comprehensive foundation in administrative theory and practice pertinent to the health care arena
- to meet the needs of students by developing the administrative knowledge, skills, and abilities that are associated with success in the health care organization's workplace
- to meet the needs of health service employers by preparing adult learners to meet the challenges of changing organizations
- to validate lifelong learning through experiential portfolio credit
- to provide a foundation for advance training and studies beyond the undergraduate level and to instill a desire for lifelong learning
- to deliver the program in a flexible, accelerated format while maintaining academic integrity

Students having health care experience should begin study with either **HSA 319 Health Care Finance**, **HSA 339 Health Law**, or **HSA 410 Management in Health Care**. This experience requirement consists of at least five years of experience, with at least one year in a supervisory or management capacity.

Otherwise, students should begin with **HSA 301 The Health Care System**, which is required prior to the five required courses in Health Care Administration. Students who wish to enroll in Health Services Administration courses without the experience requirement or the HSA 301 prerequisite may take the 400 level coursework only with permission of the program director.

Health Services Administration Certificate

Students who are in other academic programs who wish to obtain a Health Services Administration Certificate must successfully complete a total of 18 credits from the Health Services Administration core requirements. Please notify your advisor of your intentions.

Post-Baccalaureate Health Services Administration Certificate Program

Students who have earned a baccalaureate degree from a regionally accredited school may enroll in the Post-Baccalaureate Certificate Program. The certificate will be awarded upon successful completion of **HSA 301**, the five required courses, and two electives. For practicing professionals, **HSA 301** may be waived with permission of the program director.

CORE COURSES.....15 credits

Students should plan their programs with advisor assistance so that courses can be completed in the sequence which follows.

- HSA 319 Health Care Finance
- HSA 339 Health Law
- HSA 410 Management in Health Care
- HSA 475 Issues in Health Care
- HSA 499 Capstone in Health Service Administration

SPECIALIZATION ELECTIVES.....6 credits

These can be taken in any sequence or combination.

- HSA 301 The Health Care System
- HSA 425 Public and Community Health
- HSA 441 Health Care for the Elderly
- HSA 459 Independent Study in Health Care
- ADM Any ADM prefix course
- PSY 329 Understanding and Coping with Stress
- PSY 331 Counseling Techniques for Managers
- PSY 382 Development Psychology
- PSY 410 Group Dynamics and Decision-Making
- PSY 417 Psychology of Aging
- PSY 423 Industrial Psychology
- PUB 404 Concepts and Issues in Public Planning
- PUB 406 Human Resources in the Public Sector
- PUB 409 Contemporary Issues in Public Safety

Note: The total credits for students needing HSA 301 will be 24 credits.

HUMAN RESOURCE ADMINISTRATION SPECIALIZATION AND POST-BACCALAUREATE CERTIFICATE PROGRAM

The Human Resource Administration specialization and Post-Baccalaureate Certificate program are of special interest to students employed in the area of human resources and are designed to address the HR body of knowledge *(see courses below recommended by the Society for Human Resource Management SHRM) in order to prepare for the PHR and SPHR exams. The specialization or certificate is earned by completing the approved twenty-one credits in the curriculum.

Note: If graduates of the Human Resource Administration specialization are subsequently admitted to the Master of Science in Human Resources Development and Administration degree program of the Barry University School of Education, their M.S. degree requirements will be reduced by three credit hours.

REQUIRED COURSES.....9 credits

Students should plan their programs with advisor assistance so that courses can be completed in the sequence which follows.

- ADM 303 Administrative Theory and Practice*
- ADM 312 Training and Development*

ADM 464 Human Resource Administration*

SPECIALIZATION ELECTIVE.....12 credits

Select four courses from the following:

- ADM 301 Labor Relations*
- ADM 315 Diversity in the Workplace
- ADM 325 Compensation and Benefits*
- ADM 330 Alternative Dispute Resolution
- ADM 335 Employment Law*
- ADM 361 Negotiation: Theory & Practice
- ADM 410 Recruitment and Selection*

HUMAN RESOURCE ADMINISTRATION CERTIFICATE

Upon completion of the courses required for the Human Resource Administration specialization, a student can request a certificate from an advisor. All coursework must be completed before graduation to be eligible.

POST-BACCALAUREATE HUMAN RESOURCE ADMINISTRATION CERTIFICATE PROGRAM

Students who have earned a baccalaureate degree from a regionally accredited college or university may enroll in the Post-Baccalaureate Human Resource Administration Certificate program. The certificate will be awarded upon successful completion of twenty-one credits in the specified curriculum. Barry University graduates who may have completed some of the certificate coursework in their degree program may take approved substitutes in order to reach the minimum of twenty-one credits required for the certificate.

INFORMATION TECHNOLOGY SPECIALIZATION

The specialization in Information Technology is designed for students who desire the skills necessary for the proper utilization of information technology in a variety of workplace settings. The courses are designed to gradually improve students' technical, critical thinking, and leadership skills.

Students who successfully complete the Information Technology specialization will:

- possess a foundation of technical and administrative skills needed to begin a career in the area of information technology
- provide solutions for organizations with respect to hardware, software, communication, planning, design, implementation, and support of various technologies
- employ research and critical thinking for analyzing and solving organizational challenges
- understand various components of the information technology, including hardware, software, communication, planning, design, implementation, and support
- propose solutions and apply troubleshooting strategies to deal with various technical problems

INFORMATION TECHNOLOGY SPECIALIZATION.....21 credits

- IT 190 Microcomputer Systems
- IT 200 Foundations of Information Technology
- IT 310 Telecommunications and Computer Networks
- IT 338 Web Design, Authoring and Publishing
- IT 400 IT Project Management
- CS 426 Databases
- IT 499 Integrated Capstone Project

NETWORK AND SYSTEMS ENGINEERING SPECIALIZATION

The Network and Systems Engineering specialization focuses on how to effectively plan, implement, administer, and support various size networks in the enterprise. This specialization provides the groundwork for professionals to pursue highly recognized industry certification. Depending upon which elective(s) a student selects, opportunities exist to receive the necessary foundation to further prepare for certification programs such as CompTIA A+ , CompTIA Network+, Microsoft MCSA/MCSE, Cisco CCNA, and CompTIA Linux+.

Students who successfully complete the NSE specialization will:

- know the principal features of Windows and the basics of networking with windows
- be able to Install, upgrade and configure Windows
- understand the Active Directory Logical and Physical Structure of windows
- have the skills to plan and implement Active Directory structure that addresses the needs of an organization
- be able to configure network services such as DHCP, DNS, WINS, VPN, IPsec, IIS, and Proxy
- be able to manage the operation of a Windows network from a central location, and be able to address issues such as network connectivity problems, interconnectivity among NetWare, Macintosh, and UNIX networks, and Internet connectivity
- be able to identify and resolve network problems by using Windows troubleshooting tools and utilities

PREREQUISITE COURSES.....6 credits

- IT 190 Microcomputer Systems
- IT 310 Telecommunications & Computer Networks

NETWORK AND SYSTEMS ENGINEERING SPECIALIZATION.....21 credits

- NSE 210 Network Administration
- NSE 305 Advanced PC Hardware and Networking
- NSE 310 Client Operating System
- NSE 320 Server Operating System
- NSE 405 Managing a Microsoft Network
- IT 499 Integrated Capstone Project
- Approved 3-credit upper level NSE elective

Current List of Approved NSE electives:

NSE 300 Special Topics
NSE 330 Working with Cisco LAN Hardware
NSE 415 Linux Operating System
NSE 425 Advanced Directory Services
NSE 445 Advanced Network Services

Transfer Credits in the IT and NSE Specialization

The majority of a student's specialization coursework must be taken at Barry University. Therefore, a maximum of two equivalent courses (6 credits) will be accepted into the specialization.

Authorized Microsoft IT Academy

This is a program with Microsoft that provides tools to facilitate the delivery of courseware that helps prepare students for Microsoft product certification.

As an AATP program, our MCSE/MCSA (NSE) instructors are certified in the courses they teach, and Barry uses Microsoft official or authorized curriculum in all NSE prefix courses. Students and faculty also receive a discount on selected MCP exams when taken through an Authorized Academic Testing Center.

Authorized Academic Testing Center (AATC)

Barry University is a Virtual University Enterprises (VUE) testing center. VUE is the Electronic Testing division of NCS Pearson, servicing the Information Technology industry and the Professional Certification and Licensure markets. There are currently two testing center locations. One on the Main Campus in Miami Shores, and another in Broward County at the Pembroke Pines Location.

To register for a certification exam call:
Pembroke Pines - (954) 392-0455
Miami Shores - (305) 899-3891

Course Sequencing

Please refer to the section of this bulletin on the Bachelor of Science in Information Technology for course sequencing information.

SOFTWARE ENGINEERING SPECIALIZATION

The Software Engineering specialization focuses on web programming and software development. Students who successfully complete this Specialization will:

- Develop the skills and knowledge necessary for the research and development of information systems.
- Recommend software solutions that best suit the organizational needs.
- Plan, organize, monitor, and control software projects.
- Use programming skills to create web-based software applications
- Propose software solutions and apply effective strategies to

deal with various technical problems

Prerequisite Course..... 3 credits

IT 200 Foundations of Information Technology

SOFTWARE ENGINEERING SPECIALIZATION COURSES.....21 credits

- CS 372 Software Engineering
- IT 338 Web Design, authoring and Publishing
- CS 426 Databases
- CS 407 Database Programming and Administration
- CS 438 Web Programming and Administration
- IT 499 Integrated Capstone Project
- Approved 3-credit upper level elective

Current List of Approved SE electives

- CS 301 Computer Programming
- CS 340 Java Programming for the Web

LEGAL STUDIES SPECIALIZATION

The Legal Studies specialization is designed to provide a broad background in fundamental legal studies to students who desire to become paralegals or legal assistants working under the supervision of a lawyer. Legal assistants assume paralegal responsibilities as skilled members of a legal team in law firms, financial institutions, insurance companies, governmental agencies and related entities. The legal studies specialization consists of 24 credits of legal studies ("PLA" prefix) courses. A grade of C or higher in each Legal Studies(PLA) course is required for those courses to count toward a Legal Studies specialization.

The objectives of the BPS degree with a specialization in Legal Studies are:

- to provide students with a comprehensive knowledge of legal systems in state and federal environments
- to meet the needs of students by developing the legal research and writing skills that are essential to success in a legal environment
- to provide students with the critical thinking and communication skills necessary to comprehend and function as a legal assistant within the civil and criminal practice areas of a modern law firm
- to encourage students to comprehend and fully utilize the connections between theory and practice
- to provide fundamental education that students will be able to utilize in the legal community as legal assistants/paralegals
- to deliver the program in a format that allows for flexibility in program planning and scheduling

Students with no experience in the legal community should begin study with **PLA 301 Law and the Legal System**. Bachelor of Professional

Studies degree-seeking students are awarded a Certificate of Participation upon application after completing the 24-credit core legal studies specialization requirement. Sixty Credit Hour Certificates of Completion are also awarded upon application to degree-seeking and undergraduate certificate program students. Legal Studies certificate students may convert to degree-seeking status any time during the course of their studies.

Students who are seeking a Bachelor of Science degree with a Legal Studies major or a Bachelor of Professional Studies degree with a Legal Studies specialization must take the Certified Legal Assistant (CLA) examination, administered by the National Association of Legal Assistants, Inc., (NALA), prior to graduation. Proof of sitting for the CLA examination must be provided prior to graduation. The CLA examination is offered at least three times each calendar year in Florida. Information on the CLA examination, eligibility and testing dates and sites can be obtained from NALA at <http://www.nala.org> or by writing to NALA, 1516 South Boston Avenue, Suite 200, Tulsa, Oklahoma 74119.

Legal Studies Undergraduate Certificate

The Undergraduate Certificate Program is a 60 credit hour program consisting of 8 substantive legal courses totaling 24 credit hours (described below) plus 30 credit hours of general distribution credits and six (6) credit hours of specified electives (with computer and word-processing skills being desired). A Certificate of Participation is awarded upon application after completing the 8 substantive legal courses. A 60 credit hour Certificate of Completion is awarded upon application after successful completion of the 60 credit hour curriculum. A grade of C or higher in each Legal Studies course is required to receive either a Certificate of Participation or a 60 credit hour Certificate of Completion.

The Undergraduate Certificate program is open to all Barry University students who choose to complete the applicable Legal Studies ("PLA") course and elective requirements; a student merely needs to submit an executed certificate application form after review by the student's Academic Advisor.

Post-Baccalaureate Legal Studies Certificate

The University also offers a Post-Baccalaureate Certificate program with admission limited to those students who possess an earned bachelor's degree (or higher) in any field prior to commencing Legal Studies at the University. The Post-Baccalaureate Certificate Program is a credit program that can generally be completed in one year (or less) and consists of 8 substantive legal courses totaling 24 credit hours. A grade of C or higher in each course is required to receive a Post-Baccalaureate Certificate of Completion

Recipients of either the 60 credit hour Undergraduate or Post-

Baccalaureate Certificates of Completion, the Bachelor of Science degree with Legal Studies major or BPS degree with Legal Studies specialization are eligible to sit for the Certified Legal Assistant ("CLA") examination that is administered by the National Association of Legal Assistants, Inc. ("NALA").

REQUIRED COURSES.....15 credits

Students should plan their programs with advisor assistance so that courses can be completed in the sequence which follows.

- PLA 301 Law and the Legal System
- PLA 310 Legal Research
- PLA 315 Legal Writing
- PLA 320 Civil Litigation
- PLA 430 Criminal Law Practice

SPECIALIZATION ADDITIONAL REQUIREMENTS.....9 credits

These may be taken in any combination or sequence.

- PLA 300 Special Topics
- PLA 330 Alternative Dispute Resolution
- PLA 335 Employment Law
- PLA 339 Health Law
- PLA 343 Business Organizations
- PLA 350 Real Estate Law
- PLA 405 Administrative Law and Process
- PLA 440 Contracts
- PLA 452 Environmental Law
- PLA 460 Probate Proceedings
- PLA 470 Immigration Law
- PLA 480 Bankruptcy
- PLA 483 Family Law

PERSONAL FINANCIAL PLANNING SPECIALIZATION

The personal Financial Planning Specialization is designed to provide the courses required for the CFP Certification Examination. Course offerings are intended to provide students with a foundation in the theory and practice relevant to personal financial planning and the knowledge and skills associated with success in the CFP profession. The number of credits for the specialization is 21.

REQUIRED COURSES.....18 credits

- PFP 348 Fundamentals of Personal Financial Planning
- PFP 350 Income Tax Planning
- PFP 410 Insurance Planning
- PFP 412 Investment Planning
- PFP 414 Retirement Planning and Employee Benefits
- PFP 416 Estate Planning

Additional Elective..... 3 credits

Students may take any ADM prefix course (ADM 320 is recommended) or other prefix with approval of the Academic Coordinator.

PUBLIC ADMINISTRATION SPECIALIZATION AND POST-BACCALAUREATE CERTIFICATE PROGRAM

The Public Administration specialization is of special interest to the working professional in public and not-for-profit organizations or those who wish to pursue a career in public management. The coursework is designed to provide the student with an understanding and working application of the principles essential to the effective management of all public agencies.

Post-Baccalaureate Public Administration Certificate

The successful completion of five required courses and two electives listed below is required for a certificate to be awarded.

REQUIRED COURSES.....15 credits

Students select a minimum of 5 courses from the following:

- POS 303 Public Policy and Administration
- PUB 402 Values and Ethics in Public Administration
- PUB 403 Public Budgeting and Finance
- PUB 404 Concepts and Issues in Public Planning
- PUB 406 Human Resources in the Public Sector
- PUB 407 Productivity Improvements in the Public Sector
- PUB 409 Contemporary Issues in Public Safety
- PUB 410 Methods and Techniques in Public Administration

SPECIALIZATION ELECTIVES.....6 credits

- PUB 408 Public Management and the Political Process
- ADM 301 Labor Relations
- ADM 303 Administrative Theory and Practice
- ADM 306 Services Marketing
- ADM 353 Leadership Development
- ADM 361 Negotiation: Theory and Practice
- ADM 464 Strategic Human Resource Administration
- POS 302 Comparative State and Local Government

PARKS AND RECREATION MANAGEMENT SPECIALIZATION

SPECIALIZATION COURSES.....24 credits

- SES 260 Leisure Planning and Programming
- SES 262 Recreational Leadership
- SES 292 Commercial Recreation
- SES 340 Adapted Physical Activity, Recreation and Sport
- SES 380 Facility Design and Event Management
- SES 390 Natural Resource Recreation Management
- SES 444 Financial Applications to Sport
- SES 485 Introduction to Law in Sport and Exercise Sciences

SPORT MANAGEMENT SPECIALIZATION

(Available only at St. Petersburg site)

The specialization in Sport Management is available to complement Bachelor of Professional Studies degree students with background and

experience in sports or in other disciplines such as marketing, management, fitness, health, wellness, public relations, journalism, psychology and communications. It is designed to prepare students for opportunities in the sport-related fields including amateur, professional, and collegiate sport, as well as entrepreneurial businesses focusing on health, fitness, recreation, sport and sport products. Students must be able to document at least five years of full-time professional work experience or community service. A student may earn a specialization in Sport Management by completing the following required courses:

REQUIRED COURSES.....15 CREDITS

- SES 250 Sport & Recreation Management
- SES 440 Sport Marketing, Promotions and Fundraising
- SES 480 Contemporary Issues & Ethics in Sport
- SES 485 Introduction to Law in Sport & Exercise Sciences
- SES 486 Practicum in Sport Management

ELECTIVES.....6 CREDITS

Recommended Courses:

- SES 260 Leisure Planning and Programming
- SES 380 Facility Design and Event Management
- SES 431 Media Relations in Sport
- SES 444 Financial Applications to Sport
- SES 465 Administration of Programs and Facilities

SPECIALIZATION TOTAL: 21

BACHELOR OF LIBERAL STUDIES (BLS)

The Bachelor of Liberal Studies degree program is designed for students who choose to pursue a liberal arts program of study. The degree is flexible in its design and thereby responds to diverse student needs and interests.

Students in this degree program are required to complete a specialization and may complete a second specialization. Students may choose both to earn a specialization and to submit a portfolio.

To earn a specialization students select a specialization in one of the following: Behavioral Sciences, Literature and Humanities, Psychology, or Social Welfare Services. Curriculum for each of these areas and University policies follow in this bulletin.

Students who also want to earn credit for college-level learning acquired through professional work experience must submit a portfolio. The portfolio provides the mechanism for translating documented learning experience into Barry University credit. Students are expected to submit their portfolios before completing 90 credits.

Students must attend a portfolio seminar during the first three semesters of enrollment. It is advisable to have portfolios submitted within one year of seminar attendance. If more than one year elapses from attendance at the first seminar, students must attend a second seminar.

Students must meet all of the following criteria at the time of portfolio submission:

1. Student has been fully accepted and is active.
2. Student has completed English 329 or English 302 with a C or better or has successfully passed the English test-out exam.
3. Student is in good academic standing (Cumulative GPA of 2.0 in all Barry University course work).
4. Student has attended the Portfolio Seminar.
5. Student can document five years of professional work experience and/or community activities.
6. Student's Goal Statement and Autobiographical Learning Essay have been reviewed by Writing Lab or site tutor.

If students do not meet the above criteria, the portfolio may not be submitted. Students must submit their near-completed portfolios to their directors/advisors in sufficient time to allow for revisions. Completed portfolios must be submitted to the Miami campus in accordance with published deadline dates in the Semester schedules. Meeting these deadlines is the responsibility of the student. **The portfolio administrative fee must be paid when submitting the portfolio for evaluation.**

Normally the portfolio will be assessed by the portfolio evaluation committee eight to ten weeks after it is submitted. Upon evaluation, the student will be notified of the credits awarded. Approximately one-third to one-half of the credits are upper-level. The remainder are lower-level. Upper-level credits are determined by the amount of credits students receive in their portfolio evaluation at level two. Portfolio credits are general elective credits. Students may also receive credits for selected professional licenses. Please refer to the Assessment of Prior Learning Fact Book for eligible licenses.

DISTRIBUTION REQUIREMENTS.....45 credits
PORTFOLIO.....up to 30 credits
AREA OF CONCENTRATION.....at least 24 credits
ELECTIVES: VARIABLE
(STUDENTS SELECT COURSES IN ANY APPROVED LIBERAL ARTS AREA.)
AREA OF SPECIALIZATION: 24-30 CREDITS

Students who choose to earn an area of specialization will select elective courses in the following areas:

Behavioral Sciences (24 credits)

Literature and Humanities (24 credits)

Psychology (24 credits)

Social Welfare Services(24 credits)

University policies regarding an area of specialization are as follows:

1. An area of specialization consists of no less than 24 credit hours but no more than 30 of appropriate and approved course work.
2. 18 of the 24 credit hours must be taken through Barry University and bear Barry University course prefixes and numbers for the specialization in literature/humanities, behavioral sciences, and psychology.
3. 18 of the 24 credit hours must be in upper division courses, namely, 300 and 400 level courses for the specialization in behavioral sciences, literature/humanities, psychology and social welfare services.
4. Only one Special Topic course may be included in the specialization. The Special Topic course must be directly related by name and course content to the area of specialization.
5. The course title, prefix, and number will be the determinant for course work in an area of specialization.
6. Pre-requisites must be honored.
7. Up to six credits in portfolio and/or transfer may be accepted into designated specialization electives with the academic coordinator's approval for the literature/humanities, legal studies and the behavioral sciences. Only three credits in portfolio credits may be accepted in the Social Welfare Services specialization with coordinator's approval. No portfolio credits may be applied toward the psychology specialization.
8. Grades of "C" or higher must be earned in all Specialization coursework.

BEHAVIORAL SCIENCES SPECIALIZATION

The Behavioral Sciences specialization focuses upon the analysis of human behavior, social organization, culture, social institutions from different academic traditions that collectively embrace a commitment to theory, basic and applied research, and social action and commentary. The curricular flexibility of the program affords opportunities for interdisciplinary exploration of human and societal

problems and social realities and inequities from multiple disciplinary perspectives. The acquisition and conceptualization of knowledge from multiple perspectives is designed to facilitate critical thinking and integration which may result in more creative solutions for human and social ills. The program can be individually tailored to support further graduate training in counseling, marriage and family therapy, social work, education, law or organizational behavior.

The objectives of the BLS degree with a specialization in Behavioral Sciences are:

- to provide students with a basic introduction to the methods of inquiry and research traditions of at least three different behavioral sciences disciplines
- to offer a critical analysis of human and societal assets and problems and the theoretical and philosophical assumptions that define and structure different behavioral science disciplines
- to offer an appreciation of the diversity of experience and differing opportunities afforded to social groups defined by gender, social class, race-ethnicity, age and collective identity
- to provide a basis for advanced training and education beyond the baccalaureate level and a desire for lifelong learning
- to help students develop effective critical thinking and communication skills, and sensitivity to and knowledge of cultural, social, and ethical issues as they pertain to our understanding of human behavior, social organizations, social institutions, and social inequalities

Required Courses.....21 credits

- PSY 281 Introduction to Psychology **or** SOC 201 Introduction to Sociology
- ANT 308 Perspectives in Anthropology **or** SWS 336 Social Welfare as a Social Institution
- SOC 301 American Family **or** SOC 307 Race and Ethnicity
- SOC 415 Women in Contemporary Society **or** SOC 417 Sociology of Death and Dying
- PSY 325 Theories of Personality **or** PSY 382 Developmental Psychology
- PSY 413 Abnormal Psychology **or** PSY 428 Human Sexuality **or** PSY 410 Group Dynamics and Decision-Making
- PSY 425 Introduction to Psychotherapy and Counseling

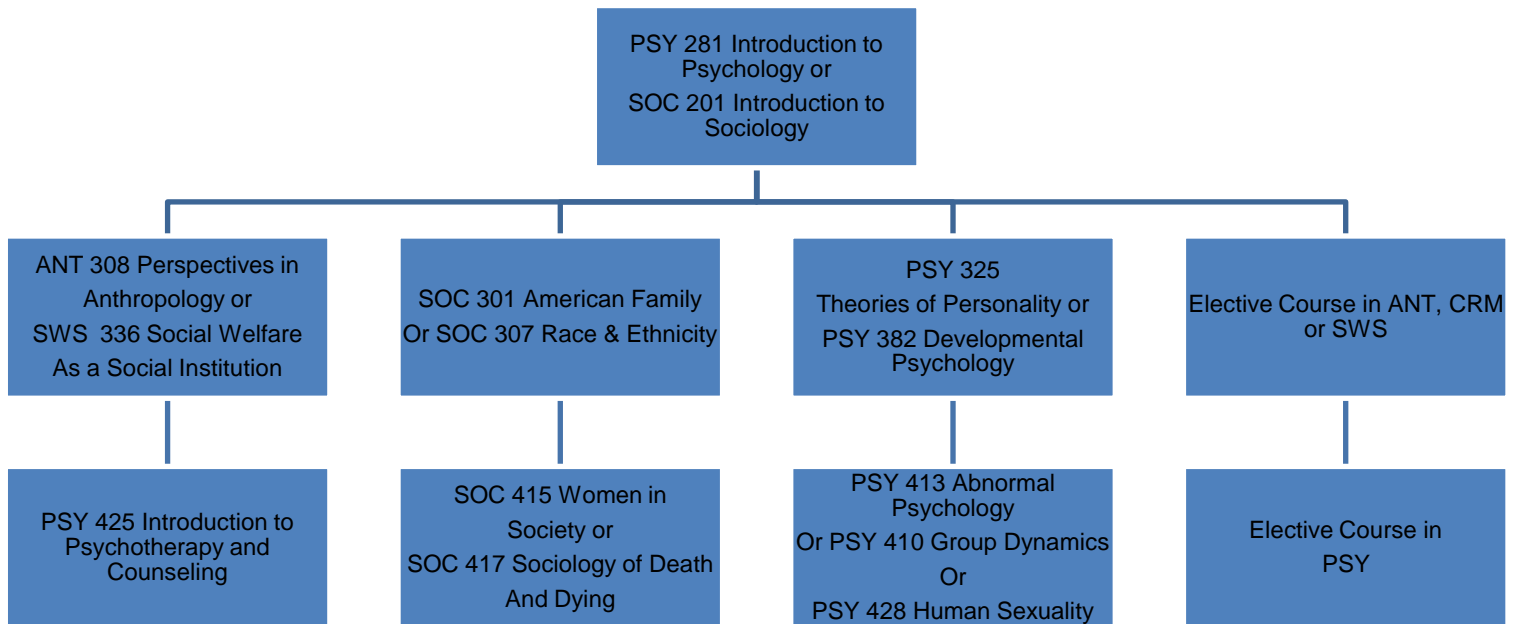
Specialization Elective.....3 credits

Any additional 3 credits at the 300 or 400 level in Anthropology, Criminology, Psychology, Social Welfare Services or Sociology

COURSE SEQUENCING FOR BEHAVIORAL SCIENCES SPECIALIZATION

The following chart will assist both students and advisors in the selection of courses and the sequence in which they are best taken. The chart has three levels. The first two levels of the chart are

appropriate classes for entering students. It is recommended that students complete PSY 281 or SOC 201 before attempting 300-level classes. The 400 level classes at the third level of the chart **require** completion of the first two levels.



LITERATURE AND HUMANITIES SPECIALIZATION

The Literature and Humanities specialization is an interdisciplinary approach to the aesthetic production of Western and non-Western literature and the arts. Such an approach includes philosophy, literature, theatre and the fine arts (painting, sculpture, dance, architecture, music).

Upon completion of the specialization, students will demonstrate the ability to:

- Describe, analyze and critique the aesthetic production of Western and non-Western literature, music and the arts.
- Employ vocabulary and concepts current in the fields of humanities, literature, and the arts.
- Identify and distinguish the major periods in literary, artistic and musical history.
- Demonstrate critical thinking and academic research skills in formal papers.
- Understand the building blocks of a variety of traditional genre and experimental formal techniques in literature and the arts.

Students are required to complete three credits in HUM 303 (Modern Currents in the Humanities) and three in ENG 302 (Academic Writing

and Research). Additionally, students will earn 6 credits in Literature and three(3) credits in each of the core areas below for a total of 15 credits. Three credits in a capstone seminar (HUM 499) will also be earned. The remaining six credits will be electives.

PREREQUISITES.....6 CREDITS

- HUM 303 Modern Currents in the Humanities
- ENG 302 Academic Research and Writing

LITERATURE.....6 CREDITS

- ENG 315 The Novel
- ENG 316 World Literary Masterpieces
- ENG 318 Modern American Writers
- ENG 338 Environmental Literature
- ENG 348 Caribbean Literature
- ENG 349 Women and Fiction

PHILOSOPHY.....3 CREDITS

- PHI 313 Aesthetics
- PHI 305 Problems in Philosophy

ART, MUSIC AND DANCE.....3 CREDITS

- ART 319 History of Western Art I
- ART 320 History of Western Art II
- ART 321 Contemporary Art
- ART 322 20th Century American Art
- DAN 327 Dance Appreciation/Dances of Black Atlantic
- MUS 301 Music Appreciation
- MUS 317 Survey of Romantic and 20th Century Music
- MUS 321 History of Jazz
- MUS 330 American Musical Theatre

THEATRE.....3 CREDITS

- TH 330 American Cinema
- TH 439 Theatre History I

APPROVED ELECTIVES.....6 CREDITS

- HUM 305 Women in Antiquity
- HUM 308 Storytelling for Social Impact
- TH 440 Theatre History II
- HIS 306 Twentieth Century America
- HIS 315 History of Florida
- THE 303 Comparative Religion
- THE 309 The Old Testament
- THE 334 History of Christianity I
- THE 335 History of Christianity II
- PHI 302 Spanish and Hispanic-American Philosophers
- PHI 316 Ancient Philosophy
- PHO 317 Photography: the camera

PHO 420 History of Photography

HUM 499 Capstone Seminar.....3 CREDITS

This course is under development. A substitution for this course can be arranged with the Student's Advisor and the Academic Coordinator.

TOTAL CREDITS:.....24 CREDITS

PSYCHOLOGY SPECIALIZATION

The Psychology specialization focuses specifically upon the theoretical, empirical and applied foundations of psychology. It is designed to support the success of those students already employed as mental health paraprofessionals and/or prepare those students who anticipate employment in these areas. Students will emerge as more informed citizens cognizant of psychological ethics and able to recognize the complexities inherent in the description, prediction, analysis and influence of human behavior. The program has been designed to furnish necessary prerequisites for graduate education in psychology or to support graduate training in related fields such as social work, law, counseling, education or organizational behavior.

The objectives of the BLS degree with a specialization in Psychology are:

- to provide students with an introduction to the theoretical, empirical, and applied foundations of psychology
- to define and demonstrate appropriate applications of the scientific method to the study of human behavior
- to foster the development of effective critical thinking and communication skills, and sensitivity to and knowledge of cultural, developmental and ethical issues as they pertain to our understanding of human behavior and clinical interventions
- to empower students with the skills necessary to succeed as mental health related paraprofessionals
 - to provide a foundation for advanced training and education beyond the baccalaureate level and to install a desire for lifelong learning

REQUIRED COURSES.....18 credits

- PSY 281 Introduction to Psychology*
- PSY 325 Theories of Personality*
- PSY 382 Developmental Psychology*
- PSY 410 Group Dynamics and Decision-Making **or** PSY 428 Human Sexuality
- PSY 413 Abnormal Psychology*
- PSY 452 Child & Adolescent Psychopathology* **or** PSY 425 Introduction to Psychotherapy and Counseling

SPECIALIZATION ELECTIVES.....6 credits

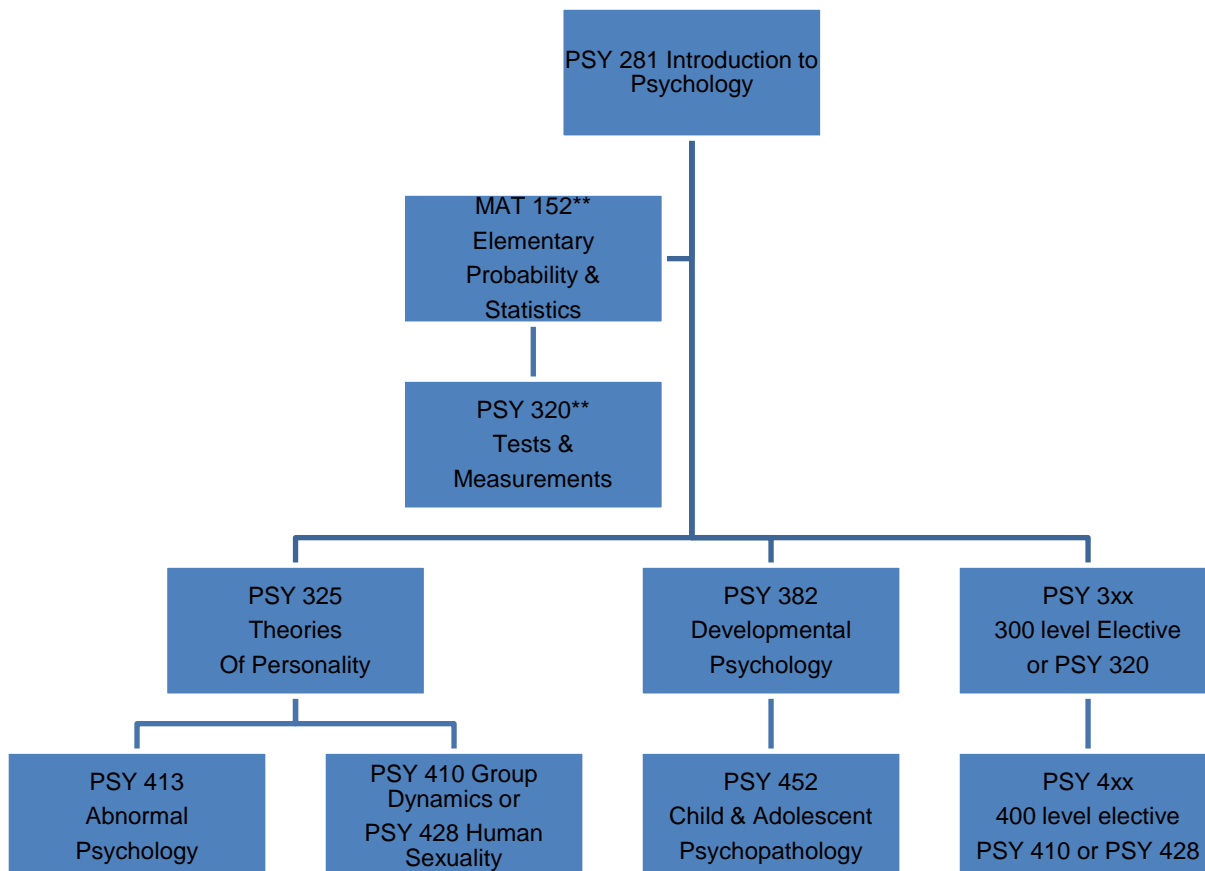
- PSY 301 Psychology of Drug and Alcohol Abuse
- PSY 306 Psychology of Women

- PSY 320 Tests and Measurements* (MAT 152 prerequisite)
- PSY 329 Understanding and Coping with Stress
- PSY 333 Experimental Psychology* (MAT 152 prerequisite)
- PSY 370 Social Psychology
- PSY 410 Group Dynamics and Decision-Making
- PSY 417 Psychology of Aging
- PSY 423 Industrial Psychology
- PSY 428 Human Sexuality
- PSY 449 Adolescent Psychology
- PSY 490 Physiological Psychology

*Strongly recommended for students anticipating graduate studies in Psychology.

COURSE SEQUENCING FOR PSYCHOLOGY SPECIALIZATION

The following chart will assist both students and advisors in the selection of courses and the sequence in which they are best taken. The chart has three levels. Students planning on attending graduate school in a mental-health related profession are strongly encouraged to complete MAT 152 during their first or second semester of enrollment. This should be followed by enrollment in PSY 320. The first two levels of the chart are appropriate classes for entering students. It is recommended that students complete PSY 281 before attempting 300-level Psychology classes. The 400 level classes require successful completion of the 300 level classes.



SOCIAL WELFARE SERVICES SPECIALIZATION

The Social Welfare Services specialization consists of three social welfare services courses, a human biology course, two additional required classes and one specialization elective from an array of social and behavioral sciences offerings. It is designed to orient students to human functioning and dynamics and to help ready them for bachelor's level employment in social and human service settings.

REQUIRED COURSES.....21 credits

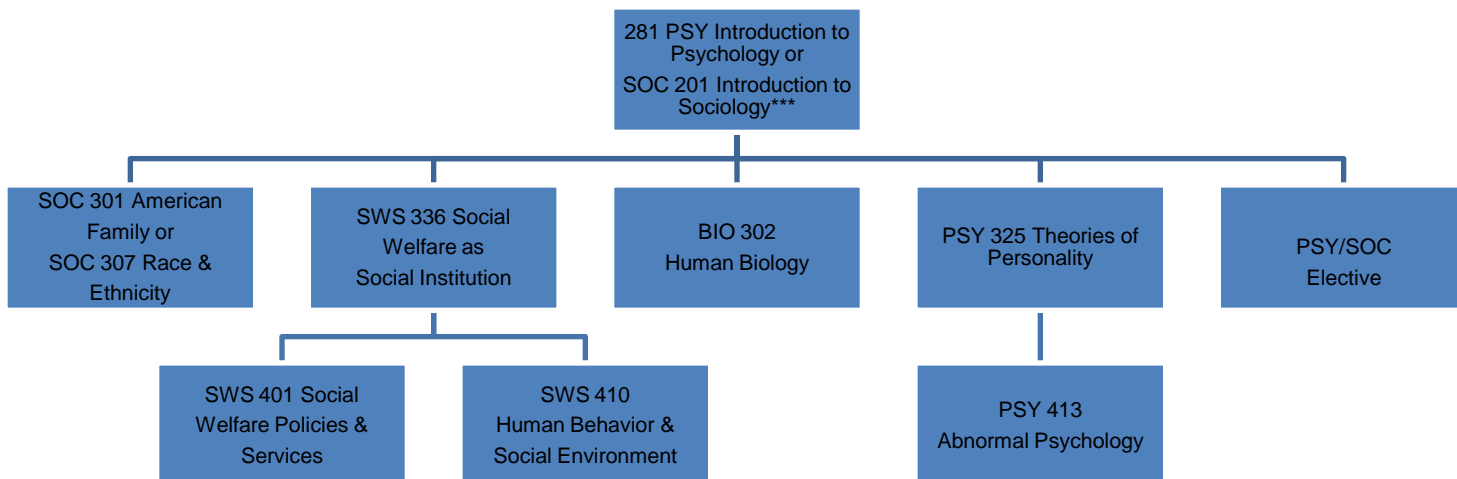
- SWS 336 Social Welfare as a Social Institution
- SWS 401 Social Welfare Policy and Services I
- SWS 470 Human Behavior and Social Environment
- BIO 302 Human Biology
- PSY 325 Theories of Personality
- PSY 413 Abnormal Psychology
- SOC 301 American Family or SOC 307 Race and Ethnicity

SPECIALIZATION ELECTIVES.....3 credits

Any Barry course with PSY, SOC prefixes courses (except SOC 309, 310), approved transfer class, or through Behavioral Sciences discipline-specific upper level portfolio credits with the academic coordinator's approval.

COURSE SEQUENCING FOR SOCIAL WELFARE SERVICES SPECIALIZATION

The following chart will assist both students and advisors in the selection of courses and the sequence in which they are best taken. The chart has three levels. The first two levels of the chart are appropriate classes for entering students. It is recommended that students complete PSY 281 or SOC 201 before attempting 300-level classes. The 400 level classes at the third level of the chart **require** completion of the first two levels.



CONTINUING EDUCATION (NON-CREDIT) PROGRAMS

In addition to undergraduate and graduate degree programs, the School of Adult and Continuing Education offers a variety of continuing education non-credit programs and services designed to respond to the diverse educational interests and lifelong learning needs of

individuals of all ages. These programs and services offer opportunities for acquiring and updating knowledge and skills for purposes of professional advancement and personal enrichment. They expand the School's ability to establish community-based partnerships, pilot innovations, and position itself on the leading edge of current issues.

Continuing Education also offers customized in-house training through the ACE Institute for Training and Development; and consultation for business and nonprofit organizations throughout the state. Please consult the Barry Website for more information on EMT:

<http://www.barry.edu/emt>. Students who earn the EMT License who wish to pursue an academic degree at Barry University will receive 6 lower level credits for this license if they enroll in the School of Adult and Continuing Education. Licensure credits are only accepted by the [School of Adult and Continuing Education](#) for baccalaureate programs, including:

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. 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.

Continuing Education Course Descriptions:

Emergency Medical Technician (EMT): This is a 16-week training course leading to a Certificate of Completion. The course, approved by the State of Florida's Bureau of Emergency Medical Services, provides preparation for the EMT certification exam. Classroom sessions meet two days a week and are available at night and on weekends as well. Along with classroom work, there are skills labs in which techniques are demonstrated, learned and perfected, externships - ride-time with fire-rescue units and on ambulances where you primarily observe but

may well be called on to participate in crises situations, and internships - observing and participating in life-saving stabilization techniques in hospital emergency rooms.

Certified Pharmacy Technician Workshop: Pharmacy technicians typically assist the pharmacist by receiving and preparing prescriptions; establishing and maintaining patient profiles; preparing insurance claim forms; and stocking and taking inventory of prescription and over-the-counter medications. Upon successful completion, participants will also be prepared to take the National Certificate Examination offered by the National Healthcare associates (NHA). This 30-hour comprehensive workshop prepares you for a successful career as a pharmacy technician through training in: Medical terminology specific to the pharmacy, prescription interpretation and basic calculations, HIPAA and legal issues, dosage forms and more!

Case Management: This course will help individuals responsible for case management functions to identify appropriate providers and facilities throughout the provision of services and to ensure that available resources are being used in a timely and cost effective manner. The case management function will be presented in a manner that can be applied in a wide variety of human service organizations and with a broad spectrum of clients: elderly, youth, homeless, indigent, offenders, etc.

Business and Professional Communication: Heightened global competition coupled with flattening management hierarchies, the growth of team-based management, today's culturally diverse workforce, innovative communication technologies and secretaries being replaced with workstations have created a demand for new proficiencies in business communication skills. This program provides the communication skills necessary to function effectively in today's changing workplace.

Certified Employee Benefits Specialist (CEBS®): CEBS® is a highly regarded professional designation that can be earned by benefits professionals through a comprehensive and rigorous program of study. Many major corporations have validated the program by requiring their benefits officers to have the CEBS® designation. Several major new developments in the CEBS® program reflect the changes in the benefits industry.

Certified Financial Planner (CFP): This program provides participants with a broad background in financial planning and will satisfy the educational requirements needed to sit for the CFP® Certification Examination that is administered by the CFP Board. The program covers 101 financial planning topics.

Global Professional Human Resources: The entire field of human resources has changed tremendously in the past decade. Nowhere has this change been more profound than in Global Human Resources Management. As an HR professional, your responsibilities may expand

be-yond domestic regulations, strategies and practices to global guidelines, restrictions and policies.

Professional Human Resources Management Program (PHR): This course is designed to provide an overview of key areas in HR management, the SHRM Learning System Course will provide you with a solid foundation for managing the HR Challenges faced in today's demanding work environment. It supplies a current reference of HR practices, broadens the perspective of functional specialists and strengthens individual competencies and productivity. In addition to being an excellent professional development opportunity, the Learning System is a powerful tool to assist you in preparing for the PHR and SPHR certification exams.

Essentials of Human Resources Management (EHRM): This course is a true introduction to human resource management. The primary focus of this program is to provide participants with a broad overview of the human resource function. It consists of six modules and is offered over 15 contact hours. The course includes readings, lectures, class discussions and application activities.

For further information or for upcoming course dates please call (305) 899-3327 OR 727-394-6008 or visit our website at <http://www.barry.edu/ace/continuingEd>