

## **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, we use Microsoft official or authorized curriculum in all Microsoft NSE courses, and our NSE instructors are certified in the courses they teach.

## **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 testing center is located 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) 443-0561  
Melbourne – (321) 409-5553**



# GRADUATE PROGRAMS

## PURPOSE STATEMENT

Graduate education in the School of Adult and Continuing Education (ACE) is grounded in the mission of Barry University. Students' educational experiences contribute to their development as career professionals who have or will have leadership roles in their professions, communities, and society. Moreover, these experiences promote and support the intellectual life and emphasize life-long learning and growth and development. In this context, students are charged with carrying out the University's mission through contributions to their professions, communities, and society at large, especially in the pursuit of knowledge and truth, the conduct of informed action, and through a commitment to social justice through collaborative service.

## DEGREE PROGRAMS

**Master of Arts in Administration (MAA)**  
**Master of Public Administration (MPA)**

## DISTANCE LEARNING

Both the Master of Arts in Administration (MAA) and the Master of Public Administration (MPA) programs are available fully online. Students need to indicate 'online' on the graduate application.

Students not enrolled as a fully online student are limited to taking 9 graduate online credits (3 courses) required for completion of their graduate degree. Refer to the Distance Learning Options section of this bulletin (*See Table of Contents for page number*).

## TRANSFER COURSES

Transferability of credits from another institution to Barry is at the discretion of the dean (or his/her designee). The number of credits acceptable for transfer from another institution toward a Barry graduate degree is limited to six (6) credits. Previously earned credits, if accepted for transfer must be completed in less than the (5) year period immediately preceding initial enrollment at Barry.

- Only relevant courses will be transferred at the beginning
- Only courses for which a grade of A or B was earned will be considered

- Only credits will be transferred, not grades or grade point averages
- Credits used to earn a degree at another institution will not be accepted

The academic advisor will facilitate the process for the acceptance of graduate credit to be transferred into Barry University prior to the end of the student's first year in the Barry graduate program.

## AMERICAN COUNCIL ON EDUCATION

Credit for formal courses and educational programs sponsored by non-collegiate organizations and evaluated by the American Council on Education can be accepted in transfer with the permission of the dean (or his/her designee) if relevant to the graduate degree program. Refer to the Transfer Credit section.

Students can check the online *National Guide to College Credit* at [www.acenet.edu/nationalguide/](http://www.acenet.edu/nationalguide/) to see if courses or educational programs are listed.

Students must submit official transcripts from the American Council on Education by the end of their first semester, if enrolled in the MAA or MPA program.

The American Council on Education, College Credit Recommendation Service provides a lifelong registry and transcript service to participants who successfully complete a course, examination, or certification with an American Council on Education recommendation as listed in the National Guide. Official transcripts may be obtained by registering online at: [www.acenet.edu/transcripts/](http://www.acenet.edu/transcripts/).

Official transcripts should be sent to: Barry University, Division of Enrollment Management, 11300 NE 2nd Avenue, Miami Shores, FL 33161.

For additional information on transcript services from the American Council on Education, call 1-866-205-6267 or 1-202-939-9470. Email [CREDIT@ace.nche.edu](mailto:CREDIT@ace.nche.edu).

## GRADING SYSTEM

Graduate students are expected to maintain a (3.0) B average. Each school sets its own policy regarding a grade of F. Students should refer to the appropriate section of the catalog and/or contact his/her academic advisor.

Superior Achievement	A	4.0 honor points per credit
	A–	3.7 honor points per credit
	B+	3.4 honor points per credit
Average	B	3.0 honor points per credit
Below Average	C	2.0 honor points per credit
**Pass	D	1.0 honor points per credit
Failure	F	No credit
Credit	CR	Credit but no honor points
Audit	AU	No honor points per credit
Not Reported	NR	No Grade Reported is given when the professor fails to turn in his/her grades on the due date. Upon submission the NR is changed accordingly.
In Progress	IP	In Progress
No Credit	NC	No credit
Incomplete	I	An incomplete grade must be made up within the semester following its receipt. It is the student's responsibility to arrange with the instructor for satisfactory completion of course requirements. Incomplete grades assigned in the semester of graduation will result in postponement of graduation. Upon completion of the course, the student must re-apply for the next graduation.
Incomplete Grade		
redeemed with grade of A	IA	4.00 honor points per credit
redeemed with grade of A–	IA–	3.70 honor points per credit
redeemed with grade of B+	IB+	3.40 honor points per credit
redeemed with grade of B	IB	3.00 honor points per credit
redeemed with grade of C	IC	2.00 honor points per credit
redeemed with grade of D	ID	1.00 honor point per credit
redeemed with grade of F	IF	No honor points per credit
redeemed with grade of CR	ICR	Credit but no honor points awarded
redeemed with NC	INC	INC No credit
Withdraw	W	Granted to students who officially withdraw before the last five (5) weeks of a regular semester or the last two (2) weeks of the summer sessions. If a student officially withdraws within the last five weeks prior to final examinations of regular semesters and within the last two weeks of the summer sessions, an F is earned, which is computed in the grade point average. Does not calculate into GPA; does count as attempt for repeat purposes.

## GRADUATE STUDENT STATUS

A graduate student's status is determined by the number of credit hours attempted in a given semester/term as follows:

Full-time	9 credits or more
Part-time	4 to 8 credits

## PROBATION AND DISMISSAL

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

Students with a semester or cumulative GPA below 3.00 will be placed on academic probation. Also, students who earn more than two grades of "C" or a grade below a "C" during their academic program are placed on probation. Probation will be lifted the following semester if the student achieves a cumulative GPA of 3.00 or above with no more than two grades of "C." If this condition is not met, the student will remain on probation. While on probation, a student is limited to registering for one course per session or two per semester. Any student failing to maintain a cumulative GPA of 3.00 for two consecutive semesters will be dismissed.

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

A student who has been dismissed for academic reasons may not petition the Dean for readmission until one year has elapsed from the date of the dismissal notification. Upon readmission, the student will be considered on academic probation and must remove one of the earned deficient grades by repeating a course in which a grade of "C" or below was earned.

A course may only be repeated once and a student may only repeat three courses. If the student fails to achieve a grade of "B" or better in that course, the student is considered to have failed to complete the conditions for reinstatement or removal of probationary status and will be permanently dismissed from the program.

## GRADUATION REQUIREMENTS

Candidates for a Master's degree must:

- Satisfactorily complete the program of study;
- Have attained a cumulative GPA of 3.00 on a 4.00 scale (with no more than two C's). No more than three courses may be repeated and a course may only be repeated once;
- Complete degree requirements within seven years of the date the student is fully accepted as a degree-seeking student for study in the graduate program; and
- File an application for degree completion with the University Registrar on the appropriate form signed by the relevant (site) advisor in the School of Adult and Continuing Education. A \$150 fee applies.

## FINANCIAL AID FOR GRADUATE STUDENTS

[www.barry.edu/gradfa](http://www.barry.edu/gradfa)  
[ace-finaid@mail.barry.edu](mailto:ace-finaid@mail.barry.edu)  
305-899-3355 or  
1-800-695-2279

Refer to the Financial Aid section of this bulletin for information pertaining to eligibility requirements, satisfactory academic progress, applying for financial aid, types of financial aid, Veteran's and eligible dependents' educational assistance and VA Yellow Ribbon Program.

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

### ADMISSION REQUIREMENTS

- A baccalaureate degree from a regionally accredited or internationally recognized college or university with a cumulative grade average of B or higher (an overall GPA of 3.00 or higher on a four-point scale). Official transcripts of all previous college or university studies must be submitted.

- Submission of a completed application form with a \$30.00 non-refundable fee. The fee is waived for Barry University alumni.
- Submission of a resume or vitae and professional references indicating work history.
- Two original and verifiable letters of recommendation from professional and/or academic sources.
- An essay of at least 750 words, which explains why the applicant wishes to pursue their chosen degree and how it will help to fulfill their personal and professional goals. Applicants should also describe in detail their accomplishments, experiences, values, potential for professional excellence, and commitment to completing their chosen degree program. Moreover, applicants should include information about how they work, think and interact with people, as well as on any other potentially relevant topics.
- International applicants whose previous college or university studies were not in English must earn a minimum score of 550 on the Test of English as a Foreign Language (TOEFL) or 80 on the internet-based versions of this test. Applicants must also satisfy all of criteria which are outlined in the section of the University Graduate Catalog on International Applicants.

In order to receive full admission, all of the above items should be submitted before applicants register for their first courses. If any item is missing or incomplete, applicants may be granted provisional acceptance and may be allowed to register for a limited number of credit hours while stipulated admission or academic requirements are being satisfied. **In this situation, full admissions to the program is neither implied nor guaranteed.**

## PROVISIONAL ADMISSIONS

Students with a GPA below 3.0 may be provisionally admitted if all of the other admissions criteria have been met.

Provisionally admitted students may register for two (2) courses and must receive at least a 3.0 (B) grade in each of the courses to register for any additional course(s). If they are successful in attaining at least a 3.0 (B) in each course, they are fully admitted. If they are unsuccessful in attaining a 3.0 (B) in both courses, then the provisionally admitted student can no longer take courses in the MAA.

## Admitted to Class (Class Enrollment for Students Not Yet Admitted)

This classification allows students who are not yet admitted to the program to enroll in a class. Students must submit a Graduate Application and proof of baccalaureate degree. ACE allows applicants to enroll in classes (up to six (6) credits, three (3) credits per term) before the application process is complete and a decision is rendered for admission to the Master of Arts in Administration (MAA). Applicants admitted to course work are NOT yet admitted to the program. **Full admission to the program is neither implied nor guaranteed. Furthermore, applicants with this designation are NOT eligible for any forms of federal financial aid.** It is advisable to all students to have a decision rendered on their application prior to enrolling for class. Students under this classification must also receive at least a 3.0 (B) grade in each course or better in order to be admitted to the MAA program.

*NOTE: Falsification of any information in this documentation will be considered a violation of the University's Academic Dishonesty Policy and appropriate measures will be taken. Measures may include rejection of an application or dismissal from the degree program, if the applicant has begun course work.*

## RE-ADMISSION REQUIREMENTS

Students who have been academically inactive for at least one calendar year and who wish to be readmitted must complete an application for readmission, available at [www.barry.edu/graddocuments](http://www.barry.edu/graddocuments). Readmission is contingent upon approval by the Dean.

## ACTIVE/INACTIVE STATUS

A degree seeking student remains active unless not enrolled in consecutive sessions. If a student is not enrolled in two consecutive sessions (e.g. Fall/Spring; Spring/Fall) he/she will become inactive. When readmitted, he/she will be required to meet admissions and program requirements in place at the time of readmission.

## PROGRAM DESCRIPTION

The Master of Arts in Administration (MAA) degree program is designed for working professionals with increasing responsibility for leading and managing modern organizations. It is a thirty six (36) credit hour graduate degree program that addresses topics related to administration, leadership, applied research, values and ethics, strategy, human resources, diversity, finance, project management, and information technology. The administrative competencies acquired in this program can be applied in a broad range of private, public, or not-for-profit settings. The curriculum emphasizes the application of effective organizational practices along with the ethical responsibilities valued in today's workplaces.

## MAA Program Learning Outcomes

Integration of study, reflection and action are the underlying assumptions of the MAA program. Upon completion of the MAA degree program, students will be able to:

- Analyze the importance of collaborative service to both the local and global community through evaluation of social and **organizational problems and the application of creative solutions.**
- **Evaluate ethical and social justice issues faced by the modern organization coupled with the administrative leadership and resources required to effectively deal with these challenges.**

- **Analyze the significance of an inclusive community in the workplace characterized by interdependence, dignity and equality,** compassion and respect for self and others.
- Synthesize knowledge of administrative and leadership concepts, theories, models, and techniques within the broad social, economic, ethical, technical and political environments related to all types of organizations.
- Apply academic research methods to analyze, synthesize and effectively manage knowledge in the workplace.

## THE CURRICULUM

### REQUIRED COURSES:.....36 CREDITS

- ADM 505 Human Resource Administration
- ADM 515 Information Technology Concepts
- ADM 517 Financial Concepts for Administration
- ADM 521 Applied Organizational Concepts
- ADM 525 Administrative Strategies
- ADM 535 Applied Research Methodologies
- ADM 545 Values and Ethics in Administration
- ADM 553 Administrative Leadership Theory & Practice
- ADM 568 Changing Environment of Administration
- ADM 652 Diversity in the Workplace
- ADM 680 Project Management
- ADM 699 Capstone: Applied Project

*NOTE: This is not a Master of Business Administration (MBA) degree program. Students interested in an MBA should consult the section of the Barry University Graduate Catalog on the Andreas School of Business.*

## COURSE SEQUENCING

Courses should be taken in sequence to the extent the schedule permits. Students should take the ADM 535 course early in their registration followed by other ADM 500 level coursework. Following students should complete the 600 level courses. The capstone course ADM 699 should be completed in the student's last term prior to graduation.

# MASTER OF PUBLIC ADMINISTRATION (MPA)

## ADMISSION REQUIREMENTS

- A baccalaureate degree from a regionally accredited or internationally recognized college or university. Official transcripts of all previous college or university studies must be submitted.
- Submission of a completed application form with a \$30.00 non-refundable fee. The fee is waived for Barry University alumni.
- A current professional resume, to include work history/experience.
- Two original and verifiable letters of recommendation from professional and/or academic sources.
- A “statement of purpose” essay of at least 750 words, which explains why the applicant wishes to pursue their chosen degree and how it will help to fulfill their personal and professional goals. Applicants should also describe in detail their accomplishments, experiences, values, potential for professional excellence, and commitment to completing their chosen degree program.

- International applicants whose previous college or university studies were not in English must earn a minimum score of 550 on the Test of English as a Foreign Language (TOEFL) or 80 on the internet-based versions of this test. Applicants must also satisfy all of criteria which are outlined in the section of the University Graduate Catalog on International Applicants.

In order to receive full admission, all of the above items should be submitted before applicants register for their first courses. If any item is missing or incomplete, applicants may be granted provisional acceptance and may be allowed to register for a limited number of credit hours while stipulated admission or academic requirements are being satisfied. **In this situation, full admissions to the program is neither implied nor guaranteed.**

Applicants who submit who have attained an undergraduate cumulative grade point average of BELOW a 3.0 GPA will be required to take the PUB 511W Graduate Research & Writing course (non-credit/no cost workshop)

How Do I Get in? (Admissions Criteria)	
I have a BPA or similar Bachelor’s degree	I have a Bachelor’s Degree, but I <i>do not</i> have a BPA or similar degree
Begin the MPA program: <ul style="list-style-type: none"> <li>• PUB 503/Theories, Principles &amp; Practice</li> <li>• PUB 535/Applied Research Methods - OR</li> <li>• PUB 545/Values &amp; Ethics</li> </ul>	Provisionally accepted, begin MPA program: <ul style="list-style-type: none"> <li>• PUB 501/ Introduction to Public Admin</li> <li>• Other PUB 5xx course</li> </ul>
If you have an Undergraduate Cumulative GPA less than 3.00, you must take the PUB 511W Graduate Research & Writing Workshop to enhance your skills in the program; anyone can take this class, but we want you to take it in your first or second term (no later than the first semester of enrollment)! This is a non-credit, no cost workshop.	
Continue MPA program with PUB 5xx & 6xx courses	
The MPA program is a minimum 36 credits to complete (39 with PUB 501); up to 6 credits are transferable from other accredited programs. Refer to transfer credit section.	
Complete MPA program with PUB 699 Capstone Project.	
You may start class before an acceptance decision is made, but does not guarantee acceptance; you must keep a “B” or better average to continue.	

How Do I Get in? (Admissions Criteria)	
A BPA or similar Bachelor's Degree	May be similar degree to BPA, depends on curriculum
<ul style="list-style-type: none"> <li>• Public Affairs</li> <li>• Political Science</li> <li>• Public Policy</li> <li>• Public Safety Administration</li> <li>• Criminal Justice</li> <li>• Fire and Emergency Service</li> <li>• Emergency Management</li> <li>• Public Budgeting</li> </ul>	<ul style="list-style-type: none"> <li>• Urban &amp; Regional Planning</li> <li>• Social Work</li> <li>• Human Resources Management</li> <li>• Supervision &amp; Management</li> <li>• Public Health</li> <li>• Health Services Administration</li> <li>• Military Science (ROTC)</li> <li>• Government &amp; International Affairs</li> </ul>
All other bachelor's degrees presented (i.e. History, English, Liberal Arts, etc.) will require the PUB 501/Introduction to Public Administration course and provisional acceptance. Students must make a grade "B" or better in this class.	
Any questions or clarifications may be referred to your Academic Advisor.	

Students requiring either or both the "Graduate" (non-credit/no cost) workshop (PUB 511 W) or "Introduction" course (PUB 501) will be admitted provisionally, must take them in their first term, and successfully complete them to be fully admitted to the program. Additionally, students are permitted to register for a three (3) credit, 500 level Public Administration course (PUB 503, PUB 535, or PUB 545) in their first semester while seeking full admission to the program. A failure to pass the "Graduate" workshop or obtain a "B" or better in the first six (6) graduate level credits will result in dismissal from the program.

Students provisionally admitted to the MPA program are permitted to register for a maximum of six (6) credits in their first semester along with PUB 511W as prescribed above. Students will not be permitted to take any other graduate courses, provisionally or otherwise (i.e., upon application), before full acceptance.

### Admitted to Class (Class Enrollment for Students Not Yet Admitted)

This classification allows students who are not yet admitted to the program to enroll in a class. Students must submit a Graduate Application and proof of baccalaureate

degree. ACE allows applicants to enroll in classes (up to six (6) credits, three (3) credits per term) before the application process is complete and a decision is rendered for admission to the Master of Public Administration (MPA). Applicants admitted to course work are NOT yet admitted to the program. **Full admission to the program is neither implied nor guaranteed. Furthermore, applicants with this designation are NOT eligible for any forms of federal financial aid.** It is advisable to all students to have a decision rendered on their application prior to enrolling for class. Students under this classification must also receive at least a 3.0 (B) grade in each course or better in order to be admitted to the MPA program.

*NOTE: Falsification of any information in this documentation will be considered a violation of the University's Academic Dishonesty Policy and appropriate measures will be taken. Measures may include rejection of an application or dismissal from the degree program, if the applicant has begun course work.*

### RE-ADMISSION REQUIREMENTS

Students who have been academically inactive for at least one calendar year and who wish to be readmitted must complete an application for readmission, available at [www.barry.edu/graddocuments](http://www.barry.edu/graddocuments). Readmission is contingent upon approval by the Dean.

## ACTIVE/INACTIVE STATUS

A degree seeking student remains active unless not enrolled in consecutive sessions. If a student is not enrolled in two consecutive sessions (e.g. Fall/Spring; Spring/Fall) he/she will become inactive. When readmitted, he/she will be required to meet admissions and program requirements in place at the time of readmission.

## Program Description & Learning Outcomes

The Frank J. Rooney School of Adult and Continuing Education (ACE) of Barry University offers a Master of Public Administration (MPA) degree program. As a builder of our tradition's cumulative wisdom, Woodrow Wilson was quoted as saying, "My own ideals for the university are those of a genuine democracy and serious scholarship." Woodrow Wilson promoted social justice as the President of the United States, President of Princeton University, a leading advocate for the League of Nations and world peace, as well as one of the primary architects of modern American Public Administration.

Consistent with the mission of Barry University, the faculty in the MPA degree program is committed to the highest academic standards in graduate and professional education. The MPA degree program is designed as a degree program for career professionals with a focus on the administration of public, non-profit, and other organizations which serve a public purpose. The MPA is considered to be the terminal professional degree for practitioners in public service. Its philosophical background and explicit content are grounded in an assessment of how the modern public sector workplace has evolved and the factors responsible for this evolution. The curriculum is designed to address the critical administrative competencies in the public and nonprofit sectors through skills development and enhancement in the context of a theoretical foundation. Upon completion of the program, students will be able to:

- Apply graduate research methods and techniques and to evaluate the effectiveness of public programs and the outcomes of policy alternatives.

- Synthesize the concepts associated with ethical behavior and social responsibility that will engage students in a meaningful effort to affect social change and promote social justice.
- Evaluate leadership qualities and analyze the rule of law in administrative procedures, as well as diverse roles in effective administrative decision making.
- Evaluate the process for planning for change and the various means of production in the public sector, leading to ways to maximize efficiency and effectiveness.
- Synthesize, analyze, and apply theories and principles of public administration.

## THE CURRICULUM

### REQUIRED COURSES ..... (30 Credits)

PUB 503	Theories, Principles and Practice of Public Administration
PUB 535	Applied Research Methodologies
PUB 545	Values and Ethics in Public Administration
PUB 605	Public Program Analysis and Evaluation
PUB 609	Seminar in Public Financial Administration
PUB 611	Seminar in Public Human Resources Administration
PUB 635	Leadership in Public Purpose Organizations
PUB 647	Public Law and Administration
PUB 670	Public Planning and Change Management
PUB 699	Capstone: Applied Project

*NOTE: PUB 503 & PUB 535 must be taken in the first term after full acceptance in program, to the extent the schedule permits; PUB 699 must be taken in the last term of the program.*

### ELECTIVE

#### COURSES..... (6 Credits/Select any 2)

PUB 622	Non-Profit Administration
PUB 623	Productivity Improvement in the Public Sector
PUB 650	Public/Private Enterprise
PUB 660	Public Policy and Administrative Process

### MINIMUM 36 CREDITS TO COMPLETE DEGREE

**ADDITIONAL COURSES (Does not apply to 36 credit minimum)**

PUB 511W Graduate Writing & Research  
(non-credit)

PUB 501 Introduction to Public  
Administration (3 credits)

**COURSE SEQUENCING**

Courses should be taken in sequence to the extent the schedule permits. Those required to take PUB 511W and PUB 501 must take these courses in their first term followed by PUB 503 and PUB 535. Students should then complete the PUB 545 class followed by 600 level coursework. The capstone course PUB 699 should be completed in the student's last term prior to graduation.



# UNDERGRADUATE COURSE DESCRIPTIONS

## **ADMINISTRATION PREFIX: ADM**

### **300 SPECIAL TOPICS**

Current special topics and issues related to contemporary organizational administration and leadership.

### **301 LABOR RELATIONS**

A detailed examination of the collective bargaining system with attention given to negotiation and the administration of agreements. Special consideration will be given to the impact mergers, joint ventures, government regulatory agencies, the legal environment surrounding the negotiated process, and other topics.

### **303 ADMINISTRATIVE THEORY AND PRACTICE**

An examination of the general principles of organizational leadership and administration. Topics include contemporary approaches to planning, organizing, staffing, leadership and control, and the conceptual foundations of modern organizations.

### **306 SERVICES MARKETING**

This course will explore services marketing strategies and methods. The focus will be on distinctions which exist in the marketing of intangibles and methods designed to increase the effectiveness of services marketing for private, public and not-for-profit organizations.

### **312 TRAINING AND DEVELOPMENT**

Practical approaches for improving individual and team performance and organizational productivity will be reviewed in this course. Topics include adult learning theory, approaches to program development, implementation and evaluation, instructional systems and human performance improvement.

### **315 DIVERSITY IN THE WORKPLACE**

This course examines the effect diversity has in the modern workplace both domestically and internationally. The focus is on issues related to cultural, racial, ethnic, religious, linguistic, physical, gender, and age differences, among others.

### **320 FINANCIAL ADMINISTRATION**

Explores the fundamental issues that are affected by the profit planning and control process. Emphasis is on understanding the broad organizational context within which budgets and plans are prepared and implemented.

### **325 COMPENSATION AND BENEFITS**

This course concentrates on developing knowledge concerning development and implementation of a compensation and benefit program. Students develop a comprehensive knowledge base regarding benefits and compensation administration.

### **330 ALTERNATIVE DISPUTE RESOLUTION**

This course examines the effect mediation and arbitration have in both the workplace and legal system. It focuses on theories and skills related to alternative dispute resolution including how to create, organize, and perform a mediation or arbitration (same as PLA 330).

### **335 EMPLOYMENT LAW**

This course provides an overview of federal statutes and state-regulated areas that impact the personnel function which must be considered by employers and attorneys and their paralegals. Among topics addressed are EEO and Affirmative Action, OSHA, ERISA, FMLA, and the ADA; employee privacy issues (polygraph testing, drug and alcohol testing, employer searching and monitoring); regulation of discrimination in employment; and wrongful discharge. (Same as PLA 335).

### **353 LEADERSHIP DEVELOPMENT**

This course explores current leadership theory and practice. Emphasis is on both understanding and developing effective leadership approaches for contemporary work environments.

### **361 NEGOTIATION: THEORY AND PRACTICE**

This course examines the effect negotiation has in the workplace and focuses on issues related to planning, communication, rationality, persuasion, and power, among others.

#### **410 RECRUITMENT & SELECTION**

This course will provide the student with a thorough understanding of the human resource function of recruitment and selection in private, public and not-for-profit organizations. The inter-play of applied research methods, the legal system, administrative theory and practice will be integrated into this course. Promotions, a specific application of selection, and placement and orientation will also be investigated. Emphasis will be on theory-to-practice. Students will develop applications from principles and best practices, including how to improve the oral interview process as a selection method. This course is designed for advanced students in human resource administration.

#### **412 QUALITY & PRODUCTIVITY**

This course focuses on issues such as continuous improvement, organizational change, teamwork, motivation and leadership which support both quality and productivity in organizations.

#### **445 SERVICE OPERATIONS**

This course will explore strategies and methods for improving customer value and customer service. The management of service operations will be explored and case studies will be analyzed as it applies to the private, public and not-for-profit organizations.

#### **462 PUBLIC RELATIONS**

Study of various public relations media. Emphasis on cases and readings from professional journals. The historical and psychological aspects of public relations in context with and in relationship to various public media.

#### **464 STRATEGIC HUMAN RESOURCE ADMINISTRATION**

A comprehensive review of general human resource theories and practices related to managing personnel more strategically. Major topics include staffing, human resource development, compensation and benefits, employee and labor relations, health, safety, and security.

#### **499 ADMINISTRATION CAPSTONE COURSE**

This is a course in which students integrate and synthesize the learning experience acquired in the administration program. Students will demonstrate mastery through various applications, including an Applied Project. Prerequisites: completion of core courses. This course is for students majoring in the BS in Administration. *(Offered in Spring B and Fall B terms only).*

### **ART PREFIX: ART**

#### **312 EXPERIENCING ART**

An art appreciation course that will teach students the process of visually analyzing art. Students will integrate the process of “learning how to see” with an understanding of the elements of design and drawing. This may be accomplished by the completion of various art exercises, visits to museums, viewing of slides and films, etc. (studio course).

#### **321 CONTEMPORARY ART**

Exploration of mixed media painting, craft, and performance art from the 1960's up to the present.

#### **322 20th Century American Art**

The evolution of American art within the context of important social, historical, and intellectual events. Stylistic developments and artistic movements developed since 1910 in painting, sculpture, and architecture.

#### **400 ANCIENT GREEK ART**

Detailed analysis and examination of Greek art from 2000 B.C. to the end of the Hellenistic Period. Sculpture, vase painting and architecture will be compared and contrasted with art through the ages by connecting them with Greek philosophy, mythology and history and their aesthetic concepts.

## **BACHELOR OF LIBERAL STUDIES PREFIX: BLS**

### **299 CRITICAL APPROACHES TO LIBERAL STUDIES**

This course examines the history of ideas seminal to civilization as represented in the original writings of the world's most influential thinkers. The course stresses close analytical readings of cross-disciplinary texts structured around central concepts such as justice, wealth and poverty, education, mind, and nature. Adult learners enrich their understanding of these topics based on their own experience with a historical investigation, producing a broad context for framing future studies of enduring issues in the liberal arts. (Required of all Bachelor of Liberal Studies students). This course is for students majoring in the Bachelor of Liberal Studies only.

### **499 LIBERAL STUDIES CAPSTONE**

The culmination of the Bachelor of Liberal Studies degree, the capstone examines and applies models for advanced interdisciplinary research. Students synthesize material drawn from the entirety of their undergraduate curriculum and investigate a specific problem, identified through their own experience, in an advanced topic through the completion of a 15-page analytical research paper or an equivalent multimedia project that incorporates collaborative service initiatives and/or issues of social justice. Prerequisite: ENG 302 or equivalent, and completion of 90 credits. (Required of all Bachelor of Liberal Studies students). This course is for students majoring in the Bachelor of Liberal Studies. (*Offered in Spring B and Fall B terms only*)

## **BIOLOGY PREFIX: BIO**

### **302 HUMAN BIOLOGY**

A course designed for the non-science major with an interest in the structure and function of the human body. Course will explore the relationship between the form of the body and how this form relates to function. A "who you are and how you work" course with flexibility allowing the students' interests to shape the emphasis.

### **342 BIOLOGY OF WOMEN**

A course designed to provide non-science majors with a general understanding of the female anatomy and physiology. Topics include male/female

comparative anatomy, fertility and reproduction, cancer, hormonal cycles, menopause, body maintenance, and nutrition. A focus on various stages of women's development emphasizing current women-specific health issues. Ultimately, the course aims to provide both genders with an opportunity to understand and appreciate the significance of women's health.

### **343 MEN'S HEALTH ISSUES AND REPRODUCTION**

A course designed to provide non-science majors with the fundamental principles of men's health and reproduction, bringing together the basic concepts of research and the clinical practice of andrology to explore and understand the anatomy, physiology, and reproductive functions of the male. Students will discuss current male-specific health issues such as impotence, erectile dysfunction, infertility, andropause (male menopause) and cancer. Students will study topics such as male/female comparative anatomy, growth and development, aging, illnesses, physiological aspects of sexuality, body maintenance and nutrition.

### **409 BIOLOGICAL OCEANOGRAPHY**

An in-depth study and analysis of the ocean environment and the biological interrelationships necessary for a healthy, productive marine habitat. The course emphasizes the relationships between various forms of oceanic life forms, their adaptations to the marine environment and the effects of human activities upon them.

## **COMMUNICATION PREFIX: COM**

### **320 FAMILY COMMUNICATIONS**

This course focuses on the ways families communicate in order to increase understanding of one's own communication behaviors and in order to improve speech and communication skills. The course will focus on the principles and practices of effective, ethical, persuasive communication as applied to family groups. Major topics include audience analysis, selection of messages, tailoring communication to audiences and situations, effective delivery, rules of communication, oral dyadic communication, conflict and conflict resolution, and ethical, effective, persuasive discussion.

## **COMPUTER APPLICATIONS**

### **PREFIX: CAT**

#### **102 BASIC COMPUTER APPLICATIONS**

This course provides students with basic computer applications training. Hands-on training will be provided in a Windows-based operating environment, electronic mail, the World Wide Web, computerized library skills, word processing and electronic spreadsheets. This course will provide the necessary introductory level training for students who have never used microcomputers and/or applications software. It is a hands-on lab course. No prerequisites. Students may attempt to test out. (CAT 102 meets the computer proficiency requirement at ACE).

#### **202 ADVANCED COMPUTER APPLICATIONS**

This course is a continuation of CAT 102. Students will receive hands-on training in advanced features of word processing and spreadsheets, an introduction to graphic presentations, and an introduction to database management software. Prerequisite: CAT 102.

## **DANCE**

### **PREFIX: DAN**

#### **327 DANCE APPRECIATION: DANCES OF THE BLACK ATLANTIC**

Combines theory and practice; students will study the history and culture of sacred and secular dance forms that originated in Africa and migrated to North and South America, and will learn how to perform various dances. Prerequisite: ENG 202 or 302 or HUM 303.

## **EMERGENCY MANAGEMENT**

### **PREFIX: EMA**

#### **205 OVERVIEW OF DISASTERS AND COMPLEX EMERGENCIES**

This course presents the complete spectrum of natural and human-generated disasters, humanitarian crises, and complex emergencies. The sequence from hazard to harm is examined for each type of disaster. Disaster consequences are compared and contrasted across types of disasters.

#### **305 PRINCIPLES OF EMERGENCY MANAGEMENT**

This course provides a broad introduction to emergency management. The course presents expert-consensus principles of emergency

management, describes each of the four phases of emergency management, describes the incident command system, and introduces the US National Response Framework.

#### **307 BUSINESS CONTINUITY CRISIS MANAGEMENT**

This course presents principles of emergency planning to maintain business operations when disaster threatens or strikes. It describes the pre-event continuity planning, event-phase plan implementation, and post-impact restoration of business operations to minimize disaster's impact on the organization.

#### **311 EMERGENCY MANAGEMENT FOR HOMELAND SECURITY**

This course examines the distinguishing features of emergency management when focused on the threat of terrorism across all phases of the disaster cycle. Using National Planning Scenarios, students adapt and apply emergency management skills to a broad spectrum of potential terrorist threats.

#### **315 INTERNATIONAL DISASTER MANAGEMENT**

This course describes the key elements of international disaster management including the actors, the time-phased response activities, and the coordination and monitoring of multi-sectorial operations. The course considers how development, culture, and politics influence the international disaster response.

#### **405 DISASTER RESPONSE OPERATIONS AND MANAGEMENT I (DROM I): MITIGATION AND PREPAREDNESS**

This course explores two of the four emergency management phases: prevention/ mitigation and preparedness. The role of comprehensive emergency management planning and programming is delineated for each of these phases.

#### **407 DISASTER RESPONSE OPERATIONS AND MANAGEMENT II (DROM II): RESPONSE AND RECOVERY**

This course explores two of the four emergency management phases: response and recovery. The role of comprehensive emergency management planning and programming is delineated for each of these phases.

#### **409 HAZARD MITIGATION AND MANAGEMENT**

This course amplifies the principles of hazard management by applying the four-stage mitigation planning cycle and multi-hazard identification and risk assessment (MHIRA)

methodologies to analysis of a comprehensive array of disaster scenarios. For each scenario, strategies and tactics are identified to prevent or minimize disaster risks to the community.

#### **499 CAPSTONE IN EMERGENCY MANAGEMENT**

This course provides a thorough review of all theories, techniques, and management practices within the field of emergency management. It is designed for students to integrate and synthesize the learning experiences acquired in the Emergency Management program, including those tools required by an administrator in the emergency management field, thus demonstrating proficiency in the field. Pre-requisites: Completion of required /core EMA courses or permission from Academic Coordinator. This course is for students majoring in the BS in Emergency Management. (*Offered in Spring B and Fall B terms only*)

### **ENGLISH PREFIX: ENG**

\*All ENG literature courses listed meet the distribution requirements for Humanities except for ENG 102, ENG 202 and ENG 302.

ENG 102, 202 and 302, refer to the English Placement Assessment section under Academic Advising & Resources in this Bulletin.

#### **102 COLLEGE WRITING FOR THE ADULT LEARNER**

This course introduces the adult learner to utilizing the writing process to meet the expectations of an academic community, with emphasis on audience, aim, and mode. The focus is on writing as communication, employing the writing process to produce idiomatically and grammatically correct prose to convey ideas at the college level. ENG 102 prepares students to enroll in ENG 202. Placement is by the School's assessment instrument. A minimum course grade of C is required. Two attempts maximum.

#### **202 STRATEGIES FOR COLLEGE WRITING**

This course solidifies students' understanding and application of strategies for producing expository prose that is revised and edited to be suitable for an academic audience. It emphasizes that writing is a process rather than merely an act of recording and that writing is a tool of learning, the disciplined means of both gauging our own thinking and creating meaning. ENG 202 prepares students to enroll in ENG 302. Placement

is by the School's assessment instrument or by successful completion of ENG 102. A minimum grade of C is required. Two attempts maximum.

#### **302 ACADEMIC WRITING AND RESEARCH**

This is an advanced writing course stressing the analytical thinking and writing skills common to a host of academic disciplines. The course offers instruction in effective and persuasive research methods while examining aspects that contribute to analytical discourse such as rhetorical styles and arrangements, the linking of evidence to claims, patterns of induction and deduction, and the testing and strengthening of a thesis. A grade minimum grade of C is required. Two attempts maximum. (Mandatory Course). Prerequisite: ENG 202 or Writing Placement results.

#### **318 MODERN AMERICAN PLAYWRIGHTS**

Important American playwrights from the 1940's to the present day. Emphasis will be on major styles and themes and how the plays reflect the changes in American society. Prerequisite: ENG 302.

#### **338 ENVIRONMENTAL LITERATURE**

This literature course explores and analyzes themes, styles and issues endemic to the emerging genre of environmental writing through an analysis of fiction, essays, travel journals and poetry. It encourages thoughtful analysis of contemporary environmental concerns while promoting an interdisciplinary approach to the literature of nature and the non-human world. Prerequisite: ENG 302.

#### **349 WOMEN AND FICTION**

This course examines representative works by and about women from historical social and literary perspectives as it explores how gender identities develop within the context of the novel genre. Prerequisite: ENG 302.

#### **353 TECHNICAL AND PROFESSIONAL WRITING**

This course will help students communicate purposefully and clearly at the workplace. The course provides an overview of writing and rhetorical strategies that will be of interest to those writing and speaking professionally in a number of sectors, including police and emergency, utilities, tourism and hospitality, entertainment, health care, human resources, non-profit, corporate, and small business/entrepreneur. (**Does not fulfill distribution requirements**). Prerequisite: ENG 302.

### **355 THE NOVEL OF ADOLESCENCE**

An exploration of the theoretical frameworks and methodological approaches used to analyze adolescent fiction. The focus is on the historical, literary and cultural elements of the genre, and on the relationship of the adolescent protagonist to family and society. The novel of adolescence interrogates such issues as gender, sexuality, generational conflict, power relationships, class and ethnicity.

## **ENVIRONMENTAL SCIENCES PREFIX: EVS**

### **306 ENVIRONMENT**

A conceptual approach to understanding the interrelatedness of natural processes at work in the environment. Application to local issues as well as broader problems and prospects will be made.

### **320 PHYSICAL OCEANOGRAPHY**

A detailed coverage of the basic physical, chemical and geological aspects of the ocean and how they are interconnected. It includes the study of ocean-atmosphere relationships that influence climate and weather; and waves, tides and currents.

### **400 GEOLOGY**

Minerals, rock classification, history of life, the concept of geologic times, the surface of the earth, the earth's interior, geophysical aspects of the earth and the theory of plate tectonics and sea-floor spreading.

### **415 WEATHER AND CLIMATE OF FLORIDA**

An analysis of Florida's weather and climate including thunderstorms, tornadoes, hurricanes and cold and warm fronts. Considered Florida's most valuable physical resources, weather and climate demand our attention and understanding of the dynamic nature of the atmosphere.

### **425 HUMAN IMPACT ON GLOBAL CHANGES**

A detailed and practical analysis of global warming stratospheric ozone depletion and acid deposition from different points of view. How these phenomena affect living and non-living components of the ecosphere. Examines scientific as well as social issues related to all three. Global warming section includes discussion of the El Nino Southern Oscillation.

## **HEALTH SERVICES ADMINISTRATION PREFIX: HSA**

### **301 THE HEALTH CARE SYSTEM**

An overview of the United States health system examining the facilities and organizations which make up the system, as well as a survey of the economic, social and political aspects of the health care system.

### **319 HEALTH CARE FINANCE**

The concepts of financial management for health care institutions relating to acquisition, planning, budgeting, and control of funds to meet organizational objectives.

### **339 HEALTH LAW**

Examination of the broad legal aspects that have an impact on the operation of health care, including an introduction to the legal system, as it pertains to the health care system, health related legislation, regulatory agencies and issues affecting health care facilities, and medical malpractice (same as PLA 339).

### **410 MANAGEMENT IN HEALTH CARE**

Application of management theory, concepts and principles as these relate to health care organizations. Case studies are utilized to analyze the practical application of management concepts and principles.

### **425 PUBLIC AND COMMUNITY HEALTH**

Study of the impact on the health status of individuals as a result of public health practices and services, including topics in epidemiology and preventive measures.

### **441 HEALTH CARE FOR THE ELDERLY**

An overview of the physical, social, and health care needs of the older adult, including long-term care nursing services and alternatives in use today.

### **459 INDEPENDENT STUDY IN HEALTH ADMINISTRATION**

This course is primarily designed for the student to take part in an in-depth research or an action-oriented project under the supervision of the faculty advisor. Preparation and approval of the content must be made one semester in advance.

### **475 ISSUES IN HEALTH CARE**

An examination of current issues facing the health care industry including delivery of care, access to care, costs, and quality of services as well as national and state health policy.

### **499 CAPSTONE IN HEALTH SERVICE ADMINISTRATION**

This course is designed for students to integrate and synthesize the learning experiences acquired in the Health Service Administration program, including the management and administrative tools required by an administrator in the health care field, thus demonstrating proficiency in the field. Pre-requisites: Completion of Required/Core HSA Courses or permission from Academic Coordinator. This course is for students majoring in the BS in Health Services Administration. (*Offered in Spring B and Fall B terms only*)

## **HISTORY PREFIX: HIS**

### **306 TWENTIETH CENTURY AMERICA**

A study of the issues and concepts that have shaped American Society since 1900. Political, economic and social trends will be examined.

### **315 HISTORY OF FLORIDA**

A survey history course of Florida from pre-history to the present. The relationship between South Florida and the rest of the state is emphasized during the more contemporary period.

## **HUMANITIES PREFIX: HUM**

### **303 MODERN CURRENTS IN THE HUMANITIES (formerly HUM 301)**

Interdisciplinary approach to the fine arts, electronic arts, film, dance, drama, music, and literature of the modern and contemporary eras; selected cultural activities made available to the students to aid in correlating theory and experience.

### **308 STORYTELLING FOR SOCIAL IMPACT**

This course draws from a variety of disciplines – including psychotherapy, journalism, and literary theory – to teach students how to shape the elements of a true story for maximum social impact. Students learn theories for analyzing storytelling practices, then explore those practices in the field, as they gather community stories that

will be workshopped in class, then shared with the public in digital form as text, audio, or video files.

## **INFORMATION TECHNOLOGIES PREFIX: IT**

### **190 MICROCOMPUTER SYSTEMS**

This introductory level course discusses how a computer system works. Emphasis is placed on how to install, configure, and manage personal computer (PC) systems. Students will learn to maintain, troubleshoot, and upgrade microcomputer, and develop hand-on technical skills using current architectures as needed to support PC environments. Prerequisite: CAT 102.

### **200 FOUNDATIONS OF INFORMATION TECHNOLOGY**

This course is intended to provide students with an understanding of computer-based information systems and technologies, as well as the strategies used for managing them. The course examines the dynamic interaction of people, technology, and organizations engaged in and affected by the collection, retention, and dissemination of information through the use of hardware and software. Prerequisite: CAT 102.

### **301 INTRODUCTION TO PROGRAMMING**

This course provides the student with an introduction to the syntax of a programming language. Languages to be used are C++ or visual C++. Prerequisite: CAT102, IT200.

### **310 TELECOMMUNICATIONS AND COMPUTER NETWORKS**

The role of telecommunications and computer networks in information systems will be examined from the technical fundamentals and organizational perspectives. Strategies, tools, and techniques for network planning, implementation, management, maintenance and security are emphasized. Prerequisite: IT 200, IT 190, CAT 102.

### **320 COMPUTER SECURITY**

This course is designed to provide students with an awareness and understanding of computer and network security issues that threaten and concern users and organizations that utilize information technologies. Security challenges and countermeasures are examined to provide a framework for creating and implementing viable preventive and responsive procedures. Prerequisite: IT 200, IT 190, CAT 102.

### **334 COMPUTERIZED GRAPHICS**

Development of graphics using various computer software. Graphic files. Bitmapped and vector graphics. Color. Format Conversion. Drawing, painting, fractalizing, ray tracing and animation. Prerequisite: CAT 102, IT200.

### **338 WEB DESIGN, AUTHORING AND PUBLISHING**

Concepts, tools, and technologies of computer networked information with an emphasis on the Internet and the Web. Web clients and servers. Web design, authoring, publishing and programming. Web development tools. Internet trends. Prerequisite: CAT 102, IT 200.

### **340 JAVA PROGRAMMING FOR THE WEB**

This course aims to teach the Java programming language as it is applied in the World Wide Web. It covers Java applets, applications, API (application programming interface), graphics, animation and threads. It also explores Java object-oriented techniques and database connectivity. Prerequisite: CAT102, IT200.

### **350 THE WEB AND E-TECHNOLOGY**

This course is designed to provide an in-depth understanding of how to use web technology effectively. An examination of the potential impact of the Internet and intranets and their potential value to the organization will be provided. How to plan, analyze, and implement Web and E-technologies will be a central focus of this course. Prerequisite: CAT 102, IT 200, and preferably IT 338.

### **351 VOICE AND DIGITAL COMMUNICATION**

The design and operational principles for communications networks are presented. Essential elements of speech, video, and images are examined as electrical signals. Digital communication topics include transmission, signaling, switching, and digital conversion. An overview of current national and local networks is included with a comparison of their relative merits for various types of traffic loads and business requirements. Prerequisite: IT 310.

### **372 SOFTWARE ENGINEERING**

Basic tools and techniques for specifying, designing, implementing, verifying and validating large software projects. Prerequisite: CAT102, IT200.

### **400 IT PROJECT MANAGEMENT**

The application of information systems concepts to the strategic challenges facing organizations will be examined. The roles of project

management systems in planning, and decision making are emphasized. Prerequisite: CAT102, IT 200.

### **402 ADVANCED TOPICS IN SIGNALING SYSTEMS**

This course analyzes the technology and impact of modern, high speed networks and their associated signaling protocols. This will include Synchronous Digital Data Transmission systems, Integrated Services Digital Network (ISDN), Synchronous Optical Network (SONET), and Asynchronous Transfer Mode (ATM) telecommunication network systems. Prerequisite: IT 351.

### **403 CUSTOMER SERVICE INFORMATION SYSTEMS**

This course analyzes the measuring, monitoring, and reporting aspects of customer service and help desk systems. Technical and soft skills involved in the collection and dissemination of support information are discussed. Tools and techniques used by support professionals to diagnose and document service and support events are considered. The course also addresses the process of establishing and communicating precise service and product baselines that incorporate statistical and measurement aspects. Prerequisite: CAT 102, IT 200.

### **407 DATABASE PROGRAMMING AND ADMINISTRATION**

Design and implementation of database in client/server environments. SQL server installation and administration. Development of contributed databases. Multimedia and object-oriented support. Prerequisite: IT 426.

### **420 INTERNET/WEB SERVER**

This course teaches students how to support the various features of an Internet Server. Students will gain understanding of the product by installing configuring, and supporting an Internet/Web server. Prerequisite: IT 338.

### **426 DATABASES**

Physical data organization. The network, hierarchical and relational models. Query languages. Design of relational databases. Query optimization. Integrity and security. Distributed databases. Prerequisite: CAT102 and IT200.

#### **428 OBJECT-ORIENTED SOFTWARE DEVELOPMENT**

Analysis of the object-oriented approach to systems design. Object-oriented language used: C++ or visual C++. Prerequisite: IT 301.

#### **438 WEB PROGRAMMING AND ADMINISTRATION**

This course covers Web programming with an emphasis server side programming. It explores Web servers' features, configuration, and programming. It also analyses the development of dynamic content and online database handling. Case studies such as e-commerce, online database management, or distance education will be discussed. Prerequisite: IT 338.

#### **440 INTERNATIONAL TELECOMMUNICATIONS**

The international issues associated with the flow of information, both politically and technically, are presented. The focus is on understanding the obstacles and opportunities of the rapidly changing international telecommunications environment. Prerequisite: IT 310.

#### **450 ADMINISTRATIVE INFORMATION SYSTEMS**

The application of information systems concepts to the collection, retention, and dissemination of information systems planning and decision making. Information technology strategy and administration are presented. The role of information technology in corporate strategy along with key issues in administering IT is explored. Prerequisite: CAT 102, IT 200.

#### **460 WIRELESS AND MOBILE COMPUTING**

An examination of the intersection between mobile computing, mobile telephony, and wireless networking. Students will also be presented with a myriad of wireless technologies. Prerequisite: IT 310.

#### **499 INTEGRATED CAPSTONE PROJECT**

This is a course in which students integrate and synthesize the learning experience acquired in the IT program. Students will demonstrate mastery through the completion of a structured IT portfolio. The portfolio will consist of a series of core components and an area of specialization. This course should be taken in the final term of student's enrollment, prior to graduation. (See BSIT course sequencing chart). This course is for students majoring in the BS in Information Technology. (*Offered in Spring B and Fall B terms only*)

### **LEGAL STUDIES PREFIX: PLA**

#### **301 LAW AND THE LEGAL SYSTEM**

Survey of the American legal system and common law tradition, structure of the federal and state court system (emphasis on the Florida court system), the role of the legal assistant in the practice of law, and the code of ethics for legal assistants and attorneys.

#### **310 LEGAL RESEARCH**

Instruction on finding, reading and updating law. Research strategies and proper citation form.

#### **315 LEGAL WRITING**

Study of legal writing and memorandum preparation. Legal research and writing exercises. Prerequisites: PLA 310 and ENG 302.

#### **320 CIVIL LITIGATION**

Civil litigation process emphasizing personal injury law (torts), rules of procedure, filing complaints, pretrial discovery, trial preparation, trial procedures, client and witness interviews.

#### **330 ALTERNATIVE DISPUTE RESOLUTION**

This course examines the effect mediation and arbitration have in both the workplace and legal system. It focuses on theories and skills related to alternative dispute resolution, including how to create, organize, and perform a mediation or arbitration. (Same as ADM 330).

#### **335 EMPLOYMENT LAW**

This course provides an overview of federal statutes and state-regulated areas that impact the personnel function which must be considered by employers and attorneys and their paralegals. Among topics addressed are EEO and Affirmative Action, OSHA, ERISA, FMLA, and the ADA; employee privacy issues (polygraph testing, drug and alcohol testing, employer searching and monitoring); regulation of discrimination in employment; and wrongful discharge. (Same as ADM 335).

#### **339 HEALTH LAW**

Examination of the broad legal aspects that have an impact on the operation of health care, including an introduction to the legal system as it pertains to the health care system, health related legislation, regulatory agencies and issues affecting health care facilities, and medical malpractice. (Same as HSA 339).

### **343 BUSINESS ORGANIZATIONS**

Formation of corporations, Florida corporate law, preparation of corporate documents. Legal aspects of sole proprietorships, partnerships and limited partnerships, shareholder relations and overview of securities regulations.

### **350 REAL ESTATE LAW**

Basic real estate transactions, mortgages, deeds, leases, recording statutes, title insurance and title searches. Preparation of closing documents and foreclosure procedures.

### **405 ADMINISTRATIVE LAW AND PROCESS**

The role of administrative procedure in state and local governments will be taught together with the principles of administrative procedure, administrative due process and regulatory procedures. (Same as PUB 405).

### **430 CRIMINAL LAW PRACTICE**

Definition of a crime, liability, defenses, justification, conspiracy, larceny, robbery, burglary, assault, homicide, sex offenses, arson, drugs, search, confession, Miranda warnings, sentencing. Criminal procedure is also emphasized.

### **440 CONTRACTS**

Study of contract law. Contract formation, enforceability and remedies. Survey of significant Uniform Commercial Code and Florida statutes affecting contract formation and enforcement. Exposure to various types of commonly used contracts and drafting principles.

### **452 ENVIRONMENTAL LAW**

This course is designed to introduce the major federal environmental statutes and the types of analytical and practical problems encountered in the practice of environmental law and in environmental litigation. Study is devoted to reading and discussion of statutes, cases and problems in the various environmental media including, but not limited to, air, water and toxic waste disposal. The course also looks at the role of legislation, administrative decision making and the common law in addressing environmental problems.

### **460 PROBATE PROCEEDINGS**

Mechanics of probate law, probate court proceedings, estate administration, federal estate and gift taxation and trusts. Emphasis on forms and procedures relating to these areas.

### **470 IMMIGRATION LAW**

Study of federal immigration law including historical perspectives, current theories and practice. Topics to be evaluated include: exclusion/

admission policies and practice; immigrant and non-immigrant categories; due process and judicial review; visa classifications and eligibility; deportation grounds and procedure; and refugees and political asylum.

### **480 BANKRUPTCY**

Overview of debtor-creditor law. Topic areas include consensual and statutory liens, security interest, U.C.C. Article 9, the Bankruptcy Code, attachment, garnishment, replevin, and post-judgment collection. Practical instruction on judgment, asset and U.C.C. searches.

### **483 FAMILY LAW**

A study of the substantive and procedural law of family relations (emphasis on Florida law), including: legal ethics; dissolution of marriage; alimony; child support; property distribution; paternity; adoption; and modern trends.

## **MATHEMATICS PREFIX: MAT**

### **106 SURVEY OF MATHEMATICS**

This survey course enables students to understand and appreciate the history and beauty of mathematics in the world around us. Topics include set theory, logic, graph theory, consumer mathematics, numeration systems, algebra, geometry, counting methods, probability, and statistics. This course meets the distribution requirements. Prerequisite: Placement is by the School's assessment instrument.

### **154 INTRODUCTION TO STATISTICS**

In this introductory course students will develop an understanding of statistical methodology. Topics include descriptive statistics, probability, binomial and normal distributions, sampling distributions, confidence intervals, regression, correlation and hypothesis testing. This course meets the distribution requirements. Prerequisite: Placement is by the School's assessment instrument.

## **MUSIC PREFIX: MUS**

### **204 EXPERIENCING MUSIC (Formerly MUS 301)**

Course designed to develop perceptual listening skills and to acquaint the student with the evolution of masterworks.

### **317 SURVEY OF ROMANTIC AND TWENTIETH CENTURY MUSIC**

Development of music and musical styles, including extra-musical influences.

### **321 HISTORY OF JAZZ**

Explanation of different periods of jazz and discussion of famous jazz musicians of each period, ragtime to contemporary.

### **332 HISTORY OF ROCK MUSIC**

An overview of the derivation and evolution of rock music, with emphasis on styles and performers, utilizing a multi-media presentation.

### **407 MUSIC AND THE MIND**

An interdisciplinary investigation into the psychological foundations of musical behavior. Students will synthesize musical concepts and personal experience with concepts related to anthropology, sociology, physics, statistics, mathematics, physiology, and speech as they relate to the psychology of music. Study and discussion of psychoacoustic principles and affective behaviors (response to music) will provide the student with a more complete understanding of the psychological processes associated with music and musical behavior.

## **NETWORK SYSTEMS ENGINEER PREFIX: NSE**

### **210 NETWORK ADMINISTRATION**

This course covers a general foundation in current networking technology for local area networks (LAN's), wide area networks (WAN's), and the Internet. Students are also provided with the knowledge and skills necessary to perform day-to-day administration tasks.

### **305 ADVANCED PC HARDWARE AND NETWORKING**

This course builds upon a student's knowledge of how computers work. Students will maintain, troubleshoot, upgrade and repair PC's. Networking proficiency will be enhanced through the analysis of media, topologies, protocols, and standards; and through the design, implementation, and support of networks. Prerequisite: IT 190.

### **310 CLIENT OPERATING SYSTEM**

This course provides the foundation for supporting a network operating system. Students will be provided with the skills necessary to install, con-

figure, customize, optimize, network, integrate, and troubleshoot using Microsoft Windows Network Operating System. Prerequisite: IT 190.

### **320 SERVER OPERATING SYSTEM**

This course provides for supporting a Windows network infrastructure. Students will be able to design, implement, and support a network operating system in various environments using Microsoft Windows. Prerequisite: NSE 210.

### **330 WORKING WITH CISCO LAN HARDWARE**

This course provides students with the knowledge and skills required work with local area network (LAN) hardware. Covers hardware selection considerations for routers, hubs, and switches. Students are also provided with a strong foundation of network design. Prerequisites NSE 305, IT 310.

### **405 MANAGING A MICROSOFT NETWORK**

This course covers the implementation, management and troubleshooting of Microsoft network and server environments. Topics include administering medium to large size networks that span physical location via Large Area Networks (LANs) and the Internet or Intranets. Prerequisite: NSE 320.

### **415 LINUX OPERATING SYSTEM**

An examination of the Linux network operating system. Students will install, configure, customize, administer, evaluate, optimize, and troubleshoot a Linux Operating System. Prerequisite: IT 310.

### **425 ADVANCED DIRECTORY SERVICES**

Designing a Windows directory services infrastructure in an enterprise network. Strategies are presented to assist the student in identifying the information technology needs of an organization and designing an Active Directory structure that meets those needs. Prerequisite: NSE 405.

### **445 ADVANCED NETWORK SERVICES**

Creating a networking services infrastructure for network applications. Students will evaluate the needs of an organization to provide technology solutions for the design of a network foundation, Internet connectivity, and Extranet connectivity. Creating an Integrated Network Services Infrastructure Design will also be explored. Prerequisite: NSE 405.

## **ORIENTATION PREFIX: ORI**

### **202 FUNDAMENTALS OF ADULT LEARNING**

An overview of the theoretical tenets of adult learning and the essential skills needed for academic and professional success. The course includes an exploration of the major theories of learning in adulthood, experiential learning, and a synopsis of academic rules and regulations to enable students to successfully navigate their undergraduate course of study. The course also covers campus academic/personal resources, study skills, collaborative service learning, and the elements of prior learning assessment and career planning. **(Mandatory course for new students with 45 transfer credits or less and must be completed within the first year of enrollment). A minimum course grade of C is required.**

## **PERSONAL FINANCIAL PLANNING PREFIX: PFP**

### **348 FUNDAMENTALS OF FINANCIAL PLANNING**

This course introduces the fundamental issues of personal financial planning. It is designed to provide an understanding of the concepts of the financial planning process, the economic environment, the time value of money, the legal environment, financial analysis, and ethical and professional considerations in financial planning.

### **350 INCOME TAX PLANNING**

This course introduces the application of income tax planning in personal financial planning. It is designed to provide an understanding of the concepts of the fundamentals of income taxation, tax computations and concepts, tax planning, and hazards and penalties.

### **410 INSURANCE PLANNING**

This course introduces the application of insurance planning and risk management in personal financial planning. It is designed to provide an understanding of the concepts of identification of risk exposure, legal aspects of insurance, property and liability policy analysis, life insurance policy analysis, health insurance policy analysis, employee benefits, social insurance, insurance regulation, and principles of insurance taxation.

### **412 INVESTMENT PLANNING**

This course introduces investment planning in the personal financial planning process. It is designed to provide an understanding of the concepts of investment regulation, client assessment, investment theory, environment and financial markets, strategies and tactics, modern portfolio theory, and integration.

### **414 RETIREMENT PLANNING AND EMPLOYEE BENEFITS**

This course introduces the application of retirement planning and employee benefits in personal financial planning. It is designed to provide an understanding of the concepts of the ethical considerations, social security and Medicare benefits, retirement plan types, qualified plan characteristics, distributions and distribution options, group insurance benefits, other employee benefits, and analysis of retirement factors.

### **416 ESTATE PLANNING**

This course introduces the application of estate planning in personal financial planning. It is designed to provide an understanding of the concepts of the fundamentals of estate planning, estate planning considerations and constraints, tools and techniques for general estate planning, and the tools and techniques for special estate planning situations.

## **PHILOSOPHY PREFIX: PHI**

### **240 THINKING PHILOSOPHICALLY**

An investigation of the methods of philosophical analysis with a particular focus on ethical and critical thinking about the world, the environment, and issues of social justice. Co-requisite: English 202 or equivalent

### **352 ETHICAL ISSUES IN THE BIOMEDICAL SCIENCES**

This course is an interdisciplinary investigation of current ethical issues in the medical and biological sciences. It develops moral reasoning through philosophical reflection on major problems in biomedical ethics, such as allocation of resources, medical experimentation, genetic engineering, euthanasia, reproductive issues, confidentiality, among others. Prerequisite: English 202 or equivalent

### **368 CONTEMPORARY PROBLEMS IN ETHICS**

A study of ethical theory and applied ethics: analysis of the concepts of moral goodness, the origins and nature of moral law and obligation, comparisons of various moral systems for ethical decision-making. Discussion will include application through consideration of concrete examples. Prerequisite: English 202 or equivalent

## **POLITICAL SCIENCE PREFIX: POS**

### **303 PUBLIC POLICY AND ADMINISTRATION**

This course is an overview of policy formulation and administration in the context of U.S. federal, state and local governments. The relationship between politics and administration will be taught with reference to the classical policy/administration dichotomy.

### **325 INTERNATIONAL RELATIONS**

Analysis of relations among subnational, national, and supranational actors in the international system; foreign policy formation; quest for peace and security in a shrinking world.

### **355 ENVIRONMENT AND POLITICS**

A study and analysis of the United States environmental policies from historical and political perspectives. Attention is given to the theoretical and practical aspects of environmental policy making in a democratic society at the local, state, and national levels. Global policies concerning the environment will also be explored.

### **408 INTER-AMERICAN RELATIONS**

International relations between the U.S. and Latin America and the foreign policies of Latin American states.

## **PSYCHOLOGY PREFIX: PSY**

To avoid duplication of coursework, please note the following is a list of equivalent courses which may not be repeated: PSY 281 to PSY 206, PSY 326 to PSY 325 to PSY 305, PSY 303 to PSY 331, PSY 452 to PSY 462 to PSY 434, MGT 308 to PSY 329, PSY 414 to PSY 416, PSY 382 to PSY 304, PSY 413 to PSY 412.

### **206 PRINCIPLES OF PSYCHOLOGY**

A survey of findings in the core concepts of Psychology, including the brain and mind, individual and group behavior, perception, intelligence, memory, learning, social interactions, personality and mental disorders.

### **301 PSYCHOLOGY OF DRUG AND ALCOHOL ABUSE**

A general orientation to psychopharmacology; the relationship between behavior and the actions and the effects of drugs; terminology of drugs and drug use; prevention and treatment programs; psycho-legal aspects.

### **304 ESSENTIALS OF LIFESPAN DEVELOPMENT**

Exploration of human development from a lifespan conceptualization and perspective. Biological, cognitive, and psychosocial facets of human development from conception through late adulthood will be investigated. Prerequisite: PSY 206.

### **305 PERSONALITY DEVELOPMENT**

This course critically evaluates theories of personality development and their empirical foundations. Prerequisites: PSY 206 & PSY 304.

### **306 PSYCHOLOGY OF WOMEN**

Study of the various issues affecting the changing role of women in today's society; consideration given to psychological and social factors as they relate to contemporary feminine behavior. Prerequisite: PSY 206.

### **311 PSYCHOSOCIAL ISSUES OF DISASTER PREPAREDNESS AND RECOVERY**

This course surveys ethical, cultural, developmental, and research related issues affecting the physical and psychosocial recovery of disaster-exposed individuals and communities. Prerequisite: PSY 206. **(Does not meet distribution requirement).**

### **320 TESTS AND MEASUREMENTS**

Introduction to testing, including discussion of validity, reliability and overview of testing instruments in clinical, educational, and industrial settings. Prerequisite: PSY 206 & MAT 154. **(Does not meet distribution requirement).**

### **329 UNDERSTANDING AND COPING WITH STRESS**

An exploration of the roles of stress and illness; immunology and Endocrinology with help in evaluating one's own level of stress. Effective techniques for alleviating stress and features of the development of the holistic health movement are described. Meditation, autogenic training, bio-feedback, nutrition and exercise to prevent disease are highlighted.

### **331 COUNSELING TECHNIQUES FOR MANAGERS (formerly PSY 303)**

The course will provide an overview of techniques drawn from management theory, psychology and sociology that will be helpful in counseling employees. **(Does not meet distribution requirements).**

### **370 SOCIAL PSYCHOLOGY**

Cognitive processes, roles, communication and persuasion, aggression and interaction of individuals within small and large groups and studied from a psychological perspective. Prerequisite: PSY 206.

### **410 GROUP DYNAMICS AND DECISION-MAKING**

An exploration of group intimacy, solidarity of groups, group problem-solving, the individual within the group, leadership development (who is involved and how leaders are chosen), and splinter group formations. Prerequisite: PSY 206.

### **412 ADULT PSYCHOPATHOLOGY**

This course provides an overview of psychopathology in adults. Etiology and developmental course of maladaptive behavior patterns in adults will be discussed within a theoretical and empirical framework. An emphasis is placed on description, classification, and factors for persistence as well as available intervention methods. Additionally, the course focuses on ethical, legal and societal issues pertaining to psychopathology. Prerequisite: PSY 206, PSY 304 **(Course does not meet distribution requirements).**

### **416 DYNAMICS OF ADULT LIVING**

This course will explore the conditions necessary for growth and development. It will cover the Passages of life; sexuality; intimacy; life styles, and aging. Prerequisite: PSY 206.

### **417 PSYCHOLOGY OF AGING (formerly PSY 422)**

Analysis of the factors characterizing normal aging: Biological and perceptual changes, social processes, work and retirement, family, sexuality, cognition, personality. Disorders associated with aging are also covered. Prerequisite: PSY 206. **(Does not meet distribution requirements).**

### **423 INDUSTRIAL PSYCHOLOGY**

Application of psychological principles and procedures in a business and industry setting; consideration given to topics such as selection,

placement, employee motivation; morale and leaderships. Prerequisite: PSY 206. **(Does not meet distribution requirements).**

### **425 INTRODUCTION TO PSYCHOTHERAPY AND COUNSELING**

Critical analysis and evaluation of models and methods of psychotherapy and counseling used to ameliorate psychological problems in children, adolescents and adults. Topics covered include stages of psychological treatment, therapist/client relationship and engagement, multiculturalism, ethics, and standards of professional conduct. The empirical support for models of psychotherapy along with case applications will be stressed. **(Does not meet distribution requirements).** Prerequisites: PSY 206, PSY 412.

### **428 HUMAN SEXUALITY**

A survey of issues and scientific findings with regard to physiological, developmental and emotional aspects of sexuality, as well as theory and practice related to treatment of sexual dysfunction. Prerequisite: PSY 206. **(Does not meet distribution requirements).**

### **430 PERSONALITY DISORDERS**

This course provides students with an overview of the etiology, development and behavioral expressions of the personality disorders presented in the current DSM. Emphasis is given to theoretical conceptualizations, assessment, as well as treatment approaches. Prerequisite: PSY 305. **(Does not meet distribution requirements).**

### **434 BEHAVIOR DISORDER IN CHILDHOOD AND ADOLESCENCE**

This course provides an overview of behavior disorders in childhood and adolescence. Maladaptive behavior patterns in childhood and adolescence will be investigated within a developmental psychopathology framework. Prerequisites: PSY 206 and PSY 304. **(Does not meet distribution requirements).**

## **PUBLIC ADMINISTRATION PREFIX: PUB**

### **301 INTRODUCTION TO PUBLIC ADMINISTRATION**

An overview of the governmental processes in the United States. The structure of federal, state and local governments will be taught with an emphasis on public administration processes, issues and

the policy formulation process required at each level. The development of modern public administration will be reviewed and new directions in public management practice will be highlighted.

#### **402 VALUES AND ETHICS IN PUBLIC ADMINISTRATION**

This course is designed to outline the current public management environment and to create an awareness and sensitivity to the value and ethical issues inherent in public administration decisions. The Judeo-Christian moral basis for the values and ethical practices in governments today will be taught together with the legal requirements for complying with legislated ethical standards.

#### **403 PUBLIC BUDGETING AND FINANCE**

This course is designed to provide the student with an understanding of the very special nature of the revenue sources (taxes) and the expenditure of tax dollars through the budgeting (political) process.

#### **404 CONCEPTS AND ISSUES IN PUBLIC PLANNING**

The classic management function of planning will be reviewed in its state and local government contexts. Emphasis will be placed on planning for growth management and on strategic planning in public decision-making.

#### **405 ADMINISTRATIVE LAW AND PROCESS**

The role of administrative procedure in state and local governments will be taught together with the principles of administrative procedure, administrative due process and regulatory procedures. (Same as PLA 405).

#### **406 HUMAN RESOURCES IN THE PUBLIC SECTOR**

This course will be an overview of public personnel practices including the history and changing role of civil service systems, merit retention systems, labor relations and collective bargaining. Supervisory practices for public administrators will be taught in the context of the several personnel systems.

#### **407 PRODUCTIVITY IMPROVEMENT IN THE PUBLIC SECTOR**

This course will provide information on the techniques for measuring and improving productivity in public organizations. Current management thought such as Total Quality Management (TQM) will be taught and analyzed for its potential in the public sector.

#### **408 PUBLIC MANAGEMENT AND THE POLITICAL PROCESS**

The classic confrontation between “politics” and “professional management” will be examined in this course. The historical context of the “Good Government Movement” of the Nineteenth Century: the rise of the professions in public management; the issues of responsiveness and patronage will be taught and applications made to current state and local government management practice.

#### **409 CONTEMPORARY ISSUES IN PUBLIC SAFETY**

Issues of public safety which are addressed by state and local government will be studied in this course. The traditional roles of public safety will be studied, e.g., fire prevention and suppression, emergency medical practice and emergency transportation, police protection, patrol, community policing. Issues such as contracting with other organizations, creation of public safety departments and collective bargaining in public safety are examples of those which will be addressed.

#### **410 METHODS AND TECHNIQUES FOR PUBLIC ADMINISTRATION**

This course is designed to teach research methodologies including research design, hypothesis formulation, descriptive statistics, analytical statistics, sampling and survey techniques, consensus-building techniques and public participation approaches as applied in public administration settings.

### **SOCIAL WELFARE SERVICES PREFIX: SWS**

#### **336 SOCIAL WELFARE AS A SOCIAL INSTITUTION**

Beginning course in the social welfare sequence, introducing the student to the field of social welfare from historical, political, program, policy and service points of view; initial identification with the field of social welfare, and knowledge of the contribution of social welfare professions.

#### **401 SOCIAL WELFARE POLICIES AND SERVICES I**

Provides a comprehensive knowledge of the social welfare system in the United States while it addresses the changing nature and needs of our society. The crucial role of government is examined, both historically and currently, in the

delivery of basic human services. The problems of poverty, inequality and oppression are highlighted as conditions that vitally affect the social functioning of individuals, families and groups. Additionally, there is content on policy formulation and models for policy analysis which provides the student with the tools to assess local, state and national policies affecting agencies, clients and practitioners. Prerequisite: SWS 336.

#### **470 HUMAN BEHAVIOR AND SOCIAL ENVIRONMENT I**

This course focuses on the physical, social and emotional development and mastery of growth crises from birth to mid-adolescence. Included in the course are current theories and research about the early years of the life cycle, with particular emphasis on the nature and ways in which culture, ethnicity, and community influence and shape development. Prerequisite: SWS 336.

### **SOCIOLOGY PREFIX: SOC**

#### **201 INTRODUCTION TO SOCIOLOGY**

An introduction to the major theoretical perspectives in sociology. Emphasis on the applications of these perspectives to contemporary social issues, including: deviance, marriage and the family, organizations, religion and social change.

#### **301 AMERICAN FAMILY**

A study of the history, present agonies, and future of the American Family as an institution.

#### **305 ISSUES IN CULTURE**

A topical course to determine the role that culture has played in developing and influencing man's behavior. Our perceptions of economics, religion, family life, employment, aging, law and numerous other aspects of culture will be studied and discussed.

#### **307 RACE AND ETHNICITY**

Study of sociological perspectives in minority-majority relations; assimilation ideologies; dynamics of prejudice and discrimination; biological, historical and sociological data on race; survey of American minorities.

#### **317 SOCIOLOGY OF WORK**

An examination of the cultural, social and organizational aspects of work in contemporary society. Work is studied as a fundamental human activity, which is socially constructed through complex organizations, power, cultural beliefs

and values, the wage system, consumption, management ideologies, and technology. Topics discussed include: the significance of work in everyday life, post industrialization, the relationship between work and family, housework, professionalization, and the consumer culture.

#### **415 WOMEN IN CONTEMPORARY SOCIETY**

A course concerning the historical development of women as a basis for their distinctive position in society today. Emphasis is placed on their lateral/horizontal progress in the realms of the economy, society and cultural development. Gender definition and dynamics of the patriarchal system are examined.

#### **417 SOCIOLOGY OF DEATH AND DYING**

A course that focuses on death as an event in salvific history based upon cross-cultural analysis of the nexus between the meaning of life and death place within it.

### **SPANISH PREFIX: SPA**

#### **150, 153 SPANISH FOR BUSINESS I, II**

An introductory course in Spanish with an emphasis on business terminology, accurate pronunciation, and practical applications. For students with little or no preparation in Spanish. Not open to native speakers or students with two or more years of language.

### **SPEECH PREFIX: SPE**

#### **303 VOICE AND ARTICULATION**

A course designed to help each student speak more expressively with greater vocal variety and clarity. Each student will receive a complete voice and diction analysis and will work both individually and in groups to achieve effective voice production and correct individual speech problems.

#### **305 THEORIES OF COMMUNICATION (formerly SPE 301)**

An overview of the theory of communication. Emphasis on organizational communication, small groups, and public communication in organizations.

#### **402 ORAL COMMUNICATION**

A practical study designed to develop effective listening, speaking, and confrontation skills. Use and interpretation of body language.

### **403 ORAL INTERPRETATION**

An oral interpretation focuses on one of the loveliest of musical instruments, the human voice, and on the body of literature to which the voice can give meaning. Course activities will include study and analysis of various types of literature and the demands that each makes of a reader: shaping and tuning exercises for the vocal instrument; practice in oral reading; and development of criteria for evaluation.

### **412 PERSUASION**

Beginning with Aristotle, this course provides an historical perspective on how persuasion has evolved to modern times. Emphasis on factors such as attention, perception, needs, values, and credibility. Practice in the preparation and presentation of persuasive oral and written communication. Emphasis given to persuasive campaigns.

## **THEATRE PREFIX: TH**

### **304 CREATIVE DRAMATICS**

A course to develop confidence, creativity, spontaneity, and other communication skills. It will include practice in improvisation, role playing, and character development for personal growth and enjoyment as well as some study of drama for cultural enrichment.

### **330 AMERICAN CINEMA**

This is a history of the American film industry as an art form, as an industry, and as a system of representation and communication. Cinematic Genres are analyzed as art forms. The course explores how Hollywood films work technically, aesthetically, and culturally to reinforce and challenge America's national self image.

### **360 ELEMENTS OF CONTEMPORARY THEATRE**

This is a study of the plays and theatrical practices of the contemporary period. The elements of theatre including plot, characterization, setting, dialogue, music, movement, and theme are studied as art forms within an historical context.

## **THEOLOGY PREFIX: THE (formerly REL prefix)**

### **209 LIFE AND AFTERLIFE IN WORLD RELIGIONS**

This course will provide a general overview of the death and life after death doctrines (eschatology) in Eastern and Western religions, mainly through their scriptures. The implications of these doctrines for life in the world will be explored.

### **211 ULTIMATE QUESTIONS**

This course will explore how theology deals with some fundamental questions about reality and human life including the meaning of God, human freedom, suffering and death, faith and belief, evil, sin, ethics and morality. Furthermore the course will explore the interaction between religion and culture and between theology and other academic disciplines.

### **317 TURNING POINTS IN CHRISTIAN HISTORY**

This course will study major turning points in the history of Christianity focusing on the interplay between religion and culture and the development of ideas. Attention will be given to significant figures, movements, and schools of thought and to their continuing influence in Christianity today.

### **352 THE AMERICAN RELIGIOUS EXPERIENCE (formerly THE 351)**

An exploration of the enculturation of religion, especially Christianity, in the United States. Attention will be given to significant figures, movements and schools of thought in their historical context. An evaluation of their continued influence on religious life today and the question of whether there can be a distinctly American approach to theology will be broached.

# GRADUATE COURSE DESCRIPTIONS

## **ADMINISTRATION PREFIX: ADM**

### **505 HUMAN RESOURCES ADMINISTRATION (3)**

This course is an overview of Human Resource administrative functions in contemporary organizations including human resource planning, human resource strategy, performance evaluation, employee benefits, compensation, career planning, labor relations, discipline, and safety and health. This course will examine how organizations meet their objectives through human resource administration, and how human resources align with the organization's mission, vision, and strategy.

### **515 INFORMATION TECHNOLOGY CONCEPTS (3)**

This course examines information systems in today's organizations. Managing computer resources will be discussed with emphasis on the way information technology is used to meet organizational needs.

### **517 FINANCIAL CONCEPTS FOR ADMINISTRATION (3)**

The purpose of this course is to provide students in administration and non-financial administrators an opportunity to develop a comprehensive understanding of the use and interpretation of basic financial concepts and how they relate to administrative decisions.

### **521 APPLIED ORGANIZATIONAL CONCEPTS (3)**

The course will address the administration and organizational behavior competencies required to be successful in the 21st century workplace. Emphasis is placed on managing and leading for high performance in today's dynamic, constantly changing work environment.

### **525 ADMINISTRATIVE STRATEGIES (3)**

This course focuses on the goal oriented methods and techniques of developing administrative strategies necessary to lead departments and organizations. Strategy formulation and implementation are complex interactive processes which involve politics, organizational culture, values, vision, mission and administrative styles which influence administrative decisions and outcomes.

### **535 APPLIED RESEARCH METHODOLOGIES (3)**

This course provides an opportunity for students to synthesize their studies and explore topics that relate to administrative and technical processes using research techniques. They are exposed to various tools and techniques for decision-making and applied research. Students undertake an in-depth review and critical analysis to begin a proposal for their capstone course on self-selected topics in the field of administration using qualitative and quantitative analysis presented in class.

### **545 VALUES AND ETHICS IN ADMINISTRATION (3)**

This course is designed to create an awareness and sensitivity to the values and ethical issues inherent in private and public administration decisions. The Judeo-Christian moral basis for the values and ethical practices in government and business today will be presented along with the legal requirements for complying with legislated ethical standards.

### **553 ADMINISTRATIVE LEADERSHIP THEORY & PRACTICE (3)**

This course is designed to develop the understanding and application of administrative leadership theory. The course uses research and analysis of great leaders (however defined) from a variety of domains, social, religious, political, business and athletic, or entertainment...to develop a more sophisticated comprehension of administrative leadership.

### **568 CHANGING ENVIRONMENT OF ADMINISTRATION (3)**

This course addresses the impacts on administrative decision-making from external environments including the political, natural, international, technical and societal environments.

### **652 DIVERSITY IN THE WORKPLACE (3)**

Explores the training and development of a culturally sensitive work force. Examines and explores innovative techniques for dealing with institutional "isms" (e.g., sexism, ageism, etc.) as they relate to management, training, conflict resolution, career development, mentoring, performance appraisals, team-building, and peer rating methods.

### **680 PROJECT MANAGEMENT (3)**

This course examines the technical and administrative aspects of complex projects. Students will learn the project life cycle and tools and create functional and technical requirements to plan and control projects.

### **699 CAPSTONE: APPLIED PROJECT (3)**

The Applied Project is a supervised capstone for the master's program. It is an independent, web-supported study with a graduate faculty mentor/instructor. The project is designed to build from knowledge gained during the program and to make connections between academic and professional work. Prerequisite: Successful completion of other coursework in the program.

## **PUBLIC ADMINISTRATION PREFIX: PUB**

### **511W GRADUATE WRITING & RESEARCH (non-credit)**

A practical study of academic and professional writing and research for adult learners, focusing on the mastery of the communication skills needed for success in graduate school

*Note: This will be a required workshop for all provisionally accepted MPA Program students whose undergraduate degree cumulative grade point average (GPA) is below 3.0. This workshop must be taken in the student's first term and must be successfully completed with a passing grade ("Pass/Fail" grading) to proceed as fully accepted in the MPA program.*

### **501 INTRODUCTION TO PUBLIC ADMINISTRATION (3)**

This course introduces the history and practice of public administration in the United States at the national, state, and local levels. Topics include public policy, organizational theory, budgeting procedures, intergovernmental administration, human resources, the ethics of public service, and the impact of the information age.

*Note: This will be a required course for all provisionally accepted students who begin the MPA program with undergraduate degrees outside Public Administration. This course must be taken in the student's first term and must be successfully completed with a final grade of "B" or better to proceed as fully accepted in the MPA program.*

### **503 THEORIES, PRINCIPLES, & PRACTICE OF PUBLIC ADMINISTRATION (3)**

The course will focus on the classic writings that have framed the foundation of public administration over the past 120 years. The subject matter will be taught with application to current public administration practice as its principle objective.

### **535 APPLIED RESEARCH METHODOLOGIES (3)**

This course provides an opportunity for students to explore research that relate to administrative and technical processes using various research techniques. Students undertake an in-depth review and critical investigation using qualitative and quantitative analysis. Students will be exposed to various tools and techniques appropriate to applied research and will develop a research design based on an instructor-approved topic. The research design may be used as a foundation for the capstone project.

### **545 VALUES AND ETHICS IN PUBLIC ADMINISTRATION (3)**

This course is designed to create an awareness and sensitivity to the values and ethical issues inherent in public administration decisions. The importance of ethics in maintaining public trust in the context of representative democracies will be emphasized. Classic moral philosophies will be studied as the basis for the values and ethical practices in government today. In addition the legal requirements for complying with legislated ethical standards will be studied.

### **605 PUBLIC PROGRAM ANALYSIS AND EVALUATION (3)**

Program analysis and evaluation is a seminar designed to examine the theory and practice of public program analysis as it is conducted in complex political environments.

### **609 SEMINAR IN PUBLIC FINANCIAL ADMINISTRATION (3)**

This course presents the principles of financial management in the public sector. Topics include public sector operating and capital budgets, expenditures and revenues, and financial reporting and analysis at the federal, state, and local level as well as the role of financial administration in promoting the common good.

### **611 SEMINAR IN PUBLIC HUMAN RESOURCES ADMINISTRATION (3)**

This course presents the principles of public personnel management and human resource administration and examines the balance

between organizational and individual needs. Topics includes the functional and technical aspects of human resources, strategic and operational concerns, the history of the civil service, constitutional/legal issues., employee benefits, recruiting/hiring/developing/ retaining high quality employees, and labor union/management relations.

### **622 NON-PROFIT ADMINISTRATION (3)**

This course provides the student with an understanding of the role of non-profit organizations in the scope of public-private purposes. It examines the role of boards and staff, vision and mission, funding and accountability, excellence in operations and sustainability.

### **623 PRODUCTIVITY IMPROVEMENT IN THE PUBLIC SECTOR (3)**

This course examines techniques for measuring and improving productivity in public organizations. Current and historical public management theories will be taught and analyzed.

### **635 LEADERSHIP IN PUBLIC PURPOSE ORGANIZATIONS (3)**

Leadership is essential in any organization for it to be effective. This course will review the very special characteristics of leadership in public purpose organizations. Issues such as the impact of the political process on leadership, navigating media storms, leading and empowering employees, and maintaining a focus on public purpose will be addressed.

### **647 PUBLIC LAW AND ADMINISTRATION (3)**

The role of public administrative law and procedure will be taught as it applies to both public and private decision-making. The effects of public administrative law and rule making will be presented along with the oversight provided by legislatures and public policy processes inherent in making and sustaining public policy.

### **650 PUBLIC/PRIVATE ENTERPRISE (3)**

This course will review the scope of public/private enterprise structures in the United States. Further, it will review the scope of public purchasing, public/private partnerships, privatization of public services and contracting for public services from the private sector.

### **660 PUBLIC POLICY AND THE ADMINISTRATIVE PROCESS (3)**

The this course. The historical context of the “Good Government Movement” of the Nineteenth Century; the rise of the professions in public management; the issues of responsiveness and patronage will be taught and application made to current state and local government administrative practice. The political process and public policy making will be examined.classic confrontation between “politics” and “administration” will be examined in

### **670 PUBLIC PLANNING AND CHANGE MANAGEMENT (3)**

The classic management function of planning will be reviewed in its state and local government contexts. Emphasis will be placed on planning for change management applications to social equity and on strategic planning in public decision making.

### **699 CAPSTONE: APPLIED PROJECT (3)**

The Applied Project is a supervised capstone for the master’s program. It is an independent, web-supported study with a graduate faculty mentor/instructor and a professional in the field to guide relevance to current public administration practice. The project is designed to build from knowledge gained during the program and to make connections between academic and professional work.

# ACE INSTITUTE FOR TRAINING AND PROFESSIONAL DEVELOPMENT

## (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.

The ACE Institute for Training and Professional Development also offers customized in-house training and consultation for business and nonprofit organizations throughout the state. Please consult the Barry Website for more information at [www.barry.edu/ce](http://www.barry.edu/ce).

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 of Adult and Continuing Education has programs that will be responsive. The training and professional development 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.

### POLICIES REGARDING CERTIFICATE PROGRAMS

1. All Professional & Continuing Education students are expected to have adequate English language proficiency unless otherwise indicated on the course description or class schedule.
2. To receive CEUs, students must be present for the entire course or program.
3. Certificates of Completion are issued to students who have satisfactorily completed a course or program of study. Students are expected to attend all class sessions.
4. Students enrolled in the Emergency Management Technician (EMT) program will be graded for all work completed.
5. Students are expected to follow University rules and regulations.

### PROGRAM DESCRIPTIONS

**Advanced Cardiovascular Life Support course (ACLS):** Approximately 12 contact hours. The ACLS course is intended for healthcare providers who either direct or participate in the resuscitation of a patient, whether in or out of hospital. Through the ACLS course, providers will enhance their skills in the treatment of the adult victim of a cardiac arrest or other cardiopulmonary emergencies. ACLS emphasizes the importance of basic life support CPR and ALS interventions.

ACLS is based on simulated clinical scenarios that encourage active, hands-on participation through learning stations where students will practice essential skills individually, as part of a team, and as team leader. Realistic simulations reinforce the following key concepts: proficiency in basic life support care; recognizing and initiating early ACLS management of peri-arrest conditions; managing cardiac arrest; identifying and treating ischemic chest pain and acute coronary syndromes; recognizing other life-threatening clinical situations (such as stroke) and providing initial care; ACLS algorithms; and effective resuscitation team dynamics.

**Aviation English Training:** The International Civil Aviation Organization (ICAO) has set new standards for English proficiency for pilots and air traffic controllers. Barry University's Aviation English program provides the training and testing to meet this licensing requirement.

**Basic Life Support (BLS):** Approximately 4 contact hours. The BLS Healthcare Provider Course is designed to provide healthcare professionals the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely and effective manner. The course is intended for certified or noncertified, licensed or non-licensed healthcare professionals.

**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 30 hour course provides the communication skills necessary to function effectively in today's changing workplace. *Classes are offered on demand.*

**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. This certificate includes 30 hours of coursework.

**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. The preparation courses for the Group Benefits Associate (GBA) designation and the Retirement Plan Associate (RPA) designations offered at Barry require 120 hours of instruction each. The Compensation Management Specialist (CMS) preparation courses can also be obtained and *classes are offered on demand.*

**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 89 financial planning topics incorporated into 7 courses: estate planning; fundamentals of financial planning; income tax planning; insurance planning; investment planning; retirement planning and employee benefits; and special topics. The program is at least 225 contact hours.

**Certified Pharmacy Technician:** The certificate workshop trains individuals to work under the supervision of a licensed pharmacist in a hospital, community or retail setting. 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 Exam for the Certification of Pharmacy Technicians (ExCPT) offered by the Institute for the Certification of Pharmacy Technicians (ICPT). This is a 30-hour comprehensive workshop that includes medical terminology specific to pharmacy, prescription interpretation and basic calculations, HIPAA and legal issues, dosage forms and more.

**Drop It At The Door** – A two-day training program to gain new skills, techniques, tools and tips to handle difficult situations, manage anger, reduce stress, improve relationships and develop positive thinking.

**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 has been designed to exceed the minimum requirements of the State of Florida. 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 students 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. 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. The program consists of EMT Lecture 120 hours; EMT Lab 44 hours; Hospital Clinical 24 hours; Ambulance/Fire Rescue Ride Time 48 hours.

**Medical Coding and Billing:** This 60 hour course will prepare students to take the certification examination sponsored by the American Health Information Management Association (AHIMA). A **Certified Coding Associate (CCA)** primarily focuses on converting a medical procedure, diagnosis, or symptom into specific codes to submit a claim for reimbursement. Course content includes various topics such as Introduction to Health Insurance, Medical Laws and Ethics, The Insurance Claim Process, Coding, Medical Documentation, Medicare, Medicaid, Computerized Billing, etc.

**My PC Series:** This program offers hands-on, jargon-free classroom based computer classes that Microsoft has developed for adult learners. The Windows® 7 and Windows Live™ Essentials curriculum has been designed for the less tech-savvy consumers who want to learn new computer skills.

**SHRM Essentials® of Human Resources Management (EHRM):** This two-day program provides participants with a complete overview of the human resources roles and responsibilities. This course is a true introduction to human resource management. This course covers real-life HR issues and current, vital topics including: employment law; selecting qualified employees; compensation; orientation and training; and the performance management process. There are six modules which are offered within 15 contact hours.

**SHRM Global Learning System® Certificate Program (GPHR®):** HR has changed in the past decade, expanding across borders, cultures and economies. The SHRM Global Learning System® is a powerful educational tool for HR professionals with international and cross-border responsibilities and a comprehensive test preparation system for the Human Resource Certification Institute (HRCI®) Global Professional in Human Resources (GPHR™) certification exam. The GPHR preparation course consists of a minimum of 38 contact hours of instruction.

**SHRM Professional Human Resources (PHR®) and Senior Professional Human Resource (SPHR®) Program:**

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. The PHR/SPHR preparation course includes 38 contact hours of instruction.

**Social Etiquette for Business Success:** This one-day seminar has been designed to provide participants with valuable information and practical skills that will allow them to acquire a competitive edge to succeed in the professional world. Attendees will learn key social and dining etiquette skills to make a positive impact and impression in business related functions.

**Wastewater Treatment Operation, Class C:** This course provides you with an understanding of the basic principles required for the proper operation of a domestic wastewater treatment facility. Information presented includes the role and responsibilities of a treatment plant operator, an explanation of why wastes must be treated, and detailed descriptions of the equipment and processes used in a wastewater treatment plant. Operators learn to operate and maintain racks, screens, sedimentation tanks, trickling filters, rotating biological contactors, package activated sludge plants, oxidation ditches, ponds,

and chlorination facilities. Topics covered include conventional activated sludge processes, sludge digestion and solids handling, effluent disposal, plant safety and good housekeeping, plant and equipment maintenance, laboratory procedures and chemistry, use of computers for plant operation and maintenance, analysis and presentation of data, and records and report writing. Operators also learn to analyze and solve operational problems and to perform mathematical calculations relating to wastewater treatment process control. This is an interactive course including class lecture and laboratory. 132 hours

**Water Treatment Operation, Class C:**

This is an entry level course for the student just beginning studies in the water treatment field. This course covers the fundamental principles involved in water treatment plant operation. Information is presented on the importance and responsibilities of a water treatment plant operator, sources of water, reservoir management, intake structures, drinking water regulations, fluoridation, instrumentation and advanced lab procedures. Administrative procedures for dealing with budgeting, setting rates, recordkeeping, personnel administration, public relations, and emergency planning are also covered in this course. Water treatment practices vary widely in different areas of the country; however, a limited number of distinct processes can usually be identified in any treatment plant. This is an interactive course including class lecture and laboratory. 132 hours

For further information or for upcoming course dates visit the schedule on our website at <http://www.barry.edu/ce>.

