FRANK J. ROONEY SCHOOL OF PROFESSIONAL AND CAREER EDUCATION

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STATEMENT OF PURPOSE

The purpose of the Frank J. Rooney School of Professional and Career Education (PACE) is to provide working adult students with undergraduate and graduate degree programs. In addition, the school offers non-credit and certificate programs which recognize the educational and professional needs of the adult learner while promoting lifelong learning. These degree and certificate programs are designed for students who, because of family and work responsibilities, seek a program with multiple delivery options and a student population of fellow professionals. Within an adult student framework and a focus on student service, PACE strives to attract a diverse student body.

Educational programs that reflect current societal issues and Barry University's reputation are made available on the Miami Shores campus, as well as locations throughout the state of Florida. In support of Judeo Christian and Dominican traditions, the School of Professional and Career Education recognizes the breadth of experience of working professionals and provides a number of flexible learning opportunities through its courses, programs, and Portfolio option.

In addition to their academic credentials, PACE faculty possess both professional expertise and a mastery of adult learning principles. Recognizing that adult students often have attained knowledge outside of the classroom that is appropriate for academic credit, PACE accordingly grants experiential learning credit toward an undergraduate degree, if students can demonstrate college-level learning documented in a prior learning experience Portfolio.

In keeping with the Mission Statement of Barry University, the School emphasizes *inclusive community, social justice,* and *collaborative service*. Students are encouraged to further the mission through community service and leadership roles throughout the state, nationally and the world.

DEGREE PROGRAMS

The following undergraduate degree programs are offered to students through the School Professional and Career Education:

Bachelor of Liberal Studies (B.L.S.)
Bachelor of Public Administration (B.P.A.)
Bachelor of Science in Administration (B.S.)
*Bachelor of Science in Emergency Management (B.S.)
Bachelor of Science in Health Services Administration (B.S.)
Bachelor of Science in Information Technology (B.S.)

* Program is available fully online

Degree seeking students may pursue a minor (21 credits) in Administration, Information Technology, Legal Studies, Network and Systems Engineering, Public Administration, or Software Engineering.

Post-baccalaureate students may pursue a certificate in Health Services Administration, Human Resource Administration, Information Technology, Legal Studies, Network and Systems Engineering, Public Administration, or Software Engineering.

ADMISSION INFORMATION

The admission policies of the School of Professional and Career Education are designed to meet the needs of adult students. Students who have a high school diploma from a regionally accredited school or the equivalent (GED) and three to five years full-time work experience can be accepted without credentials and may register for up to 12 undergraduate credits before submitting official transcripts or test scores for evaluation.

Students who intend to earn a degree through the School of Professional and Career Education must submit all required credentials before subsequent enrollments and/or after the completion of their first 12 credit hours at Barry.

Application for admission to Barry University's School of Professional and Career Education is a process separate from the registration process and must be completed prior to course registration.

Admission Requirements

The School of Professional and Career Education has traditionally served adult learners. To qualify for portfolio credits a minimum of 5 years of full-time professional work experience, and/or community service is required. The portfolio is mandatory or optional depending upon the degree selected.

Criteria for Full Acceptance

- Interview with an academic advisor.
- Submit a completed application form or apply online for admission at www.barry.edu/apply and submit appropriate application fee in U.S. funds;
- Request an official transcript from each college attended. If no college credit or fewer than 12 academic credits have been earned, request an official high school transcript indicating graduation from a regionally accredited high school or official GED transcript;
- Applicants holding an associate degree or its equivalent must possess a minimum of 3 years full-time professional work and/or community service experience past high school;
- Applicants not holding an Associate Degree or its equivalent must possess a minimum of 5 years of full-time professional work and/or community service experience past high school.

Criteria for Provisional Acceptance

Provisional acceptance is extended to those whose transcripts reflect less than a 2.00 cumulative grade point average at the time of application. A student enrolling under this option is limited to twelve credits in which a minimum cumulative grade point average of 2.00 must be achieved at Barry University. Upon successful completion of 12 credits with a cumulative grade point average of at least 2.0 at Barry, full acceptance will be granted.

Those who are unable to complete the admission requirements (See Criteria for Full Acceptance) at the time of application are limited to twelve credit hours at Barry University. To enroll in additional coursework, the student must submit all required credentials before subsequent enrollment.

Second Bachelor's Degrees

Students who have earned a bachelor's degree from Barry University or another regionally accredited institution may qualify for a second bachelor's degree from Barry University under the following conditions:

- A formal application must be submitted to the Division of Enrollment Management, Office of Records Management.
- The student must fulfill all admissions, prerequisite and course requirements in the second degree program; the majority of the major must be completed at Barry University.
- If nine (9) credits of Theology and Philosophy are not included in the first degree, they must be completed for the second degree. Other distribution requirements are considered complete.
- If CAT 102 is not included in the first degree, students must complete the computer proficiency

requirement through successful completion (a grade or C or better) of CAT 102 or they may test-out of CAT 102.

- If the degree program requires submission of a portfolio, the English Writing Placement must be taken and the student must complete at least ENG 302 unless receiving an exemption.
- At least thirty (30) semester hours in residence of upper-level credit over and above the requirements for the first bachelor's must be completed at Barry. These courses must be completed with a letter grade.
- The student must achieve a cumulative grade point average of 2.00 or higher, with 2.00 or higher in the second major. Each course in the major must be completed with a C or better grade. The applicant is advised to review the catalog section dedicated to the major of interest to determine the grade requirements for that major.

Continuous Enrollment/Readmission

A student who does not enroll for more than two years will be classified as inactive and will be required to apply for readmission by submitting a new application and paying a new application fee. In such cases, the Student Bulletin and University Policies in effect at the time of readmission will apply.

Additional Information on Admissions

Refer to the Admissions section of this catalog for additional information on transfer credit policies and international applicant information.

NEW STUDENTS

ORI 202 Fundamentals of Adult Learning

New students with 45 credits or less in transfer are required to complete ORI 202 Fundamentals of Adult Learning within the first year of enrollment. The course is designed to provide information and tools to students to successfully achieve their goals as an adult learner. A minimum course grade of C is required. Online students must complete the ORI 202 within the first semester of study or at first opportunity after evaluation of transfer credits.

Computer Proficiency Assessment

All PACE students are required to demonstrate computer proficiency through successful completion (a grade of C or better) of CAT 102. This requirement may also be satisfied through equivalent computer coursework approved by the IT Academic Coordinator and accepted in transfer by Barry University. Students in face to face programs must fulfill this requirement during the first year of enrollment. It is also strongly recommended that students complete CAT 102 before taking an online course. Only students with excellent computer literacy skills should attempt CAT 102 online, as students must have sufficient computer skills to navigate through an online course. Students may test out of CAT 102, IT 190, or IT 200 courses through "Credit by Examination." These challenge exams, which require the payment of a non-refundable fee, may only be attempted once, and are not covered by Financial Aid. The Challenge Exam results are final and cannot be discussed or disputed regardless of the circumstances.

English Placement Assessment

Before or during the first semester of study (session A or B), all students MUST take the English Placement Assessment during which they have one-and-a-half hours to write a brief essay based on an assigned reading of general interest. The essays are evaluated by PACE English instructors who identify the students' first writing courses. Students prepared for the English curriculum will be placed in a course within the English writing sequence: ENG 102, ENG 202, and ENG 302.

Students must fulfill the English curriculum in sequence immediately following enrollment in their first English writing course. For example upon successful completion of ENG 202 in a given session, a student must complete ENG 302 immediately in the following session.

A grade of *C or better is required for successful completion of ENG 102, ENG 202 and ENG 302. If a grade below C is earned, the course must be repeated within the next two semesters, and the student must achieve a grade of C or above. Students will not be allowed to continue their academic program until ENG 302 has been successfully completed. Students who do not successfully complete the course after two attempts will be suspended.*

Students may be exempt from the English requirement by demonstrating proficiency on an English challenge examination administered by the School. Only those students who place into ENG 302 qualify to take the challenge exam. Even in cases when a student is deemed exempt, the written communication requirements must still be fulfilled.

The minimum requirement for taking an online course is completion of the Moodle training and the English placement assessment. Students must place into ENG 202 or ENG 302.

Mathematics Skills Assessment

The Mathematics Skills Assessment exam must be taken by students who do not have college-level mathematics transfer credits accepted by Barry University

and must be taken before or during the first semester. The Mathematics Skills Assessment exam consists of 35 multiple choice questions which the student will have one hour to answer, with scores ranging from 0 to 35. A practice test will be given to students in advance of the actual exam. Students are allowed to use a battery-operated calculator on the exam.

Students will then be advised into course work based on their score; those earning a score of 21 or higher on the Mathematics Skills Assessment exam may register for MAT-106 or MAT-154. Students with an assessment score of 0 to 20 will be advised to work with the mathematics tutor and retake the Mathematics Skills Assessment exam.

Based on their field of study, and on the recommendation of their Academic Advisor, students may elect to take MAT 106 (Survey of Mathematics) and/or MAT 154 (Introduction to Statistics), both of which fulfill distribution and degree requirements.

EXPERIENTIAL LEARNING PORTFOLIO

Adult students often have attained knowledge outside of the classroom that is appropriate for academic credit. The School of Professional and Career Education grants such credit toward an undergraduate degree if students can demonstrate college level learning. The portfolio provides a mechanism for translating documented learning experiences into Barry University credit. The portfolio is an option in the Bachelor of Public Administration, B.S. in Information Technology, B.S. in Administration, B.S. in Emergency Management and Bachelor of Liberal Studies majors. It is currently required in the Bachelor of Science in Health Services Administration degree.

Students interested in developing a portfolio must attend a portfolio seminar during the first three sessions of enrollment. It is advisable to have portfolios submitted within one year of seminar attendance. If more than one year elapses from attendance at the first seminar, students must attend a second seminar. Each student will then work with his/her academic advisor throughout the portfolio development process. **Students must submit their portfolios by the time they reach 90 credits or less.**

The transcription of portfolio credits by the University Registrar is in accordance with University policies and procedures and with the criteria outlined in the Southern Association of Colleges and Schools (SACS) accreditation guidelines. Portfolio credits are equated to academic disciplines and designated as experiential learning credits on the transcript. They can be used as general electives and/or to meet certain additional requirements in a specialization or major. **Portfolio credits cannot be used to fulfill Distribution Requirements.** A maximum total of 30 credits may be awarded via the portfolio. Please go to www.barry.edu/pace and click on portfolio (bottom right hand side of screen to view the Portfolio Orientation).

Portfolio Submission Criteria for Bachelor Degrees

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

1. Student has been fully accepted and is active.
2. Student has completed English 302 with a C or better or has successfully passed the English test-out exam.
3. Student is in good academic standing (Cumulative GPA of 2.0 in all Barry University course work).
4. Student has attended the Portfolio Seminar.
5. Student can document five years of professional work experience and/or community activities.
6. Student's Goal Statement and Autobiographical Learning Essay have been reviewed by Writing Lab or site tutor.
7. Student has 90 college credits or less at portfolio submission.

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

Normally the portfolio will be assessed by the portfolio evaluation committee six to eight weeks after it is submitted. Upon evaluation, the student will be notified by mail of the credits awarded. Approximately one-third to one-half of the credits are upper-level. The remainder are lower-level. Portfolio credits are general elective credits. **Students may also receive credits for selected professional licenses and through other possibilities. Please refer to the *Assessment of Prior Learning Fact Book* for eligible licenses and other options** found on the PACE web page at www.barry.edu/PACE and click on Current Students. Students may also view the Portfolio Orientation by clicking on "Portfolio" on PACE web page previously noted.

WRITING RESOURCES FOR PORTFOLIO DEVELOPMENT

For those students who develop an experiential learning portfolio there are a number of resources they can use at Barry University. For example, before submitting their portfolio students must complete English

302 which will provide them with a sound foundation in advanced writing. Additionally, during the portfolio development process students are required to submit their portfolio goal statement and autobiographical essay to the University Writing Center (on-line through the On-line Writing Lab or OWL) for proofreading. For those students in proximity to the Miami Shores campus a face-to-face appointment can be made at the Center. Otherwise students at the sites can meet with a site tutor to fulfill this requirement.

Students who choose to submit their portfolio for review to OWL must adhere to the OWL portfolio review deadlines that are prior to the portfolio submission deadlines each session. The process to obtain on-line help from OWL is outlined below. All of these services are available to PACE students without cost.

Directions to submit OWL requests:

- Go to http://apps.barry.edu
- Click on Login
- Enter your user name and password
- On the Home page, click on Bucwis
- Under Bucwis click on Student Web
- On Student Web, click on the Academic Resources Menu on the left sidebar
- Click on Writing Center
- On the Writing Center Web, click on the OWL icon on the right sidebar
- Complete the Online Writing Lab Request Form and submit
- Please note, **only requests from Barry e-mail addresses will be accepted**
- You will receive a reply with instructions on how to submit your paper

Papers are returned in five business days. Each paper will be reviewed only two times.

For **each paper,** students must submit a separate request form. In other words, a goal statement and an autobiographical essay are considered two papers. Therefore **two** requests must be submitted. The **last day** to submit papers to OWL for each session can be obtained from your academic advisor. For all information about policies, changes, and news, students may visit the Writing Center/OWL website at (http://student.barry.edu/writingcenter). **Students at site locations are encouraged to use site English tutors.**

Olena Drozd, M.A. (305) 899-4902
Writing Lab and Reading Lab Coordinator
English Instructor/Barry University
odrozd@mail.barry.edu

PACE Degrees and Request for Portfolio Credits in Academic Disciplines

Please Note: Up to 30 Portfolio Credits can be used to satisfy General Electives.

Bachelor of Public Administration (B.P.A.) – Portfolio is optional. Students should request from the following academic disciplines: General Administration and Social Sciences. Students may apply up to 6 upper level discipline specific portfolio credits in general administration and social sciences to the Public Administration Electives if not previously transferred.

Bachelor of Science in Emergency Management (B.S.E.M.) – Portfolio is optional. Portfolio credits can be used for General Electives only in this degree.

Bachelor of Science in Health Services Administration (B.S.H.S.A.) – Portfolio is required. Students should request from the following academic disciplines: General Administration, Behavioral Sciences, and Social Sciences (up to 6 upper-level credits in HSA Electives if not previously transferred).

Bachelor of Science in Information Technology (B.S.I.T.) – Portfolio is optional with a Specialization or a Minor. It is required without a Specialization or a Minor. Students should request from the following academic disciplines: Special Topics/Computer Sciences. Portfolio credits may be used to satisfy general elective requirements and/or IT electives (IT/NSE). Portfolio discipline-specific credits are counted as transfer credits and are limited to a maximum of 6 upper-level credits. These discipline-specific credits may be distributed to the 3-credit electives in each of the Major Core and Specialization areas, subject to the approval of the academic coordinator.

Bachelor of Science in Administration (B.S.A.) – Portfolio is optional with a Specialization or a Minor. It is required without a Specialization or a Minor. Students should request from the following academic disciplines: General Administration, Social Sciences, Special Topics/Legal Studies, and Special Topics/Computer Sciences (up to 6 upper-level credits in ***Administration Electives*** if not previously transferred).

Bachelor of Liberal Studies (B.L.S.) – Portfolio is optional with completed Specialization. Students may request 3 upper-level credits in the specialization's electives with the academic coordinator's approval and only if not previously transferred — see designations below:

Specializations

1. Behavioral Sciences – academic discipline to request: Behavioral Sciences (up to 3 UL in portfolio and/or transfer into Behavioral Science Electives with academic coordinator's approval).
2. Literature and Humanities – academic discipline to request: Humanities (up to 3 UL credits in portfolio and/or transfer into the Literature and Humanities Electives with academic coordinator's approval).
3. *Psychology – only accepts portfolio credits in General Electives.
4. Social Welfare Services – academic disciplines to request: Behavioral Sciences (3 UL credits if not transferred in portfolio and/or transfer into Social Welfare Services Electives and with academic coordinator's approval).

DISTANCE LEARNING

The School of Professional and Career Education (PACE) at Barry University is committed to the principles and best practices of adult education. Therefore, we provide opportunities for students to engage in coursework in an online environment in which learning activities can be conveniently scheduled. PACE online courses follow the same course start and end dates as the face to face classes and use the same textbooks. Some instructors may require proctored exams, such as a midterm or a final. These proctored exams may be paper or computer based and can be taken at most of our PACE locations across the state or from a variety of test providers located close to you.

PACE's online courses do include required synchronous sessions as well as asynchronous activities. Synchronous sessions (real-time) are conducted via web-conferencing and require students to participate in lectures and group discussions at scheduled times during the course, using their own computer's webcam and microphone. Synchronous sessions simulate the experiences of the traditional classroom; they are used to conduct class meetings in real-time with instructor and students in different locations — at home, at the office, or anywhere in the world with fast access to the Internet. This promotes spontaneous class discussions and peer interaction and helps build an online Barry community. Students are expected to arrange their schedules in order to attend the synchronous sessions.

Asynchronous sessions allow students to interact with the learning materials through readings, videos, projects, discussion forums and interactive activities in accordance with the student's schedule. In addition, students have the 24/7 ability to interact with their instructor and peers through chats, email and cyber cafés.

ONLINE COURSES AND PROGRAMS

PACE offers more than 40 online graduate and undergraduate courses. In addition, PACE offers two fully online graduate degree programs — Master of Arts in Administration (MAA) and a Master of Public Administration (MPA). PACE also offers an undergraduate degree in Emergency Management. Many undergraduate Distribution Courses can be taken online. To see a description of PACE's fully online courses and programs, please visit: http://www.barry.edu/online/

MAXIMUM NUMBER OF ONLINE CREDITS

PACE accommodates even the busiest student schedules, since students can choose to combine online courses with face to face campus classes. Undergraduate students not enrolled in a fully online undergraduate program are limited to taking a maximum of 27 undergraduate online credits (nine courses) of the total 120 credits required for completion of a Barry University degree. The 27 credits consist of successful completion of 9 online courses (3 credits each) with qualifying grades as per University requirements for Distribution courses, English Writing and/or core program classes. "F" & "W" grades are not counted as attempts toward the 27 credits. Online credits taken at Barry University in excess of 27 will not count toward undergraduate degree completion.

There are no restrictions for graduate students.

Students should consult with their academic advisor for availability and policies for undergraduate and online graduate courses and programs. Undergraduate students should review the New Student Requirements in the PACE Bulletin in reference to English and Math assessments and the Computer Proficiency.

The minimum for requirement for taking an online course is the completion of the Moodle Training Module and the English Placement Assessment. Students must place into ENG 202 or ENG 302. It is highly recommended that students complete the required English course before taking an online course. Only students with strong writing skills should take the ENG 202 online.

It is also strongly recommended that students complete CAT 102 before taking an online course. Only students with excellent computer literacy skills should attempt CAT 102 online, as students must have sufficient computer literacy skills to navigate through an online course. Additionally:

- Students enrolling in the Math online courses must have taken the Math placement before or during the student's first semester of study.
- ORI 202 Fundamentals of Adult Learning is required for new students who transfer 45 credits or less. Online students must complete the

ORI 202 within the first semester of study or at first opportunity after evaluation of transfer credits.

- Students not transferring the equivalent of CAT 102 who wish to take this course online should take this class in the first semester of study. Students can also attempt a test out. Please refer to the Computer Proficiency Test Out section of this bulletin.

NEW STUDENT REQUIREMENTS

Please see the information regarding New Student Requirements under Academic Advising and Resources in the PACE Student Bulletin. These requirements will apply to students who are enrolling in any of PACE's fully online bachelor degree programs.

- Students may need to complete ORI 202 Fundamentals of Adult Learning if transferring 45 college level credits or less.
- All students are required to complete the English Placement Assessment
- Students who do not transfer college level mathematics are required to take the Mathematics Skill Assessment prior to enrolling in a math course.
- All students are required to demonstrate computer proficiency through successful completion of CAT 102. The requirement may also be satisfied through equivalent computer coursework accepted in transfer or through a Computer Proficiency Assessment.

All assessments must be completed before or during their first semester of enrollment (Session A or B).

Students should consult with their academic advisor regarding the ORI 202 and the Placement Assessments.

IS ONLINE LEARNING FOR ME?

Distance learning can be a great alternative for students who cannot attend classes on campus. Distance learning is also a wonderful opportunity for those who enjoy working independently. However, online classes are not "easier" than traditional classes. Online courses are reading- and writing- and technology-intensive. They require excellent organizational and time management skills.

To take online courses at Barry University, students should have a PC, Pentium or greater processor (2000, XP, Vista, Windows 7) or, Macintosh Power PC G3 Processor or greater. Students should also have a reliable high speed connection to the Internet (DSL, Cable Modem), reliable printer, and speakers and/or headphones. To accommodate the synchronous (real-time) meetings online, students may need a webcam and a microphone. Tablets and SmartPhones can be used to access online courses but students will still need a desktop or laptop computer to submit assignments. It is strongly suggested that students have access to their own computer.

Students should work with their advisors to determine if the special requirements of online learning suit their learning style and schedule.

WHAT DOES AN ONLINE COURSE LOOK LIKE?

ACCESSING YOUR ONLINE COURSES

Online learners at PACE use 'Moodle', an easy to use industry standard course management system, which contains all of the student's course tools and resources. Students can access the Moodle Portal at http://barry.learninghouse.com/. Once students have registered for online classes they will be able to log in using their Barry University username and password (firstname.lastname@mymail.barry.edu (all lower case).

To see what an online course looks like at PACE, please visit the Student Demonstration Course at: http://barry.learninghouse.com/course/view.php?id=411. Students do not need to be a registered Barry student to explore the online course.

A typical week in an online course might look like this:

- Reading through the current week's assignments and lecture materials
- Thoughtfully reading the textbooks for the class as assigned and identifying main points and supporting details
- Responding by a deadline to discussion questions as posted by the instructor
- "Discussing" through a discussion board (by a deadline) the responses of fellow classmates
- Participating in a synchronous (real-time) web conferencing session with your professor and classmates
- Completing and sending (by a deadline) an assignment to be graded by the instructor
- Completing an assignment by deadline in a work group comprised of four or five classmates

Moodle Training and Resources

Prior to the online course start date, students are encouraged to participate in a series of short training modules – video and text – that will help them with the understanding the tools used in their online course using the Moodle platform. These tutorials are found on the Moodle Portal under "Student Tutorials" at: http://barry.learninghouse.com/. Students can also access these training modules directly at: http://content.learninghouse.com/training/student-tutorials/tutorial.html

STUDENT RESOURCES FOR TECHNICAL SUPPORT

Login/Password Problems

If students have problems with logging with their password and/or username, contact the Barry Help Desk at 305-899-3604 or email them at helpdesk@mail.barry.edu. The Barry Help Desk is open Monday – Friday from 7:30 AM to 9:00 PM. The Barry Help Desk can assist students only with password or log-in issues.

Moodle Problems

If students have problems with any of the Moodle tools such as quizzes, forum postings, assignment submissions, accessing any of the course links or anything related to Moodle, they can call the Learning House Help Desk at 800-985-9781 or email them at help@tlhsupport.com. The Learning House Help Desk is available around-the-clock. Live chat is also available weekdays 8:30 am – midnight EST, and weekends 10:00 am – midnight EST.

TUITION AND FEES FOR ONLINE COURSES

The tuition for an online course is the same as a face to face course. However, a distance learning fee of $125.00 is assessed for each online course enrollment. This distance learning fee offsets the costs of hosting and administering Moodle and providing the 24/7 Help Desk for student and faculty support.

Students may be responsible for proctored exam fees if they choose to use a fee-based testing center.

As per federal regulations, students receiving financial aid must authorize, electronically through WebAdvisor, the use of financial aid funds to pay for anything other than tuition. This includes the online course fee, books, graduation application, etc. Students only need to do this once while pursuing their degree. Log in to WebAdvisor at https://webadvisor.barry.edu, click on Federal Student Aid Authorization and follow the prompts.

PROCTORED EXAMS

Many online courses will use proctored exams for "high stakes" testing such as a midterm or final. A proctored exam is one that is overseen by an impartial individual (called a proctor) who monitors or supervises a student while he or she is taking an exam. The proctor ensures the security and integrity of the exam process. Proctored exams may be computer based or paper based. Proctored exams can be taken at most of our PACE locations across the state and from a variety of test providers located close to you. Proctored exams can be taken within a range of times and scheduled at your convenience. To see if your online course requires a proctored exam, check your course syllabus as soon as you can or contact your instructor. Your instructor will provide you with additional details regarding the proctor exam process. If a proctored exam is taken outside of an PACE site, there may be additional fees that are incurred by the student.

ONLINE COURSE ATTENDANCE POLICY

Students are expected to log in the first day of class, thoroughly read the syllabus for each course and participate in any activities as described in the individual course syllabus. Students should log into class on a routine bases (best practice is once a day) and be actively engaged with their instructor and fellow classmates. Logging into a class without engaging in class activities does not constitute participation. Online courses are not self-paced. Although students can log in and complete their course work at times that are convenient for their schedule, instructors will require that students meet deadlines for the submission of assignments and tests, as well as to reply within a given time frame to discussion board posts.

WITHDRAWING FROM AN ONLINE COURSE

Students are not automatically withdrawn from a class for non-attendance. The withdrawal dates are listed in the Academic Calendar. Students who wish to withdraw from an online course(s), should first contact the Financial Aid Office at 305-899-3355 or by email at PACE-finaid@mail.barry.edu to see how withdrawing from a class will affect student aid. There are several issues that may impact eligibility including status changes from full time to part time and satisfactory academic progress. Some students may even need to return financial aid funds. After this discussion, students should contact their advisor to complete and sign the Withdrawal Form.

DROPPED COURSES/REFUND POLICY

Students who wish to change their registration status before the semester begins or during the first week of class must complete the Add/Drop Form with their Academic Advisor. A full refund will be given to students who drop their courses prior to the beginning of the term. Students who drop individual courses during the drop/add period will be charged 20%. There is no refund given after the first week of classes. Students should always consult with the financial aid office to see how dropping a class could impact student aid.

CODE OF CONDUCT

Students are required to maintain a high standard of conduct at all times. Hazing, bullying, inappropriate language in communication and sexual harassment

conflicts with the mission of Barry University and therefore, will not be tolerated.

STUDENT ETHICS/ACADEMIC DISHONESTY POLICY

Students are expected to submit their own work for credit. Please refer the comprehensive Academic Dishonesty Policy in the Student Bulletin.

Cheating is defined as the attempt, successful or not, to give or obtain aid and/or information by illicit means in meeting any academic requirements, including examinations. Cheating includes falsifying reports and documents.

Plagiarism is defined as the use, without proper acknowledgements, of the ideas, phrases, sentences or larger units of discourse from another writer or speaker. Plagiarism includes unauthorized copying of software and the violation of copyright laws.

DISTANCE LEARNING COMPLAINT PROCESS FOR OUT OF STATE STUDENTS

In compliance with U.S. Department of Education (USDOE) rules, an institution offering distance education must provide enrolled and prospective students with contact information for filing complaints with its accrediting agency and with the appropriate state agency for handling complaints in the student's state.

Barry University is committed to resolving student grievances, complaints and concerns in an expeditious, fair and amicable manner. Students residing outside of the State of Florida while enrolled in online courses who want to resolve a grievance should follow the University's Academic Grievance and Appeals found in the Student Bulletin.

However, if an issue cannot be resolved internally, you may file a complaint with your State. Go to www.sheeo.org for phone numbers, emails and/or links to individual state education agencies.

Unresolved complaints may also be filed with the Southern Association of Colleges and Schools Commission on Colleges, the University's regional accrediting agency at http://www.sacscoc.org, once all internal avenues have been exhausted. For more information and direct links, please contact the Distance Learning Office at 305-899-5235.

PHOTO ID CARDS FOR ONLINE STUDENTS

Online students can provide information to their advisor electronically so that a photo identification card (student ID card) can be issued. Students are expected to carry their ID at all times when visiting the main campus or off campus sites. The card is the property of Barry University and is intended solely for its use. The Follett Bookstore accepts the Barry ID card as a mode of payment. However, money must be added to the ID card prior to making any purchases with your card.

Students may send a standard passport picture or photo taken using the guidelines below. The photo should be approximately 500 x 600 pixels and in JPG format. In addition to the standard photo, students are required to send a copy of their driver's license.

Standard guidelines:

- Taken within the last 6 months to reflect current appearance
- Taken in front of a plain white or off-white background
- Taken in full-face view directly facing the camera
- With a neutral facial expression and both eyes open
- Taken in clothing that is normally worn on a daily basis:
  - Uniforms should not be worn in the photo, except religious clothing that is worn daily.
  - Do not wear a hat or head covering that obscures the hair or hairline, unless worn daily for a religious purpose. The full face must be visible, and the head covering must not cast any shadows on the face.
  - Headphones, wireless hands-free devices or similar items are not acceptable in the photo.
  - If you normally wear prescription glasses, a hearing device or similar articles, they may be worn for the photo.
  - Dark glasses or non-prescription glasses with tinted lenses are not acceptable unless needed for medical reasons (a medical certificate may be required).
  - Glare on glasses is not acceptable in the photo. Glare can be avoided with a slight downward tilt of the glasses or by removing the glasses or by turning off the camera flash.

Students who live in South Florida may visit the R. Kirk Landon Student Union at the main campus to obtain photo identification cards, parking decals and purchase their books. The Student Union Office number is 305-899-4900. Call ahead of time for office hours.

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

The Bachelor of Liberal Studies empowers individuals and prepares them to deal with complexity, diversity and change. It provides students with broad knowledge of the wider world (e.g. science,

culture, and society) as well as in-depth study in a specialization in Behavioral Sciences, Literature and Humanities, Psychology, or Social Welfare Services.

The purpose of the Bachelor of Liberal Studies Degree is to:

- provide adult learners with the analytical and research tools required to synthesize their experience with a wider body of knowledge and truth in the liberal arts.
- enable adult learners to apply content and theoretical concepts drawn from a broad range of liberal arts disciplines to solving problems in their families, careers, and communities.
- instill or deepen the commitment of adult learners to a global, inclusive community, social justice, and collaborative service.

Program Outcomes: Upon completion, students will:

1. Demonstrate advanced analytical, research, quantitative, communications, and collaborative skills as well as cultural and information literacy.
2. Describe, analyze, and evaluate critical issues and theories within and across specific liberal arts disciplines.
3. Map the issues and applications of the liberal arts to relevant political, economic, social, and historical contexts.
4. Relate and apply content and theoretical concepts drawn from the liberal arts disciplines to experience, issues, and problems in their families, careers, and communities.
5. Describe, evaluate, and act on the historical, political, and cultural factors that have shaped the global community, the struggle for social justice, and environmental sustainability.
6. Identify, design, and participate in collaborative service projects within Barry University and the wider community.

Specializations within the B.L.S.

The program requires students to complete an area of specialization consisting of 30 credits. However, students may opt to complete both a specialization and a portfolio. Students select an area of specialization from the following: Behavioral Sciences, Literature and Humanities, Psychology, or Social Welfare Services. Students interested in earning a second specialization should discuss this with an Academic Advisor.

Policies regarding an Area of Specialization

- An area of specialization consists of no less than 30 credit hours of appropriate and approved course work.
- All students are required to take the BLS 299 and the BLS 499.
- Only one Special Topic course may be included in the specialization. The Special Topic course must be directly related by name and course content to the area of specialization.
- The course title, prefix, and number will be the determinant for course work in an area of specialization.
- 24 of the 30 credit hours must be taken through Barry University and bear Barry University course prefixes and numbers for the specialization in Literature and Humanities, Behavioral Sciences, Psychology and Social Welfare Services.
- Up to three upper level portfolio and/or transfer credits may be accepted into specialization elective courses in the Literature and Humanities, Behavior Science and Social Welfare Services specializations, with the Academic Coordinator's approval.
- No portfolio credits may be transferred into the Psychology specialization.
- Grades of "C" or higher must be earned in all specialization course work.
- A minor may not be earned with this degree.

Bachelor of Liberal Studies

The following are requirements for all specializations under the B.L.S. program:

DISTRIBUTION REQUIREMENTS OR GENERAL ELECTIVES: 6 CREDITS

Students pursuing the BLS degree must select or transfer the following two courses in the distribution or take them as general electives:

PSY 206	Principles of Psychology	3 cr.
HUM 303	Modern Currents in the Humanities	3 cr.

REQUIRED COURSES FOR THE B.L.S.: (6 CREDITS)

For all specializations, students will complete a core introductory and capstone course:

BLS 299	Critical Approaches to Liberal Studies	3 cr.
BLS 499	Liberal Studies Capstone	3 cr.

Behavioral Sciences Specialization (30 Credits)

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

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

DISTRIBUTION REQUIREMENTS OR GENERAL ELECTIVES: 6 CREDITS

Students pursuing the BLS degree must select or transfer the following two courses in the distribution or take them as general electives:

PSY 206	Principles of Psychology	3 cr.
HUM 303	Modern Currents in the Humanities	3 cr.

DEGREE REQUIREMENTS:

DISTRIBUTION REQUIREMENTS	**45 CREDITS**
BEHAVIORAL SCIENCE SPECIALIZATION	**30 CREDITS**
PORTFOLIO (OPTION)	**UP TO 30 CREDITS***
ELECTIVES	**VARIABLE**
MIN. TOTAL DEGREE REQUIREMENTS	**120 CREDITS**

*Note: Maximum number of credits from Portfolio to the Specialization is 3 credits.

BEHAVIORAL SCIENCE SPECIALIZATION 30 CREDITS

BEHAVIORAL SCIENCE CORE: 27 CREDITS

BLS 299	Critical Approaches to Liberal Studies	3 cr.
SOC 201	Introduction to Sociology	3 cr.
SWS 336	Social Welfare as a Social Institution	3 cr.
SOC 301	American Family ***or***	3 cr.
SOC 307	Race and Ethnicity	
SOC 415	Women in Contemporary Society ***or***	3 cr.
SOC 417	Sociology of Death and Dying	
PSY 304	Essentials of Lifespan Development ***or***	3 cr.
PSY 305	Personality Development	
PSY 412	Adult Psychopathology ***or***	3 cr.
PSY 428	Human Sexuality ***or***	
PSY 410	Group Dynamics and Decision-Making	
PSY 425	Introduction to Psychotherapy and Counseling	3 cr.
BLS 499	Liberal Studies Capstone	3 cr.

BEHAVIORAL SCIENCE ELECTIVES: 3 CREDITS

300/400 level ANT, PSY, SWS, SOC

Any course at the 300 or 400 level course in Anthropology, Psychology, Social Welfare Services or Sociology. Discipline specific upper level portfolio or transfer credits with the Academic Coordinator's approval. Maximum number of credits from Portfolio to the Specialization is 3 credits.

Literature and Humanities Specialization (30 Credits)

The Literature and Humanities specialization is an interdisciplinary approach to the aesthetic production of Western and non-Western literature and the arts. Such an approach includes philosophy, literature, theatre and the fine arts (painting, sculpture, dance, architecture, music). Courses can only be counted once. They are either counted in the distribution or counted in the specialization. A single course cannot be counted in both areas to fulfill two requirements.

PREREQUISITES: (3 CREDITS)

Students must satisfy ENG 302 Academic Research and Writing prior to beginning the required coursework for Literature and Humanities specialization.

DISTRIBUTION REQUIREMENTS OR GENERAL ELECTIVES: (6 CREDITS)

Students pursuing the BLS degree must select or transfer the following two courses in the distribution or take them as general electives:

PSY 206	Principles of Psychology	3 cr.
HUM 303	Modern Currents in the Humanities	3 cr.

DEGREE REQUIREMENTS:

DISTRIBUTION REQUIREMENTS	**45 CREDITS**
LITERATURE & HUMANITIES SPECIALIZATION	**30 CREDITS**
PORTFOLIO (OPTION)	**UP TO 30 CREDITS**
ELECTIVES	**VARIABLE**
MIN. TOTAL DEGREE REQUIREMENTS	**120 CREDITS**
LITERATURE & HUMANITIES SPECIALIZATION	**30 CREDITS**

LITERATURE & HUMANITIES CORE: 21 CREDITS

BLS 299	Critical Approaches to Liberal Studies	3 cr.
Literature:		6 cr.
Philosophy:		3 cr.
Art, Dance, and Music:		3 cr.
Theatre:		3 cr.
BLS 499	Liberal Studies Capstone	3 cr.

LITERATURE & HUMANITIES ELECTIVES: 9 CREDITS

Choose three additional courses from any of the following disciplines, ENG, PHI, ART, DAN, MUS, TH, HIS, and THE. At least one course must be at the 400 level. Discipline specific upper level portfolio or transfer credits with the Academic Coordinator's approval.

Psychology Specialization (30 Credits)

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

DISTRIBUTION REQUIREMENTS OR GENERAL ELECTIVES: (6 CREDITS)

Students pursuing the BLS degree must select or transfer the following two courses in the distribution or take them as general electives:

PSY 206	Principles of Psychology	3 cr.
HUM 303	Modern Currents in the Humanities	3 cr.

DEGREE REQUIREMENTS:

DISTRIBUTION REQUIREMENTS	**45 CREDITS**
PSYCHOLOGY SPECIALIZATION	**30 CREDITS**
PORTFOLIO (OPTION)	**UP TO 30 CREDITS**
ELECTIVES	**VARIABLE**
MIN. TOTAL DEGREE REQUIREMENTS	**120 CREDITS**

*Note: No Portfolio credits may be applied to this Specialization.

PSYCHOLOGY SPECIALIZATION 30 CREDITS

PSYCHOLOGY CORE: 21 CREDITS

BLS 299	Critical Approaches to Liberal Studies	3 cr.
PSY 304	Essentials of Lifespan Development	3 cr.
PSY 305	Personality Development	3 cr.
PSY 410	Group Dynamics and Decision-Making ***or***	3 cr.
PSY 428	Human Sexuality	
PSY 412	Adult Psychopathology	3 cr.
PSY 425	Introduction to Psychotherapy and Counseling ***or***	3 cr.
PSY 434	Behavior Disorder in Childhood and Adolescence	
BLS 499	Liberal Studies Capstone	3 cr.

PSYCHOLOGY ELECTIVES: 9 CREDITS

Choose from:

PSY 301	Psychology of Drug and Alcohol Abuse	3 cr.
PSY 311	Psychosocial Issues of Disaster Preparedness and Recovery	3 cr.
PSY 329	Understanding and Coping with Stress	3 cr.
PSY 331	Counseling Techniques for Managers	3 cr.
PSY 410	Group Dynamics and Decision-Making	3 cr.
PSY 416	Dynamics of Adult Living	3 cr.
PSY 423	Industrial Psychology	3 cr.
PSY 425	Introduction to Psychotherapy and Counseling	3 cr.
PSY 428	Human Sexuality	3 cr.
PSY 430	Personality Disorders	3 cr.
PSY 434	Behavioral Disorders in Childhood and Adolescence	3 cr.

Social Welfare Services Specialization (30 Credits)

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

DISTRIBUTION REQUIREMENTS OR GENERAL ELECTIVES: (6 CREDITS)

Students pursuing the BLS degree must select or transfer the following two courses in the distribution or take them as general electives:

PSY 206	Principles of Psychology	3 cr.
HUM 303	Modern Currents in the Humanities	3 cr.

DEGREE REQUIREMENTS:

DISTRIBUTION REQUIREMENTS	**45 CREDITS**
SOCIAL WELFARE SERVICES SPECIALIZATION	**30 CREDITS**
PORTFOLIO (OPTION)	**UP TO 30 CREDITS**
ELECTIVES	**VARIABLE**
MIN. TOTAL DEGREE REQUIREMENTS	**120 CREDITS**

*Note: Maximum number of credits from Portfolio to the Specialization is 3 credits.

SOCIAL WELFARE SERVICES SPECIALIZATION 30 CREDITS

SOCIAL WELFARE SERVICES CORE: 27 CREDITS

BLS 299	Critical Approaches to Liberal Studies	3 cr.
SWS 336	Social Welfare as a Social Institution	3 cr.
SWS 401	Social Welfare Policy and Services I	3 cr.
SWS 470	Human Behavior and Social Environment	3 cr.
BIO 302	Human Biology	3 cr.
PSY 305	Personality Development	3 cr.
PSY 412	Adult Psychopathology	3 cr.
SOC 301	American Family ***or***	3 cr.
SOC 307	Race and Ethnicity	
BLS 499	Liberal Studies Capstone	3 cr.

SOCIAL WELFARE SERVICES ELECTIVES: 3 CREDITS

Any 3 credit Barry University course with PSY, SOC prefix (except SOC 309, 310), approved transfer class, or Behavioral Sciences discipline-specific upper level portfolio credits with the Academic Coordinator's approval. Maximum number of credits from Portfolio to the Specialization is 3 credits.

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

The Bachelor of Public Administration (BPA) is the most acceptable undergraduate degree for professional employment in general public administration and is highly desirable for specialized fields such as police, fire and planning. The BPA degree is of special interest to the working professional in public and not-for-profit organizations, or those who wish to pursue a career in public management. Students in the BPA program are typically working adults with careers in public service or those seeking mid-career changes to public service. Students pursue the BPA to gain the critical skills to synthesize the academic aspects of the discipline with their practical experiences. As BPA graduates, our alumni are often seeking promotion through supervisory and management ranks in the public sector. By touching upon the most important topics within the field of public administration, alumni are exposed to each of our core commitments and return to serve their communities as enlightened individuals.

The purpose of the Bachelor of Public Administration is to provide the student with an understanding and working application of the principles essential to the effective management of all public agencies.

Program Outcomes: upon completion of this program, students will be able to:

1. Apply the Judeo-Christian ethical framework to public policy.
2. Identify the theories and principles controlling public finance, and create budgets at the state, county, and municipal levels of government.
3. Apply the techniques of planning in public administration.
4. Evaluate the principles of personnel management, including affirmative action, collective bargaining, and civil service.
5. Apply valid statistical analysis to public sector decision-making and evaluate the principal approaches to research design.
6. Synthesize policy issues as they are framed by political and administrative perspectives.

Grades of C or higher must be earned in all course work.

DEGREE REQUIREMENTS:	**45 CREDITS**
PUBLIC ADMINISTRATION	**45 CREDITS**
MINOR (OPTION):	**21 CREDITS**
PORTFOLIO (OPTION)	**UP TO 30 CREDITS**
ELECTIVES:	**VARIABLE**
MIN. TOTAL FOR DEGREE REQUIREMENTS:	**120 CREDITS**

OTHER

Post Baccalaureate Certificate in Public Administration:	**21 CREDITS**
Minor in Public Administration:	**21 CREDITS**

Course Sequencing

PUB 301 Principles of Public Administration must be taken in the first term. To comply with course sequencing, all 300 level courses must be taken first prior to enrolling in 400 level coursework in the major core. 400 Level courses (except PUB 499) can be taken in any order.

BACHELOR OF PUBLIC ADMINISTRATION (45 Credits)

PUBLIC ADMINISTRATION CORE: 36 CREDITS

PUB 301	Principles of Public Administration	3 cr.
PUB 302	Values and Ethics in Public Administration	3 cr.
PUB 310	Research Methods & Techniques in Public Administration	3 cr.
POS 303	Public Policy & Administration	3 cr.
PUB 403	Public Budgeting & Finance	3 cr.
PUB 404	Concepts & Issues in Public Planning	3 cr.
PUB 405	Administrative Law and Process	3 cr.
PUB 406	Human Resources in the Public Sector	3 cr.
PUB 407	Productivity Improvements in the Public Sector	3 cr.
PUB 408	Public Administration & the Political Process	3 cr.
PUB 409	Contemporary Issues in Public Safety	3 cr.
PUB 499	Public Administration Capstone Project	3 cr.

PUBLIC ADMINISTRATION ELECTIVES 9 CREDITS

Any three ADM, EMA, HSA, IT, PLA, PFP or PUB prefix courses not used to satisfy the above Required Courses.

Portfolio and/or Transfer Credits

Up to 6 credits of upper level coursework may be accepted in transfer or applied through discipline specific portfolio credits in general administration, social sciences, special topics, information technology, legal studies; upper level licensure credits may apply with Academic Coordinator's approval.

POST BACCALAUREATE CERTIFICATE IN PUBLIC ADMINISTRATION (21 Credits)

The Post Baccalaureate Certificate is intended for students with other than Bachelor of Public Administration degrees who have an interest in the public sector and in learning the principles essential to effective management of public agencies. The successful completion of seven major courses listed below is required for a certificate to be awarded.

POST BACCALAUREATE: 21 CREDITS

PUB 301	Principles of Public Administration	3 cr.
PUB 302	Values and Ethics in Public Administration	3 cr.
PUB 310	Methods & Techniques in Public Administration	3 cr.
PUB 403	Public Budgeting & Finance	3 cr.
PUB 404	Concepts & Issues in Public Planning	3 cr.
PUB 406	Human Resources in the Public Sector	3 cr.
PUB 408	Public Administration & the Political Process	3 cr.

MINOR IN PUBLIC ADMINISTRATION (21 Credits)

The Minor in Public Administration is intended for students currently pursuing their undergraduate degrees in other than the Bachelor of Public Administration program, that have an interest in the public sector and learning the principles to effective management of public agencies. The successful completion of seven courses listed below is required for a Minor to be awarded.

MINOR IN PUBLIC ADMINISTRATION: 21 CREDITS

PUB 301	Principles of Public Administration	3 cr.
PUB 302	Values and Ethics in Public Administration	3 cr.
PUB 310	Research Methods & Techniques in Public Administration	3 cr.
PUB 403	Public Budgeting & Finance	3 cr.
PUB 404	Concepts & Issues in Public Planning	3 cr.
PUB 406	Human Resources in the Public Sector	3 cr.
PUB 408	Public Administration & the Political Process	3 cr.

Approved minors for students pursuing the Bachelors of Public Administration:

ADMINISTRATION 21 CREDITS

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

INFORMATION TECHNOLOGY 21 CREDITS

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

NETWORK AND SYSTEMS ENGINEERING 21 CREDITS

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

SOFTWARE ENGINEERING 21 CREDITS

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

LEGAL STUDIES 21 CREDITS

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

NOTE:

(1) Some minors may not be offered at all PACE delivery sites.

(2) Minor courses may not be used to satisfy the major core or distribution requirements.

BACHELOR OF SCIENCE IN ADMINISTRATION (B.S.)

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

The program of study, while addressing a broad range of organizational principles and practices, also allows for individualized emphasis in different areas. Students can select from specialization in Health Services Administration, Human Resource Administration, Legal Studies, Organizational Leadership, or Personal Financial Planning. Minors are also available in Information Technology, Network and Systems Engineering, Software Engineering, Public Administration and Legal Studies.

The purposes of the BS in Administration degree are to:

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

Program Outcomes: students who successfully complete the degree program will be able to:

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

In completing the requirements for the Bachelor of Science in Administration, students will select either a major of 45-54 credits consisting of core coursework and an area of specialization; 51 credits consisting of a major of 30 credits and a minor of 21 credits; or a major of 30 credits of core coursework and the Experiential Learning Portfolio option. In addition, MAT 154 and IT 200 are recommended for those who plan to pursue a graduate degree. Grades of C or higher must be earned in all coursework in the core and area of specialization.

Portfolio Option and/or Transfer Credits

Students NOT choosing to complete a specialization or a minor ARE REQUIRED to submit an Experiential Learning Portfolio in order to satisfy the degree requirements. Students may elect to pursue both a portfolio and a specialization. Up to six upper level credits of related courses may be accepted in transfer or earned through General Administration, Social Sciences, and Special Topics: Legal Studies and/or computer Science discipline-specific portfolio credits to satisfy the required electives.

DEGREE REQUIREMENTS:

DISTRIBUTION REQUIREMENTS:	**45 CREDITS**
ADMINISTRATION:	**30 CREDITS**
SPECIALIZATION (OPTION):	**15-24 CREDITS**
MINOR (OPTION):	**21 CREDITS**
PORTFOLIO (OPTION):	**UP TO 30 CREDITS**
ELECTIVES:	**VARIABLE**
MIN. TOTAL DEGREE REQUIREMENTS:	**120 CREDITS**

OTHER

Minor in Administration	**21 Credits**
Post Baccalaureate Certificate in Human Resource Administration	**21 Credits**
Human Resource Undergraduate Certificate	**15 Credits**
Post Baccalaureate Certificate in Legal Studies	**21 Credits**
Legal Studies Undergraduate Certificate	**60 Credits**

CORE REQUIREMENTS

BACHELOR OF SCIENCE IN ADMINISTRATION (30 CREDITS)

ADMINISTRATION CORE: 18 CREDITS

ADM 303	Administrative Theory & Practice	3 cr.
ADM 306	Services Marketing	3 cr.
ADM 353	Leadership Development	3 cr.
ADM 412	Quality and Productivity	3 cr.
ADM 464	Strategic Human Resource Administration	3 cr.
ADM 499	Administration Capstone Course	3 cr.

ADMINISTRATION ELECTIVES: 12 CREDITS

Any four ADM, EMA, HSA, IT, PLA, PFP or PUB prefix courses not used to satisfy the above Required Courses.

Course Sequencing:

Course Sequencing will assist both students and advisors in the selection of ADM courses and the sequence in which they are best taken. The appropriate first class is ADM 303 for entering students, followed by ADM 306 and ADM 353. Whenever possible, it is highly recommended that students complete the 300 level classes before attempting the 400 level classes. ADM 412 and ADM 464 should be completed after the 300 level courses. The capstone course, ADM 499, should be completed after all other core classes are completed.

SPECIALIZATIONS (15-24 Credits)

Students may select any of the following specializations: Health Services Administration, Human Resource Administration, Legal Studies, Organizational Leadership, Personal Financial Planning or Public Administration. Grades of C or higher must be earned in all course work in the area of specialization.

Note: 1) some specializations may not be offered at all School of Professional and Career Education delivery sites; and 2) specialization courses may not be used to satisfy the major core.

HEALTH SERVICES ADMINISTRATION SPECIALIZATION (15 CREDITS)

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

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

Students may select from the following list of courses:

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

*Required Course

HUMAN RESOURCE ADMINISTRATION SPECIALIZATION (15 CREDITS)

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

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

Students may select from the following list of courses:

ADM 301 Labor Relations*
ADM 312 Training and Development
ADM 315 Diversity in the Workplace
ADM 325 Compensation and Benefits*
ADM 330 Alternative Dispute Resolution
ADM 335 Employment Law*
ADM 361 Negotiation Theory & Practice
ADM 410 Recruitment and Selection*
PUB 406 Human Resources in the Public Sector

*Courses recommended by the Society for Human Resource Management (SHRM) that address the HR body of knowledge for the PHR and SPHR national certification exams.

Human Resource Administration Undergraduate Certificate (15 Credits)

Students who are in other academic programs who wish to obtain a Human Resource Administration Certificate must successfully complete 12 credits of coursework from the Human Resource Administration specialization and the ADM 464 Strategic Human Resource Administration for a total of 15 credits. A certificate will be posted on the student's transcripts. Please notify your advisor of your intentions. Students pursuing the HR specialization will have the specialization posted on the transcripts in lieu of a certificate. All coursework must be completed before graduation. Grades of C or higher must be earned in all course work for the certificate.

Post Baccalaureate Certificate in Human Resource Administration (21 Credits)

Students who have earned a baccalaureate degree from a regionally accredited college or university may enroll in the Post-Baccalaureate Certificate program.

The Post Baccalaureate Certificate Program will be awarded upon successful completion of twenty-one credits in the specified curriculum. This includes 18 credits listed under the Human Resource Specialization and ADM 464 Strategic Human Resource Administration for a total of 21 credits. Barry University graduates who may have completed some of the certificate coursework in the degree program may take approved substitutes in order to reach the minimum of twenty one credits required for the certificate. A grade of C or higher in each course is required to receive a Post-Baccalaureate Certificate of Completion.

ORGANIZATIONAL LEADERSHIP SPECIALIZATION (15 CREDITS)

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

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

Students may select from the following list of courses:

ADM 312	Training and Development
ADM 315	Diversity in the Workplace
ADM 361	Negotiation: Theory and Practice
PHI 368	Contemporary Problems in Ethics
PSY 331	Counseling Techniques for Managers
PSY 410	Group Dynamics and Decision Making
PSY 423	Industrial Psychology

PERSONAL FINANCIAL PLANNING SPECIALIZATION (21 CREDITS)

The personal Financial Planning Specialization is designed to provide the courses required for the CFP Certification Examination. Course offerings are intended to provide students with a foundation in the theory and practice relevant to personal financial planning and the knowledge and skills associated with success in the CFP profession. Successful completion of all seven courses, experience in the financial planning field, and a bachelor degree are requirements to sit for the Certified Financial Planning Board of Standard's certification exam. For additional information on the CFP, visit www.cfp.net.

PFP 348	Fundamentals of Personal Financial Planning	3 cr.
PFP 350	Income Tax Planning	3 cr.
PFP 410	Insurance Planning	3 cr.
PFP 412	Investment Planning	3 cr.
PFP 414	Retirement Planning and Employee Benefits	3 cr.
PFP 416	Estate Planning	3 cr.
PFP 499	Financial Plan Development Capstone	3 cr.

LEGAL STUDIES SPECIALIZATION AND POST BACCALAUREATE CERTIFICATE (24 CREDITS)

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

The objectives of the specialization in legal studies are:

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

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

Certified Legal Assistant Examination (CLA/CP)

Students who are seeking a Bachelor of Science degree with a Legal Studies specialization must take the Certified Legal Assistant/Certified Paralegal (CLA/CP) examination, administered by the National Association of Legal Assistants, Inc., (NALA), **prior to graduation.** Proof of registration for the CLA/CP examination must be attached to the application for graduation.

CERTIFIED LEGAL ASSISTANT/CERTIFIED PARALEGAL (CLA/CP) EXAMINATION INFORMATION Required of all Legal Study Specialization Students			
Testing Window	Application Deadline	Late Filing Deadline ($25 fee)	Graduation Date – No Later than
Jan 1 -31	Dec 1	Dec 10	March 15
May 1 – 31	April 1	April 10	July 15
Sept 1-30	August 1	August 10	November 15
The Certified Paralegal Exam is a computer based test. Examinees must schedule a testing time through the ACT Testing Center Network approved testing center to take the exam during the time the testing window is open. For more information about the exam and eligibility requirements visit the NALA website at www.nala.org.			

LEGAL STUDIES SPECIALIZATION CORE: 15 CREDITS

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

PLA 301 Law and the Legal System 3 cr.
PLA 310 Legal Research 3 cr.
PLA 315 Legal Writing 3 cr.
PLA 320 Civil Litigation 3 cr.
PLA 430 Criminal Law Practice 3 cr.

LEGAL STUDIES SPECIALIZATION ELECTIVES: 9 CREDITS

These may be taken in any combination or sequence:

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

Post Baccalaureate Certificate in Legal Studies (24 Credits)

The University also offers a Post-Baccalaureate Certificate program with admission limited to those students who possess an earned bachelor's degree (or higher) in any field prior to commencing Legal Studies at the University. The Post Baccalaureate Certificate Program is a credit program that can generally be completed in one year (or less) and consists of 8 substantive legal courses totaling 24 credit hours (5 Core Courses and 3 elective PLA courses). A grade of C or higher in each course is required to receive a Post-Baccalaureate Certificate of Completion.

Legal Studies Undergraduate Certificate (60 Credits)

A 60 credit Certificate of Completion is awarded upon application to degree seeking and undergraduate certificate program students. Legal Studies certificate students may convert to degree-seeking status any time during the course of their studies.

The undergraduate certificate program is a 60-credit hour program consisting of 8 substantive legal courses totaling 24 credit hours plus 30 credit hours of general distribution credits and six (6) credit hours of specified electives (with computer and word processing skills being desired). A grade of C or higher in each legal Studies course is required. Upon application, a 60-credit hour Certificate of Completion is awarded.

Post Baccalaureate Certificate in Legal Studies (24 Credits)

The University also offers a Post-Baccalaureate Certificate program with admission limited to those students who possess an earned bachelor's degree (or higher) in any field prior to commencing Legal Studies at the University. The Post Baccalaureate Certificate Program is a credit program that can generally be completed in one year (or less) and consists of 8 substantive legal courses totaling 24 credit hours (5 Core Courses and 3 elective PLA courses). A grade of C or higher in each course is required to receive a Post-Baccalaureate Certificate of Completion.

MINOR IN LEGAL STUDIES (21 CREDITS)

Students pursuing the Bachelor of Science in Administration are not allowed to complete the Legal Studies minor, if specializing in Legal Studies. Students may select any of the following minors: Information Technology (IT), Network and Systems Engineering (NSE), Software Engineering, and Public Administration.

The Legal Studies Minor is designed to provide a broad background in fundamental legal studies related to work in law firms, financial institutions, insurance companies, governmental agencies or related entities.

Students who success fully complete this minor will:

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

Students should seek approved substitution of minor courses that are counted towards the program core and/or specialization courses. In other words, students must complete 21 credit hours of approved coursework beyond the core or specialization requirements. The minor consists of the following seven courses and has a three-credit computer literacy prerequisite, CAT 102. A grade of C or higher is required in all minor coursework.

MINOR IN LEGAL STUDIES: 21 CREDITS

IT 200	Foundations of Information Technology	3 cr.
PLA 301	Law and the Legal System	3 cr.
PLA 310	Legal Research	3 cr.
PLA 315	Legal Writing	3 cr.
PLA 320	Civil Litigation	3 cr.
PLA 343	Business Organizations	3 cr.
3-credit, upper-level PLA course		3 cr.

Approved PLA electives:

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

MINOR IN ADMINISTRATION (21 Credits)

Students pursuing the Bachelor of Science in Administration are not allowed to complete the Administration Minor. Students may select any of the following minors: Information Technology (IT), Network and Systems Engineering (NSE), Software Engineering, Legal Studies, and Public Administration.

The Administration Minor is designed for students choosing to focus on both administration and leadership competencies needed by all organizations, whether private, public or non-profit, in order to achieve their missions and achieve their goals. Grades of C or higher must be earned in all course work in the area of specialization. Students who successfully complete this minor will:

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

Students should seek approved substitution of minor courses that are counted towards the program core and/or specialization courses. In other words, students must complete 21 credit hours of approved coursework beyond the core or specialization requirements. The minor consists of the following seven courses and has a three-credit computer literacy prerequisite, CAT 102. A grade of C or higher is required in all minor coursework.

MINOR IN ADMINISTRATION: 21 CREDITS

ADM 303	Administrative Theory & Practice	3 cr.
ADM 306	Services Marketing	3 cr.
ADM 315	Diversity in the Workplace	3 cr.
ADM 353	Leadership Development	3 cr.
ADM 412	Quality and Productivity	3 cr.
ADM 464	Strategic Human Resource Administration	3 cr.
3 credit upper-level ADM course		3 cr.

ADDITIONAL APPROVED MINORS FOR STUDENTS PURSUING THE BACHELOR OF SCIENCE IN ADMINISTRATION:

Information Technology (21 credits)

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

Network and Systems Engineering (21 credits)

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

Software Engineering (21 credits)

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

Public Administration (21 credits)

This minor is listed under the Bachelor of Public Administration program. Students pursuing a Bachelor of Science in Administration with a Specialization in Public Administration may not earn a minor in Public Administration.

NOTE:

(1) Some minors may not be offered at all School of Professional and Career Education delivery sites.

(2) Minor courses may not be used to satisfy the major core or distribution requirements.

BACHELOR OF SCIENCE IN EMERGENCY MANAGEMENT (B.S.)

The Bachelor of Science in Emergency Management (BSEM) is designed to prepare the student for a career, in the field, of emergency management. The degree equips students with the knowledge, skills, and abilities necessary for leadership roles within the public, private, and voluntary sectors. In its focus on disaster prevention, planning, preparedness, response, mitigation and recovery, issues which particularly affect under-served populations in the United States and abroad, the BSEM fulfills the Barry University Mission in its commitment to knowledge and truth, inclusive community, and social justice.

The purpose of the B.S. in Emergency Management is to prepare graduates who will integrate knowledge and applied skills in the areas of disaster mitigation, preparation, response, and recovery, and who will adapt this knowledge to a series of applications including homeland security, business continuity, hazard mitigation, and international disaster management. This integrative approach draws from the disciplines of Public Administration, Management, Health Sciences, Psychology, Sociology, Criminal Justice, and Environmental Sciences.

Program Outcomes: upon completion of the program, students will be able to:

- Demonstrate a comprehensive foundation in emergency management and utilize administrative and leadership skills.
- Evaluate different policy options facing decision makers and think critically about future approaches to emergency management.
- Analyze the causes and effects of disasters, and demonstrate the necessary skills and abilities to enter and contribute to the growing emergency management profession.
- Develop knowledge and skills applicable to emergency management, critical infrastructure, and NGO worksites.
- Acquire a foundation for advanced training and studies beyond the undergraduate level.

Note: Portfolio is optional. Portfolio credits can be used for general electives only in this degree program.

DEGREE REQUIREMENTS:

DISTRIBUTION REQUIREMENTS:	**45 CREDITS**
EMERGENCY MANAGEMENT	**45 CREDITS**
MINOR (OPTION)	**21 CREDITS**
PORTFOLIO (OPTION)	**UP TO 30 CREDITS**
SPECIALIZATION IN PUBLIC ADMINISTRATION (OPTION)	**15 CREDITS**
ELECTIVES	**VARIABLE**
MINIMUM TOTAL DEGREE REQUIREMENTS	**120 CREDITS**

EMERGENGY MANAGEMENT CORE: 45 CREDITS

EMA 205	Overview of Disasters and Complex Emergencies	3 cr.
EMA 305	Principles of Emergency Management	3 cr.
EMA 307	Business Continuity Crisis Management	3 cr.
PSY 311	Psychosocial Issues of Disaster Preparedness and Recovery	3 cr.
PHI 352	Ethical Issues in Biomedical Science	3 cr.
ADM 353	Leadership Development	3 cr.
EMA 315	International Disaster Management	3 cr.
EMA 405	Disaster Response Operations and Management I: Mitigation and Preparedness	3 cr.
EMA 407	Disaster Response Operations and Management II: Response and Recovery	3 cr.
EMA 409	Hazard Mitigation and Management	3 cr.
EMA 311	Emergency Management of Homeland Security	3 cr.
PSY 410	Group Dynamics and Decision-Making	3 cr.
PUB 404	Concepts and Issues in Public Planning	3 cr.
PUB 409	Contemporary Issues in Public Safety	3 cr.
EMA 499	Capstone in Emergency Management	3 cr.

NOTE: The portfolio is optional. Portfolio credits can be used for general electives. This program accepts 6 credits in transfer (course specific only). Substitutions may be approved by the Academic Coordinator.

MINOR OPTION (21 CREDITS)

There is no minor in Emergency Management. Students pursuing the Bachelor of Science in Emergency Management may select any of the following minors: Administration, Information Technology (IT),

Network and Systems Engineering (NSE), Software Engineering, Public Administration, and Legal Studies. Grades of C or higher must be earned in all course work in the minor.

Approved minors for students pursuing the Bachelor of Science in Emergency Management:

ADMINISTRATION 21 CREDITS
This minor is listed under the Bachelor of Science in Administration program.

INFORMATION TECHNOLOGY 21 CREDITS
This minor is listed under the Bachelor of Science in Information Technology program.

NETWORK AND SYSTEMS ENGINEERING 21 CREDITS
This minor is listed under the Bachelor of Science in Information Technology program.

SOFTWARE ENGINEERING 21 CREDITS
This minor is listed under the Bachelor of Science in Information Technology program.

LEGAL STUDIES 21 CREDITS
This minor is listed under the Bachelor of Science in Administration program.

PUBLIC ADMINISTRATION 21 CREDITS
This minor is listed under the Bachelor of Public Administration. Students pursuing a Bachelor of Science in Health Services Administration with a specialization in Public Administration may not earn a minor in Public Administration.

NOTE:
(1) Some minors may not be offered at all School of Professional and Career Education delivery sites.
(2) Minor courses may not be used to satisfy the major core or distribution requirements.

BACHELOR OF SCIENCE IN HEALTH SERVICES ADMINISTRATION (B.S.)

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

Program Outcomes: students who successfully complete the degree program will be able to:

1. Examine the current health care system in the United States surveying the economics, social, and political aspects which make up the system.
2. Evaluate health care leadership and management theories and the organizational components involved in managing healthcare facilities.
3. Analyze and evaluate conceptual operations frameworks for various types of health care facilities and identify the roles of the healthcare professionals within these organizations.
4. Demonstrate an ability to identify and mitigate hospital risks and liabilities in order to contain costs and increase quality of care and operate within legal boundaries.

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

DEGREE REQUIREMENTS:

DISTRIBUTION REQUIREMENTS: 45 CREDITS

HEALTH SERVICES ADMINISTRATION: 30 CREDITS

PORTFOLIO (REQUIRED): UP TO 30 CREDITS

MINOR (OPTION): 21 CREDITS

ELECTIVES: VARIABLE

MINIMUM TOTAL DEGREE REQUIREMENTS 120 CREDITS

OTHER

Post Baccalaureate in Health Services Administration 21-24 Credits

Health Services Administration Certificate 18 Credits

HEALTH SERVICES ADMINISTRATION (30 CREDITS)

PREREQUISITE COURSE: 3 CREDITS

HSA 301 The Health Care System

(NOTE: This course may be waived, as determined by the Academic Coordinator of the HSA degree program, if the student has at least five years of professional work experience, preferably with at least one year in a management or supervisory capacity, in a health care organization.)

HEALTH SERVICES ADMINISTRATION CORE: 18 CREDITS

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

HSA 319	Health Care Finance	3 cr.
HSA 339	Health Law	3 cr.
HSA 410	Management in Health Care	3 cr.
HSA 425	Public and Community Health	3 cr.
HSA 475	Issues in Health Care	3 cr.
HSA 499	Capstone in Health Service Administration	3 cr.

HEALTH SERVICES ADMINISTRATION ELECTIVES: 12 CREDITS

Choose from:

HSA 301	The Health Care System
HSA 441	Health Care for the Elderly
HSA 459	Independent Study In Health Care
ADM	Any ADM prefix course
PSY 304	Essentials of Lifespan Development
PSY 329	Understanding and Coping with Stress
PSY 410	Group Dynamics and Decision-Making
PSY 417	Psychology of Aging
PSY 423	Industrial Psychology
PUB 404	Concepts and Issues in Public Planning
PUB 406	Human Resources in the Public Sector
PUB 409	Contemporary Issues in Public Safety

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

Health Services Administration Certificate (18 Credits)

Students who are in other academic programs who wish to obtain a Health Services Administration Certificate must successfully complete a total of 18 credits from the Health Services Administration core requirements. A certificate will be posted on the student's transcripts. Please notify your advisor of your intentions. Students pursuing the HSA specialization will have the specialization posted on the transcripts in lieu of a certificate. All coursework must be completed before graduation. Grades of C or higher must be earned in all course work for the certificate.

Post-Baccalaureate in Health Services Administration Certificate (21-24 Credits)

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

MINOR OPTION (21 CREDITS)

There is no minor in Health Services Administration. Students pursing the Bachelor of Science in Health Services Administration may select any of the following minors: Administration, Information Technology (IT), Network and Systems Engineering (NSE), Software Engineering, Public Administration, and Legal Studies. Grades of C or higher must be earned in all course work in the minor.

Approved minors for students pursuing the Bachelor of Science in Health Services Administration:

ADMINISTRATION 21 CREDITS
This minor is listed under the Bachelor of Science in Administration program.

INFORMATION TECHNOLOGY 21 CREDITS
This minor is listed under the Bachelor of Science in Information Technology program.

NETWORK AND SYSTEMS ENGINEERING 21 CREDITS
This minor is listed under the Bachelor of Science in Information Technology program.

SOFTWARE ENGINEERING 21 CREDITS
This minor is listed under the Bachelor of Science in Information Technology program.

LEGAL STUDIES 21 CREDITS
This minor is listed under the Bachelor of Science in Administration program.

PUBLIC ADMINISTRATION 21 CREDITS
This minor is listed under the Bachelor of Public Administration. Students pursuing a Bachelor of Science in Health Services Administration with a Specialization in Public Administration may not earn a minor in Public Administration.

NOTE:

(1) Some minors may not be offered at all School of Professional and Career Education delivery sites. May not earn a minor in Public Administration.

(2) Minor courses may not be used to satisfy the major core or distribution requirements.

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

The Bachelor of Science in Information Technology(BSIT) helps students develop computer and leadership skills, as well as analytical reasoning and critical thinking, to ascertain when and how information technology can be used to address problems around them in an ethical and socially responsible manner. The program of study recognizes and integrates knowledge and skills of the adult student into the learning process, and enables the fulfillment of personal academic aspirations that enrich the individual and collectively advance the community culturally and professionally.

The overall goal of the program is to provide a comprehensive foundation of technical knowledge, practical proficiencies, and professional skills that empowers the BSIT graduate to:

1. evaluate and develop reliable and secure information technology solutions in accordance with computer hardware, software, and communication standards, as defined by leading vendor-neutral associations and market-dominant organizations;
2. excel professionally and academically through life-long learning experiences that support the pursuit of graduate studies, broadly respected industry certifications, and ongoing career advancement; and
3. serve local and global communities through systemic and sustainable technology-based solutions that address the needs of both organizations and individuals, while preserving and promoting social justice and the common good.

Program Outcomes: students successfully completing the BSIT program will be able to:

1. analyze and evaluate the relative merits of information technologies with respect to a variety of criteria (e.g. suitability, efficiency, scalability, security, and sustainability);
2. prescribe and implement technical solutions that effectively address data collection, storage and retrieval requirements through strategic use of hardware, software, and communications systems;
3. develop systems and manage information in an ethical and socially responsible manner sensitive to social justice and common good; and
4. demonstrate the technical and research skills needed to advance a career in the field of information technology or pursue graduate studies in a related field, if so desired.

In addition to 30 credits of required major coursework, BSIT students must select one or a combination of the following: an area of specialization, a minor, and/or Experiential Learning Portfolio option.

DEGREE REQUIREMENTS:

DISTRIBUTION REQUIREMENTS:	**45 CREDITS**
INFORMATION TECHNOLOGY:	**30 CREDITS**
SPECIALIZATION (OPTION):	**15 CREDITS**
MINOR (OPTION):	**21 CREDITS**
PORTFOLIO (OPTION):	**UP TO 30 CREDITS**
ELECTIVES:	**VARIABLE**
MINIMUM TOTAL DEGREE REQUIREMENTS	**120 CREDITS**

OTHER

Post Baccalaureate in Information Technology	**18 Credits**
Post Baccalaureate in Network & Systems Engineering	**18 Credits**
Post Baccalaureate in Software Engineering	**18 Credits**
Minor in Information Technology	**21 Credits**
Minor in Network & Systems Engineering	**21 Credits**
Minor in Software Engineering	**21 Credits**

RECOMMENDED DISTRIBUTION COURSE

Students considering graduate studies in IT are recommended to take MAT 154 Introduction to Statistics.

PREREQUISITE COURSE: 3 CREDITS

CAT 102 Basic Computer Applications*

INFORMATION TECHNOLOGY CORE: 30 CREDITS

IT 190	Microcomputer Systems*	3 cr.
IT 200	Foundations of Information Technology*	3 cr.
IT 310	Telecommunication and Computer Networks	3 cr.
IT 320	Computer Security	3 cr.
IT 338	Web Design, Authoring and Publishing	3 cr.
IT 372	Software Engineering	3 cr.
IT 426	Databases	3 cr.
IT 499	Integrated Capstone Project	3 cr.
6 credits in upper level IT, or NSE courses		6 cr.

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

IT/NSE Electives

Students may fulfill the major core elective requirement by taking or transferring any courses with upper-level computer prefix (CAT, CS, IT, NSE) approved by the Academic Coordinator, or through upper-level credits in a computing area earned through the Portfolio option.

Credit By Examination

Advanced students may earn credits for the CAT 102, IT 190, or IT 200 courses by test-out examination. Students should review transfer credits with their advisor prior to registering for the above mentioned exam(s) to ensure they are not duplicating transfer credits. Credit by examination may only be attempted once. If a student fails a credit by exam, s/he must register and complete the respective course. To maintain the integrity of the testing process, students may neither review nor contest their examination results. A passing score for credit by examination is 75% or higher. **Credits earned from "Credit by Examination" do not count toward either the 30 credit residency or the majority of a student's major coursework.** These credits are counted as part of the allowable transfer credits in the student's major coursework.

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

Portfolio Option

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

SPECIALIZATIONS (15 Credits)

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

Information Systems Administration Specialization (15 Credits)

This specialization is for students wishing to focus on business administration coupled with the technical skills needed to develop highly skilled IT decision makers. In addition, students will be able to understand and apply the theories and strategies related to the areas of planning, organizing, managing, and validating information systems.

Students who successfully complete the ISA specialization will:

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

ADM 303	Administrative Theory and Practice	3 cr.
ADM 464	Strategic Human Resource Administration	3 cr.
IT 400	IT Project Management	3 cr.
IT 450	Administrative Information Systems	3 cr.
Approved 3-credit upper level IT, NSE, ADM elective		3 cr.

Network and Systems Engineering Specialization (15 Credits)

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

Students who successfully complete the NSE specialization will:

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

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

NSE 210	Network Administration	3 cr.
NSE 320	Server Operating System	3 cr.
NSE 405	Managing a Microsoft Network	3 cr.
6 credits upper level NSE electives		6 cr.

Current List of NSE electives:

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

Software Engineering Specialization (SE) (15 Credits)

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

Students who successfully complete the Software Engineering specialization will:

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

IT 301	Introduction to Programming	3 cr.
IT 407	Database Programming and Administration	3 cr.
IT 438	Web Programming and Administration	3 cr.
IT 340	Java Programming for the Web	3 cr.
3-credit upper level IT or NSE elective		3 cr.

POST BACCALAUREATE CERTIFICATES (18 CREDITS)

Post-Baccalaureate Certificate in Information Technology (18 Credits)

The post-certificate in Information Technology is designed to provide students with the basic theoretical knowledge and technical skills required by today's information technology professionals.

Students must satisfy appropriate pre-requisites.

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

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

Post-Baccalaureate Certificate in Network and Systems Engineering (18 Credits)

Students must satisfy appropriate pre-requisites.

IT 310	Telecommunications and Computer Networks	3 cr.
NSE 210	Network Administration	3 cr.
NSE 320	Server Operating System	3 cr.
NSE 405	Managing a Microsoft Network	3 cr.
6-credits in upper level NSE electives		6 cr.

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

Post-Baccalaureate Certificate in Software Engineering (SE) (18 Credits)

Students must satisfy appropriate pre-requisites.

IT 301	Introduction to Programming	3 cr.
IT 407	Database Programming and Administration	
IT 338	Web Design, authoring and Publishing	3 cr.
IT 372	Software Engineering	3 cr.
IT 407	Database Programming and Administration	3 cr.
IT 426	Databases	3 cr.
Approved 3-credit upper level SE elective		3 cr.

Current List of Approved SE electives:

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

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

MINOR (21 CREDITS)

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

MINOR IN INFORMATION TECHNOLOGY (21 CREDITS)

This minor is designed to provide students with the basic theoretical knowledge and technical skills required by today's information technology professionals.

Students who successfully complete this minor will:

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

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

IT 190	Microcomputer Systems	3 cr.
IT 200	Foundations of Information Technology	3 cr.
IT 310	Telecommunication and Computer Networks	3 cr.
IT 320	Computer Security	3 cr.
IT 338	Web Design, Authoring and Publishing	3 cr.
IT 426	Databases	3 cr.
3-credit, upper level IT, or NSE elective		3 cr.

MINOR IN NETWORK AND SYSTEMS ENGINEERING (21 CREDITS)

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

Students who successfully complete this minor will:

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

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

IT 190	Microcomputer Systems	3 cr.
IT 310	Telecommunication and Computer Networks	3 cr.
NSE 210	Network Administration	3 cr.
NSE 320	Server Operating System	3 cr.
NSE 405	Managing a Microsoft Network	3 cr.
6 credits upper level NSE electives		6 cr.

MINOR IN SOFTWARE ENGINEERING (SE) (21 CREDITS)

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

Students who successfully complete the Software Engineering minor will:

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

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

IT 200	Foundations of Information Technology	3 cr.
IT 301	Introduction to Programming	3 cr.
IT 338	Web Design, Authoring and Publishing	3 cr.
IT 372	Software Engineering	3 cr.
IT 407	Database Programming and Administration	3 cr.
IT 426	Databases	3 cr.
Approved, 3-credit, upper level IT, or NSE course		3 cr.

Current List of Approved SE Course electives

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

Approved minors for students pursuing the Bachelor of Science in Information Technology:

Administration Minor (21 credits)

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

Public Administration Minor (21 credits)

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

Legal Studies Minor (21 credits)

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

NOTE:

(1) Some minors may not be offered at all School of Professional and Career Education delivery sites.

(2) Minor courses may not be used to satisfy the major core or distribution requirements.

* The minors have a three-credit computer literary prerequisite, CAT 102.
* Advanced students may earn credits for the CAT 102, IT 190, or IT 200 courses by test-out examination. Please reference the Credit by Examination policy.

Professional Certifications for Selected IT & NSE Courses

Professional IT certifications aim to validate computer skills and knowledge, and therefore can increase a person's marketability in the workplace. As summarized below, selected IT and NSE courses incorporate content specific to industry leading certifications in order to help prepare students for the required exams. Students are encouraged, but not required, to take the associated exam upon completion of each course. These exams are administered only through independent testing centers.

Required of all BSIT students:

COURSE	BARRY COURSE TITLE	PROFESSIONAL CERTIFICATION
IT 190	Microcomputer Systems	CompTIA A+ * must also pass 2nd exam – see NSE 305
IT 310	Telecom and Computer Networks	CompTIA Network+
IT 320	Computer Security	CompTIA Security+

Required courses for students specializing or minoring in NSE:
(OR as possible electives for students majoring or minoring in IT)

COURSE	BARRY COURSE TITLE	PROFESSIONAL CERTIFICATION
NSE 210	Network Administration	Microsoft Certified Technology Specialist (MCTS): Server 2008 Network Infrastructure, Configuring
NSE 320	Server Operating System	Microsoft Certified Technology Specialist (MCTS): Server 2008 Active Directory, Configuring
NSE 405	Managing a Microsoft Network	Microsoft Certified IT Professional (MCITP): Server 2008 Admin. * must also pass two MCTS exams (see NSE 210 and NSE 320)

Electives for all students specializing or minoring in NSE, and students majoring or minoring in IT.

COURSE	BARRY COURSE TITLE	PROFESSIONAL CERTIFICATION
NSE 305	Advanced PC Hardware and Networking	CompTIA A+ * must also pass 1st exam – see IT 190
NSE 310	Client Operating System	Windows 7, Configuring (MCTS)
NSE 330	Working with Cisco LAN Hardware	Cisco Certified Network Associate (CCNA)
NSE 415	Linux Operating System	CompTIA Linux+

- **IT Degree – Students can start with certification classes first as long as they are approved.**
- **Non-Degree seeking students – Can attend Barry just for certification classes.**

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 Professional and Career 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

OFF MAIN CAMPUS LOCATIONS:

In addition to classes on Barry University's main campus in Miami Shores, the School of Professional and Career Education has administrative and academic offices at locations throughout the state of Florida. A current list of locations and their contact information can be found at http://www.barry.edu/PACE/locations.

SERVICEMEMBER'S OPPORTUNITY COLLEGE (SOC)

The Barry University School of Professional and Career Education has been identified by the American Association of Community and Junior Colleges as a Servicemember's Opportunity College (SOC) providing educational assistance to active duty servicemen. A SOC institution offers the following benefits for servicemembers:

- Use of admissions procedures which ensure access to higher education for academically qualified military personnel
- Evaluation of learning gained through military experiences and academic credit awarded where applicable to the servicemember's program of study
- Evaluation of non-traditional learning and awarding of academic credit for such learning where applicable to the servicemember's program of study
- Evaluation of requests for inter-institutional transfer of credits and acceptance of such credits whenever they are appropriate to the servicemember's program and are consistent with the college's curriculum
- Flexibility to servicemembers in satisfying residence requirements by making adjustments for military students who transfer when there are other assurances of program balances
- Designation of personnel with appropriate academic qualifications and experience to administer and supervise SOC-related activities and to develop policies and procedures appropriate to the scope of their voluntary-education programs
- Educational services for veterans

PACE INSTITUTE FOR TRAINING AND PROFESSIONAL DEVELOPMENT (NON-CREDIT PROGRAMS)

In addition to undergraduate and graduate degree programs, the School of Professional and Career Education offers through the Institute for Training and Professional Development 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 PACE 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. 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 Professional and Career 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. For policies regarding certificate programs, please refer to the PACE Student Bulletin.

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 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 nonlicensed 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 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 Professional and Career Education. Licensure credits are only accepted by the School of Professional and Career Education for baccalaureate programs. The program consists of EMT Lecture 120 hours; EMT Lab 62-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 35 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 main-

tain racks, screens, sedimentation tanks, trickling filters, rotating biological contactors, package activated sludge plants, oxidation ditches, ponds, and chlorination facilities. This is an interactive course including class lecture and laboratory. 132 hours.

Wastewater Treatment Operation, Class B: The Wastewater Treatment Operation, Class B places emphasis on developing a complete understanding of operational process control and troubleshooting. Students will be expected to have a thorough knowledge of the material necessary from Class C level certification, and be able to show basic problem solving skills. Students are also expected to show knowledge of advanced treatment technologies. Students should be able to apply the skills learned in class C coursework. The goal of this course is to train Wastewater treatment plant operators in the operational process control and troubleshooting requirements of plant operation and to help prepare them to take the Wastewater Treatment state certification exam at the "B" level. 130 hours

Wastewater Treatment Operation Class A: The Wastewater Treatment operation, Class A places emphasis on the student's ability to recognize a problem and use available resources and experiences to apply problem-solving skills. Students will use supervisional and management coursework and demonstrate managerial skills. Students are expected to apply the problem learning skills gained during their tenure as Class C and B operator. The goal of this course is to train Wastewater treatment plant operators in the supervisory, managerial, problem-solving and troubleshooting requirements of plant operation and to help prepare them to take the Wastewater Treatment state certification exam at the "A" level. 120 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.

Water Treatment Operation, Class B: The Water Treatment Operation, Class B places emphasis on developing a complete understanding of operational process control and troubleshooting. Students will be expected to have a thorough knowledge of the material necessary from Class C level certification, and be able to show basic problem solving skills. Students are also expected to show knowledge of advanced treatment technologies. Students should be able to apply the skills learned in class C coursework. The goal of this course is to train Water Treatment plant operators in the operational process control and troubleshooting requirements of plant operation and to help prepare them to take the Water Treatment state certification exam at the "B" level. 130 hours

Water Treatment Operation Class A: The Water Treatment Operation, Class A places emphasis on the student's ability to recognize a problem and use available resources and experiences to apply problem-solving skills. Students will use supervision and management coursework and demonstrate managerial skills. Students are expected to apply the problem learning skills gained during their tenure as Class C and B operator. The goal of this course is to train Water Treatment plant operators in the supervisory, managerial, problem-solving and troubleshooting requirements of plant operation and to help prepare them to take the Water Treatment state certification exam at the "A" level. 120 hours

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

Course Descriptions—Administration - Prefix: ADM

300 Special Topics (3)
Current special topics and issues related to contemporary organizational administration and leadership.

301 Labor Relations (3)
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 (3)
An examination of the general principles of organizational leadership and administration. Topics include contemporary approaches to leadership, planning, organizing, staffing and control, and the conceptual foundations of modern organizations.

306 Services Marketing (3)
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 (3)
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 (3)
This course examines the effect diversity has in the workplace and focuses on issues related to racial, ethnic, religious, linguistic, physical, gender, and age differences, among others.

320 Financial Administration (3)
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 (3)
This course concentrates on developing knowledge concerning development and implementation of a compensation and benefits program. Students develop a comprehensive knowledge base regarding benefits and compensation administration.

330 Alternative Dispute Resolution (3)
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 (3)
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 (3)
Analysis and interpretation of leadership skills and abilities. Self-analysis will be used to develop a relationship between current work environments and managerial theory.

359 Independent Study
This course is an analysis and interpretation of leadership and motivational theories and approaches. Self-analysis will be utilized to develop a relationship between current work environments and effective leadership. The characteristics and behaviors of leaders will be studied with an emphasis on the development of leadership and motivational abilities for both individual and group situations. This course builds leadership skills by providing practice in basic leadership skills, and by developing the students' self-knowledge of his or her leadership style.

361 Negotiation: Theory and Practice (3)
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 and Selection (3)
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 (3)
The 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 (3)
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 (3)
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 (3)
A comprehensive review of general human resource theories and practices related to managing personnel more strategically. Major topic areas include staffing, human resource development compensation and benefits, employee and labor relations, health, safety, and security.

499 Administration Capstone Course (3)
This is a course in which students integrate and synthesize the learning experience acquired in the administration program. Students will demonstrate

mastery through the completion of a research paper, case study and comprehensive exam. 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)

Anthropology - Prefix: ANT

308 Perspectives in Anthropology (3)
Analysis of the different fields of cultural anthropology which are integrated to create a holistic perspective of human behavior. Special emphasis is devoted to economics, religion, culture and personality.

Art - Prefix: ART

To avoid duplication of coursework, please note that the following is an equivalent course which may not be repeated: TH 330 to ART 347.

312 Experiencing Art (3)
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 (3)
Exploration of mixed media painting, craft, and performance art from the 1960's up to the present.

322 20th Century American Art (3)
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.

347 American Cinema (3)
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.

400 Ancient Greek Art (3)
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(3)
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 (3)
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) This course is fully online.

Biology - Prefix: BIO

302 Human Biology (3)
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 (3)
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 (3)
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 (3)
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 and Communications (3)
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 (3)
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.

Dance - Prefix: DAN

327 Dance Appreciation: Dances of the Black Atlantic (3)
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 302.

Emergency Management - Prefix: EMA

205 Overview of Disasters and Complex Emergencies (3)
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 (3)
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 (3)
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. Prerequisite: EMA 305.

311 Emergency Management for Homeland Security (3)
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. Prerequisite: EMA 305.

315 International Disaster Management (3)
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. Prerequisite: EMA 305.

405 Disaster Response Operations and Management I (DROM I): Mitigation and Preparedness (3)
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. Prerequisite: EMA 305.

407 Disaster Response Operations and Management II (DROM II): Response and Recovery (3)
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. Prerequisites: EMA 305 and EMA 405.

409 Hazard Mitigation and Management (3)
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. Prerequisite: EMA 305.

499 Capstone in Emergency Management (3)
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. Prerequisites: Completion of Required/Core EMA courses or permission from Academic Coordinator. (Offered in Spring B and Fall B terms only)

English - Prefix: ENG

102 College Writing for the Adult Learner (3)
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 grade of C is required. Two attempts maximum.

202 Strategies for College Writing (3)
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 (3)
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 minimum grade of C is required. Two attempts maximum. (Mandatory Course). Prerequisite: ENG 202 or Writing Placement results.

318 Modern American Playwrights (3)
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 (3)
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 (3)
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 (3)
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, nonprofit, corporate, and small business/entrepreneur. Does not fulfill distribution requirements.

355 The Novel of Adolescence (3)
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.

359 Independent Study
Opportunity for extensive research in areas of special interest to the student. Prerequisite: Department Chair and Dean Approval.

Environmental Science - Prefix: EVS

306 Environment (3)
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(3)
A detailed coverage of the basic physical, chemical and geological aspects of the ocean and how they are interconnected. It includes ocean-atmosphere relationships that influence climate and weather; and waves, tides and currents.

400 Geology (3)
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 (3)
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 (3)
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 Niño Southern Oscillation.

Health Service Administration - Prefix: HSA

301 The Health Care System (3)
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 (3)
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 (3)
Examination of the broad legal aspects that have an impact on the operation of health care, including an introduction to the legal system, health related legislation, regulatory issues affecting health care facilities, and medical malpractice. (same as PLA 339)

410 Management in Health Care (3)
Application of management theory, concepts and principles as they relate to health care organizations. Case studies are utilized to analyze the practical application of management concepts and principles.

425 Public and Community Health (3)
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 (3)
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 (1-3)
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 (3)
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 (3)
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. Prerequisites: 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 (20th Century America) (3)
A study of the issues and concepts that have shaped American Society since 1900. Political, economic and social trends will be examined.

Humanities - Prefix: HUM

303 Modern Currents in the Humanities (formerly HUM 301) (3)
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 (3)
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 Technology - Prefix: IT

190 Microcomputer Systems (3)
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 microcomputers, and develop hand-on technical skills using current architectures as needed to support PC environments. Prerequisites: CAT 102

200 Foundations of Information Technology (3)
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 (3)
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 (3)
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

320 Computer Security (3)
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.

338 Web Design, Authoring and Publishing (3)
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: IT 200.

340 Java Programming for the Web (3)
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 (3)
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: IT200, and preferably IT 338.

351 Voice and Digital Communication (3)
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 (3)
Basic tools and techniques for specifying, designing, implementing, verifying and validating large software projects. Prerequisite: IT 200.

400 IT Project Management (3)
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: IT 200.

402 Advanced Topics in Signaling Systems (3)
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 (3)
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: IT 200.

407 Database Programming and Administration (3)
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 (3)
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 (3)
Physical data organization. The network, hierarchical and relational models. Query languages. Design of relational databases. Query optimization. Integrity and security. Distributed databases. Prerequisite: IT 200, IT 372.

438 Web Programming and Administration (3)
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 (3)
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 (3)
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: IT 200.

460 Wireless and Mobile Computing (3)
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 (3)
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 (3)
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 (3)
Instruction on finding, reading and updating law. Research strategies and proper citation form.

315 Legal Writing (3)
Study of legal writing and memorandum preparation. Legal research and writing exercises. Prerequisites: PLA 310, ENG 302.

320 Civil Litigation (3)
Civil litigation process emphasizing personal injury law (torts), rules of procedure, filing complaints, pre-trial discovery, trial preparation, trial procedures, client and witness interviews.

330 Alternative Dispute Resolution (3)
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 (3)
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 (3)
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 (3)
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 (3)
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 (3)
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 (3)
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 (3)
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 (3)
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 (3)
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 (3)
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 (3)
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 (3)
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.

Math - Prefix: MAT

106 Survey of Mathematics (3)
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 (3)
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 (3)
To avoid duplication of coursework, please note that this course was formerly MUS 301 and may not be repeated. 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 (3)
Development of music and musical styles, including extra musical influences.

321 History of Jazz (3)
Explanation of different periods of jazz and discussion of famous jazz musicians of each period — ragtime to contemporary.

332 History of Rock Music (3)
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 (3)
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 (3)
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 (3)
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 (3)
This course provides the foundation for supporting a network operating system. Students will be provided with the skills necessary to install, configure, customize, optimize, network, integrate, and troubleshoot using Microsoft Windows Network Operating System. Prerequisite: IT 190.

320 Server Operating System (3)
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 (3)
This course provides students with the knowledge and skills required to 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. Prerequisite NSE 305. IT 310

340 Network Operating System III (3)
An examination of Windows Active Directory services. Implementing Group Policy and understanding the Group Policy tasks required to centrally manage users and computers will be explored. Prerequisite/ Corequisite: NSE 320

405 Managing A Microsoft Network (3)
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 (3)
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 (3)
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 (3)
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 (3)
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 Personal Financial Planning (3)
This course introduces the fundamental issues of personal financial planning. It is designed to provide students with 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 (3)
This course covers the application of income tax planning in personal financial planning. It is designed to provide students with an understanding of the concepts of the fundamentals of income taxation, tax computations and concepts, tax planning, and hazards and penalties.

410 Insurance Planning (3)
This course covers the application of insurance planning and risk management in personal financial planning. It is designed to provide students with 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 (3)
This course covers investment planning in the personal financial planning process. It is designed to provide students with 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 (3)
This course covers the application of retirement planning and employee benefits in personal financial planning. It is designed to provide students with 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 (3)
This course covers the application of estate planning in personal financial planning. It is designed to provide students with 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.

499 Financial Plan Development Capstone
The Financial Plan Development Capstone course will Integrate the material in all other PFP classes. Students will take this course only when they have finished all other PFP courses successfully. This course will be structured as a casework course and the cases used will closely reflect the types of cases students may encounter both as financial planners and as part of their CF® Certification. Prerequisites: PFP 348, PFP 350; PFP 410, PFP 412, PFP 414 and PFP 416. (Offered in Spring B and Fall B terms only)

Philosophy - Prefix: PHI

240 Thinking Philosophically (3)
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. Corequisite: English 202 or equivalent

329 Philosophical Approaches to the Environment (3)
This course is a philosophical examination of issues relating to the environment, consumption and sustainability. It investigates issues in resource use, globalization, and the role of science in environmental debates, among other issues. Prerequisite: ENG 202 or its equivalent

352 Ethical Issues in the Biomedical Sciences (3)
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 (3)
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 (3)
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 (3)
Analysis of relations among subnational, national, and supranational factors in the international system; foreign policy formation; quest for peace and security in a shrinking world.

355 Environment and Politics (3)
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 (3)
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 (3)
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 & Alcohol Abuse (3)
General orientation to psychopharmacology; the relationship between behavior and the actions and effects of drugs; terminology of drugs and drug use: prevention and treatment programs: psycho-legal aspects.

304 Essentials of Lifespan Development (3)
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 (3)
This course critically evaluates theories of personality development and their empirical foundations. Prerequisites: PSY 206.

311 Psychosocial Issues of Disaster Preparedness and Recovery (3)
This course surveys ethical, cultural, developmental, and research related issues affecting the physical and psychosocial recovery of disaster-exposed individuals and communities. (Course does not meet distribution requirements). Prerequisite: PSY 206.

329 Understanding & Coping with Stress (3)
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 (3)
The course will provide an overview of techniques drawn from management theory, psychology, and sociology that will be helpful in counseling employees.

410 Group Dynamics and Decision-Making (3)
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 (3)
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 (3)
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

425 Introduction to Psychotherapy and Counseling (3)
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. This course does not meet distribution requirements. Prerequisites: PSY 206, PSY 412.

430 Personality Disorders (3)
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. (Course does not meet distribution requirements).

434 Behavior Disorder in Childhood and Adolescence (3)
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 (Course does not meet distribution requirements).

Public Administration - Prefix: PUB

301 Principles to Public Administration (3)
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.

302 Values and Ethics in Public Administration (3) (Formerly PUB 402)
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.

310 Methods and Techniques for Public Administration (3) (Formerly PUB 410)
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.

403 Public Budgeting and Finance (3)
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 (3)
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 (3)
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 (3)
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(3)
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 Administration and the Political Process (3)
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 (3)
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.

499 Public Administration Capstone Project (3)
This is a course in which students Integrate and synthesize the learning experiences acquired In the Public Administration undergraduate degree program. Students will demonstrate mastery through various applications including case study analyses, and the development and presentation of an applied project. Prerequisites: Completion of core courses. (Offered in Spring B and Fall B terms only)

Social Welfare Services - Prefix: SWS

336 Social Welfare as a Social Institution (3)
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 contribution of social welfare professions.

401 Social Welfare Policies and Services I (3)
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 (3)
Focus is 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

301 American Family (3)
Study of the history, present agonies, and future of the American Family as an institution.

305 Issues in Culture (3)
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.

415 Women in Contemporary Society (3)
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 (3)
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's place within it.

Spanish - Prefix: SPA

150, 153 Spanish for Business I, II (3), (3)
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 & Articulation (3)
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 (3)
Overview of theory of communication. Emphasis on organizational communication, small groups and public communication in organizations.

402 Oral Communication (3)
Practical study designed to develop effective listening, speaking and confrontation skills, use and interpretation of body language.

403 Oral Interpretation (3)
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 (3)
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 (3)
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.

360 Elements of Contemporary Theatre (3)
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

209 Life and Afterlife in World Religions (3)
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 (3)
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 (3)
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 (3)
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.

Descriptions for other courses offered through the School of Professional And Career Education will be found under the designated School.