

FRANK J. ROONEY SCHOOL OF ADULT AND CONTINUING EDUCATION

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STATEMENT OF PURPOSE

The purpose of the Frank J. Rooney School of Adult and Continuing Education (ACE) is to provide working adult students with undergraduate and graduate degree programs and non-credit and certificate programs which recognize the educational and professional needs of the adult learner and promote lifelong learning. These degree and certificate programs are designed for those students who, because of family and work responsibilities, are unable to attend class in a traditional manner or at traditional times. The School seeks to attract a diverse student body and to show a caring attitude toward each student regardless of individual backgrounds. The same quality educational programs upon which Barry University's reputation is founded are made available for these students on the Miami Shores campus, as well as locations throughout the state of Florida. Recognizing the breadth of experience of working professionals, course offerings afford opportunities for further exploration of truth within the Judeo-Christian and Dominican traditions.

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

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

In accordance with those portions of the Mission Statement of the University, which emphasize *inclusive community*, *social justice*, and *collaborative service*, students are encouraged to continue to participate in community service and to assume leadership roles in effecting social change.

DEGREE PROGRAMS

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

- Bachelor of Liberal Studies
- Bachelor of Professional Studies
- Bachelor of Public Administration
- Bachelor of Science in Administration
- Bachelor of Science in Health Services Administration
- Bachelor of Science in Information Technology
- Bachelor of Science in Legal Studies

Degree seeking students may pursue a minor 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.

For details on these specializations, minors, and certificates, consult the ACE Student Bulletin.

ADMISSION INFORMATION

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

Admission Requirements

Criteria for Full Acceptance

ACE 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. The following criteria are applicable:

- Interview with an academic advisor/director
- Submit a completed application form with appropriate application fee
- Provide one official transcript of credits taken at all colleges attended and, if applicable, CLEP, DANTES transcripts, or, if no college credit or fewer than 12 credits have been earned, provide one official transcript indicating graduation from high school or G.E.D.
- Achieve a 2.00 cumulative grade point average or better in all previous academic work
- 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.

NEW STUDENT INFORMATION

Orientation Course

New students with 30 credits or fewer are required to complete ORI 202 Introduction to the College Experience.

Computer Proficiency Assessment

All ACE students are required to demonstrate computer proficiency through successful completion (a grade of C or better) of CAT 102. This requirement may be also satisfied through equivalent computer coursework approved by the IT Academic Coordinator and accepted in transfer by Barry University. Students must fulfill this requirement during the first year of enrollment. 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. The Challenge Exam results are final and cannot be discussed or disputed regardless of the circumstances.

English Placement Assessment

Before or during their first semester, 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 ACE English instructors who identify the students' first writing courses. Each student will be placed in a course within the English writing curriculum: ENG 102, ENG 202, and ENG 302. Students must enroll in an English writing course within their first two semesters.

Mathematics Skills Assessment

The Mathematics Skills Assessment must be taken by students who do not have college-level mathematics transfer credits accepted by Barry University and must be taken during the first semester at Barry. The Mathematics Skills Assessment consists of forty multiple choice questions which the student will have one hour to answer. Resulting scores will range from 0 to 40. Students will be advised into course work based on their scores, which may include either MAT 090 and MAT 091, or 091, prior to enrolling in MAT 107

or MAT 152, within their first year at Barry. MAT 090, Pre-Entry Math, is a 3-credit course that prepares students for the algebra in MAT 091 by strengthening their basic arithmetical skills. MAT 091, Preparatory Mathematics I, is a 3-credit course that prepares students for MAT 107 and MAT 152 by strengthening their basic algebraic skills which are needed for college-level work in mathematics. MAT 090 serves as a base for MAT 091. Once students earn a CR in MAT 090, they may register for MAT 091. If they earn a grade of NC, they will need to retake MAT 090 and/or MAT 091. Neither course fulfills distribution or degree requirements and both are graded using the CR/NC option, where CR stands for credit and NC stands for no credit. Students should take MAT 107 or MAT 152 as soon as possible following MAT 091, as delay in taking the mathematics classes may lead to a loss of proficiency in the subject matter.

Portfolio

The portfolio is comprised of four major components: an experiential learning resume, a learning assessment worksheet, an autobiographical learning essay and documentation.

Students must demonstrate college-level competence in one or more of the following disciplines in order to receive credit for professional work experience or community service: General Administration, Behavioral Sciences, Communication, Humanities, Natural Sciences, Social Sciences, Special Topics: Computer Sciences, Education, Legal Studies.

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

- Fully accepted (see Criteria for Full Acceptance in this bulletin/catalog)
- Completed English 302 with a grade of at least C or have demonstrated proficiency on the English placement.
- Be in good academic standing (cumulative grade point average of 2.0 in all Barry University coursework)
- Able to document at least 5 years of full-time professional work experience and/or community service
- Attended a portfolio seminar
- Student's Goals Statement and Autobiographical Learning Essay have been reviewed by the writing lab or site tutor.

If students do not meet the above criteria, the portfolio may not be submitted.

Students must submit their near-completed portfolios to their directors/advisors in sufficient time to allow for revisions. Completed portfolios must be submitted to the Miami Campus in accordance with published deadline dates in the Session Schedules.

Meeting these deadlines is the responsibility of the student.

Normally the portfolio will be assessed by the Portfolio Evaluation Committee eight weeks after the submission deadline. Upon evaluation, the student will be notified of the credits awarded, which is up to a maximum of 30.

Please refer to the ACE Student Bulletin and The Instructional Modules for the Preparation of Experiential Learning Portfolios for assessment procedures and appeal provisions. ACE also grants credits for selected professional licenses. Please refer to the Assessment of Prior Learning Fact Book for details.

The portfolio administrative fee is due upon submission of the portfolio.

BACHELOR OF LIBERAL STUDIES

The Bachelor of Liberal Studies degree program is designed for students who choose to pursue a liberal arts program of study and responds to diverse student interests and needs. Students pursuing the Bachelor of Liberal Studies must meet Barry University's distribution requirements and must select coursework in their chosen liberal arts field.

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

The principal goals and objectives of the specializations include the following:

Behavioral Sciences, Psychology, Social Welfare Services –

- Provide students with a basic introduction to the methods of inquiry and research traditions of the discipline selected for study
- Offer a critical analysis of human and societal assets and problems and the theoretical and philosophical assumptions that define and structure the selected discipline
- Define and demonstrate appropriate applications of the scientific method to the study of human behavior
- Help students develop effective critical thinking and communication skills in the context of a knowledge and appreciation of and sensitivity to cultural, social, and ethical issues and diversity, as they pertain to our understanding of human behavior, social organizations, social institutions, and social inequalities

- Empower and prepare students for employment in social and human service settings
- Provide a foundation for advanced training and education beyond the baccalaureate level and instill a desire for lifelong learning

Humanities and Literature –

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

DISTRIBUTION REQUIREMENTS:

45 CREDITS

PORTFOLIO OPTION:

UP TO 30 CREDITS (of which six credits can be used as specialization electives)

AREA OF SPECIALIZATION:

AT LEAST 24 CREDITS OF APPROVED COURSE WORK

ELECTIVES:

VARIABLE

In this degree program, policies regarding an area of specialization are as follows:

- An area of specialization consists of no less than 24 but no more than 30 credit hours of appropriate and approved course work (24 credits for Behavioral Sciences, Psychology, or Social Welfare Services; 30 credits for Humanities and Literature)
- 18 of the 24 credit hours must be taken through Barry University and bear Barry University course prefixes and numbers for the specialization in Behavioral Sciences, Psychology, and Social Welfare Services; 24 credit hours must be taken through Barry University and bear Barry University course prefixes and numbers for the specialization in Humanities and Literature
- 18 of the 24 credit hours must be in upper division courses, namely, 300 and 400 level courses for the specialization in Behavioral Sciences, Psychology, or Social Welfare Services; 24 of 30 credit hours must be upper division courses for the specialization in Humanities and Literature

- 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
- Prerequisites must be honored
- Up to six credits in portfolio and/or transfer may be accepted into specialization courses of the Behavioral Sciences or Humanities and Literature specializations with the Academic Coordinator's approval
- Up to three upper-level portfolio and/or transfer credits may be accepted into specialization courses of the Social Welfare Services specialization with the Academic Coordinator's approval
- No portfolio credits may be transferred into the Psychology specialization courses
- Grades of "C" or higher must be earned in all specialization course work

Behavioral Sciences Specialization

REQUIRED COURSES: 21 CREDITS

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

ELECTIVES: 3 CREDITS

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

Humanities Specialization

PREREQUISITES: 6 CREDITS

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

REQUIRED COURSES: 21 CREDITS

Art, Dance, and Music: 3 credits

Choose from

ART 319 History of Western Art I
 ART 320 History of Western Art II

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

Literature: 6 credits

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

Philosophy: 3 credits

- Choose from
 PHI 305 Problems in Philosophy
 PHI 313 Aesthetics

Theatre: 3 credits

- Choose from
 TH 330 American Cinema
 TH 439 Theatre History I

Electives: 6 credits

- Choose from
 HIS 306 Twentieth Century America
 HIS 315 History of Florida
 HUM 305 Women in Antiquity
 PHI 302 Spanish and Hispanic-American Philosophers
 PHI 316 Ancient Philosophy
 PHO 317 Photography: the Camera
 PHO 420 History of Photography
 TH 440 Theatre History II
 THE 303 Comparative Religion
 THE 309 The Old Testament
 THE 334 History of Christianity I
 THE 335 History of Christianity II

Capstone Seminar: 3 credits

- HUM 499

Psychology Specialization**REQUIRED COURSES: 18 CREDITS**

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

ELECTIVES: 6 CREDITS

- Choose from
 PSY 301 Psychology of Drug and Alcohol Abuse
 PSY 306 Psychology of Women
 PSY 320 Tests and Measurements
 PSY 329 Understanding and Coping with Stress
 PSY 333 Experimental Psychology
 PSY 370 Social Psychology
 PSY 410 Group Dynamics and Decision-Making
 PSY 417 Psychology of Aging
 PSY 423 Industrial Psychology
 PSY 428 Human Sexuality
 PSY 449 Adolescent Psychology
 PSY 490 Physiological Psychology

Social Welfare Services Specialization**REQUIRED COURSES: 21 CREDITS**

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

ELECTIVES: 3 CREDITS

Any 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.

BACHELOR OF PROFESSIONAL STUDIES

The Bachelor of Professional Studies degree program is designed for students who choose to pursue a professionally-oriented program of study, which responds to diverse student interests and needs. Students pursuing the Bachelor of Professional Studies degree must meet Barry University's distribution requirements and must select coursework in their chosen professional field from the specializations which are offered.

The program requires students to complete an area of specialization. However, students may opt to complete both a specialization and a portfolio. Students interested in earning a second specialization should discuss this with an Academic Advisor.

Available specializations include: Administration; Exercise Science; Health Services Administration; Human Resource Administration; Information Technology; Legal Studies; Network and Systems Engineering; Parks and Recreation Management; Personal Financial

Planning; Public Administration; Software Engineering; and Sport Management.

The principal goals and objectives of this degree and its specializations include the following:

- Provide students with the competencies and skills required for effectiveness and success in their chosen professional field as reflected in their choice of specialization
- In their chosen professional field, help students to develop and to refine critical thinking and communication skills in the context of a knowledge and appreciation of and sensitivity to cultural, social, and ethical issues and diversity
- Provide a foundation for advanced training and education beyond the baccalaureate level and instill a desire for lifelong learning

DISTRIBUTION REQUIREMENTS:
45 CREDITS

PORTFOLIO OPTION:
UP TO 30 CREDITS (of which six credits can be used in specialization electives if not transferred into degree)

AREA OF SPECIALIZATION:
AT LEAST 21 CREDITS OF APPROVED COURSE WORK

ELECTIVES: VARIABLE

In this degree program, policies regarding an area of specialization are as follows:

- 15 of the 21 credit hours must be taken through Barry University and bear Barry University course prefixes and numbers; 20 of 26 credit hours are required in the Exercise Science specialization
- 15 of the 21 credit hours must be in upper division courses, namely, 300 and 400 level courses; 20 of 26 credit hours are required in the Exercise Science specialization
- Specializations in Administration, Health Services Administration, Human Resource Administration, Information Technology, Legal Studies (with Academic Coordinator's approval), Network and Systems Engineering, Personal Financial Planning, Public Administration, and Software Engineering accept up to 6 credits in portfolio and/or transfer credit into specialization electives only and accept them in general electives. No portfolio or transfer credits are accepted for specialization required courses
- Specializations in Exercise Science, Sport Management, and Parks and Recreation Management do not accept portfolio credits into the specialization, but will accept them as general electives

- Prerequisites must be honored.
- Grades of "C" or higher must be earned in all specialization course work

Administration Specialization

REQUIRED COURSES: 18 CREDITS

ADM 303 Administrative Theory & Practice*

ADM 306 Services Marketing**

ADM 320 Financial Administration

ADM 353 Leadership Development

ADM 464 Human Resource Administration

ADM 499 Administrative Capstone course

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

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

ELECTIVES: 6 CREDITS

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

Exercise Science Specialization

REQUIRED COURSES: 26 CREDITS

SES 212 Emergency Response (3)

SES 270 Concepts of Fitness and Wellness (3)

SES 320 Kinesiology & Laboratory (4)

SES 361 & 361L Exercise Physiology & Lab (4)

SES 370 & 370L Fitness Assessment & Exercise Prescription & Lab (3)

SES 441 & 441L Cardiac Rehabilitation & Lab (4)

or
SES 461 & 461L Advanced Exercise Physiology & Lab (4)

SES 463 Applied Physiology of Resistance Training (3)

SES 486 Practicum in Exercise Science (2)

Health Services Administration Specialization

PREREQUISITE COURSE: 3 CREDITS

HSA 301 The Health Care System

REQUIRED COURSES: 15 CREDITS

HSA 319 Health Care Finance

HSA 339 Health Law

HSA 410 Management in Health Care

HSA 475 Issues in Health Care

HSA 499 Capstone in Health Service Administration

ELECTIVES: 6 CREDITS

HSA 425 Public and Community Health

HSA 441 Health Care for the Elderly

Any approved ADM, PUB, or PSY courses

Human Resource Administration Specialization

REQUIRED COURSES: 9 CREDITS

ADM 303 Administrative Theory and Practice
ADM 312 Training and Development
ADM 464 Strategic Human Resource Administration

ELECTIVES: 12 CREDITS

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

Information Technology Specialization

PREREQUISITE COURSE: 3 CREDITS

CAT 102 Basic Computer Applications

REQUIRED COURSES: 21 CREDITS

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

Legal Studies Specialization

REQUIRED COURSES: 15 CREDITS

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

ELECTIVES: 9 CREDITS

Any upper-level PLA courses

Network and Systems Engineering Specialization

PREREQUISITE COURSES: 6 CREDITS

IT 190 Microcomputer Operating Systems
IT 310 Telecommunications and Computer Networks

REQUIRED COURSES: 21 CREDITS

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

Parks and Recreation Management Specialization

REQUIRED COURSES: 24 CREDITS

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

Personal Financial Planning Specialization

REQUIRED COURSES: 18 CREDITS

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

ELECTIVE: 3 CREDITS

Any ADM prefix course (ADM 320 is recommended) or other prefix course with approval of the Academic Coordinator.

Public Administration Specialization

REQUIRED COURSES: 15 CREDITS

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

ELECTIVES: 6 CREDITS

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

Software Engineering Specialization

PREREQUISITE COURSE: 3 CREDITS

IT 200 Foundations of Information Technology

REQUIRED COURSES: 21 CREDITS

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

Sport Management Specialization

REQUIRED COURSES: 15 CREDITS

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

ELECTIVES: 6 CREDITS

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

BACHELOR OF PUBLIC ADMINISTRATION

The Public Administration degree is of special interest to the working professional in public and not-for-profit organizations or those who wish to pursue a career in public management. The course work is designed to provide the student with an understanding and working application of the principles essential to the effective management of all public agencies. At select locations, a specialization in Parks and Recreation Management is available. See the ACE Student Bulletin for details.

The principal goals and objectives of the Bachelor of Public Administration degree program include the following:

- Provide students with an understanding of the principles essential to the effective management of public and not-for-profit agencies and organizations
- Enable students to apply effectively these principles

- Empower and prepare students for employment in the public and not-for-profit sectors
- Provide a foundation for advanced training and education beyond the baccalaureate level and instill a desire for lifelong learning

DISTRIBUTION REQUIREMENTS:

45 CREDITS

CORE REQUIREMENTS: 45 CREDITS

MINOR OPTION: 21 CREDITS

PORTFOLIO OPTION:

UP TO 30 CREDITS (of which 21 credits can be used for “additional requirements” minus any transfer credits)

ELECTIVES: VARIABLE

CORE REQUIREMENTS

REQUIRED COURSES: 18 CREDITS

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

ELECTIVES: 6 CREDITS

Choose from
 PUB 405 Administrative Law and Process
 PUB 407 Productivity Improvements in the Public Sector
 PUB 408 Public Administration and the Political Process
 PUB 409 Contemporary Issues in Public Safety
 Approved ADM prefix course

ADDITIONAL REQUIREMENTS: 21 CREDITS

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

Public Administration Minor**REQUIRED COURSES: 21 CREDITS**

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

BACHELOR OF SCIENCE IN ADMINISTRATION

The Bachelor of Science in Administration degree is designed to provide students with the administrative and leadership competencies needed by organizations in order to achieve their mission 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 with specializations in Health Services Administration, Human Resource Administration, or Organizational Leadership.

In completing the requirements for the Bachelor of Science in Administration, students select either a major of 45 credits consisting of core coursework and a specialization or a minor (Information Technology, Legal Studies, Network and Systems Engineering, or Public Administration), or a major of 30 credits of core coursework and the Experiential Learning Portfolio. Students choosing NOT to do a specialization or a minor ARE REQUIRED to submit a Portfolio in order to satisfy the degree requirements.

The principal goals and objectives of the Bachelor of Science in Administration degree program include the following:

- Provide students with a comprehensive foundation in administrative theory and practice relevant to contemporary organizations
- Meet the career needs of students by developing the administrative knowledge, skills, and abilities that are necessary for success in these organizations
- Meet the needs of employers by preparing students to face the challenges posed by the complex and continually evolving environment of contemporary organizations
- Provide a foundation for advanced training and education beyond the baccalaureate level and instill a desire for lifelong learning

DISTRIBUTION REQUIREMENTS: 45 CREDITS

CORE REQUIREMENTS: 30 CREDITS

SPECIALIZATION OPTION: 15 CREDITS

MINOR OPTION: 21 CREDITS

PORTFOLIO OPTION: UP TO 30 CREDITS

ELECTIVES: VARIABLE

CORE REQUIREMENTS**REQUIRED COURSES: 18 CREDITS**

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

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

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

ELECTIVES: 12 CREDITS

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

Health Services Administration Specialization**REQUIRED COURSE: 3 CREDITS**

HSA 301	The Health Care System
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ADDITIONAL REQUIREMENTS: 12 CREDITS

Choose from

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

Human Resource Administration Specialization**REQUIRED COURSES: 15 CREDITS**

Choose from

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

Organizational Leadership Specialization

REQUIRED COURSES: 15 CREDITS

Choose from

ADM 312 Training and Development
 ADM 315 Diversity in the Workplace
 ADM 361 Negotiation: Theory and Practice
 PHI 371 Social and Ethical Issues in Business
 PSY 331 Counseling Techniques for Managers
 PSY 410 Group Dynamics and Decision Making
 PSY 423 Industrial Psychology

Administration Minor

REQUIRED COURSES: 18 CREDITS

IT 200 Foundations of Information Technology
 ADM 303 Administrative Theory & Practice
 ADM 306 Services Marketing
 ADM 320 Financial Administration
 ADM 353 Leadership Development
 ADM 464 Strategic Human Resource Administration

ELECTIVES: 3 CREDITS

Any upper-level ADM course

BACHELOR OF SCIENCE IN HEALTH SERVICES ADMINISTRATION

The Health Services Administration degree program and Post-Baccalaureate Certificate Program are designed to provide a broad view of today's health care system and to prepare graduates for entry and middle management positions in any health care setting. The principal goals and objectives of the Bachelor of Science in Health Services Administration degree program include the following:

- Provide students with a comprehensive foundation in administrative theory and practice pertinent to the field of health care
- Meet the career needs of students by developing the administrative knowledge, skills, and abilities that are associated with success in working in health care organizations
- Meet the needs of health care or service employers by preparing students to meet the challenges of changing organizations and practices in the field
- Provide a foundation for advanced training and education beyond the baccalaureate level and instill a desire for lifelong learning

DISTRIBUTION REQUIREMENTS:

45 CREDITS

CORE REQUIREMENTS:

30 CREDITS

PORTFOLIO REQUIREMENT:

UP TO 30 CREDITS (of which 6 credits can be used for electives if not transferred into the degree)

MINOR OPTION:

21 CREDITS

ELECTIVES:

VARIABLE

CORE REQUIREMENTS

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.)

REQUIRED COURSES: 18 CREDITS

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

ELECTIVES: 12 CREDITS

Any approved ADM, PUB, or PSY courses

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

The Bachelor of Science in Information Technology offers students the opportunity to develop and apply technological expertise in solving workplace problems. The program is designed for students employed in both the private and public sectors in settings which require the utilization of technology for information processing and decision-making. Students may choose a specialization in Information Systems Administration, Network and Systems Engineering, Software Engineering, or Telecommunications. Students choosing not to complete a specialization must submit a portfolio.

The principal goals and objectives of the Bachelor of Science in Information Technology degree program include the following:

- Provide students with both the theoretical knowledge and technical skills required by today's information technology professionals
- Impart the skills needed to manage businesses or organizations and align technologies with corporate and organizational needs

- Impart an understanding of, and how to apply, the different components of the information technology field, including hardware, software, communications, and networking
- Impart a knowledge of, and how to apply, research strategies and critical thinking for analyzing and solving organizational problems using information technology solutions
- Prepare students for industry certifications in CompTIA (A+, Network+, Security+, Linux+), Microsoft MCSA and MCSE, and/or Cisco CCNA
- Provide a foundation for advanced training and education beyond the baccalaureate level and instill a desire for lifelong learning

DISTRIBUTION REQUIREMENTS: 45 CREDITS

CORE REQUIREMENTS: 30 CREDITS

SPECIALIZATION OPTION: 15 CREDITS

MINOR OPTION: 21 CREDITS

PORTFOLIO OPTION: UP TO 30 CREDITS

ELECTIVES: VARIABLE

CORE REQUIREMENTS

PREREQUISITE COURSE: 3 CREDITS

CAT 102 Basic Computer Applications*

REQUIRED COURSES: 24 CREDITS

- IT 190 Microcomputer Operating Systems*
- IT 200 Foundations of Information Technology*
- IT 310 Telecommunication and Computer Networks
- IT 320 Computer Security
- IT 338 Web Design, Authoring and Publishing
- CS 372 Software Engineering
- CS 426 Databases
- IT 499 Integrated Capstone Project

ELECTIVES: 6 CREDITS

Two approved, 3-credit, upper level CS, IT, or NSE courses

*Students may attempt to earn "Credit by Examination."

Information Systems Administration Specialization

REQUIRED COURSES: 15 CREDITS

- ADM 303 Administrative Theory and Practice
 - ADM 320 Financial Administration
 - IT 400 IT Project Management
 - IT 450 Administrative Information Systems
- Approved 3-credit upper level CS or IT course

Network and Systems Engineering Specialization

REQUIRED COURSES: 15 CREDITS

- NSE 210 Network Administration
 - NSE 310 Client Operating System
 - NSE 320 Server Operating System
 - NSE 405 Managing a Microsoft Network
- Approved 3-credit upper level NSE course

Software Engineering Specialization

REQUIRED COURSES: 15 CREDITS

- CS 301 Computer Programming
 - CS 407 Database Programming and Administration
 - CS 438 Web Programming and Administration
 - CS 340 Java Programming for the Web
- Approved 3-credit upper level CS or IT course

Telecommunications Specialization

REQUIERD COURSES: 15 CREDITS

- IT 351 Voice & Digital Communications
 - IT 460 Wireless and Mobile Computing
 - IT 402 Advanced Topics in Signaling Systems
 - IT 440 International Telecommunications
- Approved 3-credit upper level CS or IT course

Information Technology Minor

REQUIRED COURSES: 21 CREDITS

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

Network and Systems Engineering Minor

REQUIRED COURSES: 21 CREDITS

- IT 190 Microcomputer Operating Systems
- IT 310 Telecommunication and Computer Networks
- NSE 210 Network Administration
- NSE 305 Advanced PC Hardware and Networking
- NSE 310 Client Operating System
- NSE 320 Server Operating System
- NSE 405 Managing a Microsoft Network

Software Engineering Minor

REQUIRED COURSES: 21 CREDITS

IT 200	Foundations of Information Technology
IT 338	Web Design, Authoring and Publishing
CS 301	Computer Programming
CS 372	Software Engineering
CS 407	Database Programming and Administration
CS 426	Databases

Approved, 3-credit, upper level CS, IT, or NSE course

BACHELOR OF SCIENCE IN LEGAL STUDIES

The Bachelor of Science in Legal Studies 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.

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

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

The principal goals and objectives of the Bachelor of Science in Legal Studies degree program include the following:

- Provide students with a comprehensive knowledge of legal systems in state and federal environments
- Meet the professional needs of students by developing the legal research and writing skills that are essential to success in the legal environment
- Provide students with the critical thinking and communication skills necessary to comprehend and to function effectively as a legal assistant in the civil and criminal practice fields of the modern law firm

- Provide a foundation for advanced training and education beyond the baccalaureate level and instill a desire for lifelong learning

DISTRIBUTION REQUIREMENTS:

45 CREDITS

CORE REQUIREMENTS: 30 CREDITS

PORTFOLIO REQUIREMENT:

UP TO 30 CREDITS

MINOR OPTION: 21 CREDITS

ELECTIVES: VARIABLE

CORE REQUIREMENTS

REQUIRED COURSES: 15 CREDITS

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

ELECTIVES: 15 CREDITS

Any five upper-level PLA courses

Legal Studies Minor

REQUIRED COURSES: 21 CREDITS

IT 200	Foundations of Information Technology
PLA 301	Law and the Legal System
PLA 310	Legal Research
PLA 315	Legal Writing
PLA 320	Civil Litigation

Any 3-credit, upper-level PLA course

OFF MAIN CAMPUS LOCATIONS:

In addition to classes on Barry University's main campus in Miami Shores, the School of Adult and Continuing 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/ace/locations>.

SERVICEMEMBER'S OPPORTUNITY COLLEGE (SOC)

The Barry University School of Adult and Continuing 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 insure 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

CONTINUING EDUCATION (NON-CREDIT) PROGRAMS

In addition to undergraduate and graduate degree programs, the School of Adult and Continuing Education offers a variety of continuing education non-credit programs and services designed to respond to the diverse educational interests and lifelong learning needs of individuals of all ages. These programs and services offer opportunities for acquiring and updating knowledge and skills for purposes of professional advancement and personal enrichment. They expand the School's ability to establish community-based partnerships, pilot innovations, and position itself on the leading edge of current issues.

Continuing Education also offers customized in-house training through the ACE Institute for Training and Development; and consultation for business and nonprofit organizations throughout the state. Please consult the Barry Website for more information on EMT: <http://www.barry.edu/emt>. Students who earn the EMT License who wish to pursue an academic degree at Barry University will receive 6 lower level credits for this license if they enroll in the School of Adult and Continuing Education. Licensure credits are only accepted by the School of Adult and Continuing Education for baccalaureate programs, including:

Whether one's interest is in obtaining CE credits required to maintain current status in a particular occupation, learning new skills needed for a present position,

retraining for a new position or filling leisure time in meaningful ways, the School has programs that will be responsive. Continuing education programs place heavy emphasis on quality, practicality, accessibility, affordability, timeliness, relevance and service. All offerings contribute to the self-fulfillment and intellectual stimulation that are the rewards of lifelong learning pursuits. Some programs carry continuing education units (CEU). The CEU is a nationally recognized method for measuring and recording participation in continuing education programs that do not carry credit toward a degree and cannot be automatically converted to degree status, but do meet established administrative criteria. The CEU is defined as "ten contact hours of participation in all organized continuing education experiences under responsible sponsorship, capable direction and qualified instruction." Programs of less than ten contact hours in length can carry a percentage of a CEU. Individuals enrolled in a degree program, which has a portfolio option, or requirement at Barry University may include records of CE professional development training in their portfolio of learning from work experience.

Program Descriptions—

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

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

Business and Professional Communication: Heightened global competition coupled with flattening management hierarchies, the growth of team-based management, today's culturally diverse workforce, innovative communication technologies and secretaries

being replaced with workstations have created a demand for new proficiencies in business communication skills. This program provides the communication skills necessary to function effectively in today's changing workplace.

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

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

Global Professional Human Resources: The entire field of human resources has changed tremendously in the past decade. Nowhere has this change been more profound than in Global Human Resources Management. As an HR professional, your responsibilities may expand beyond domestic regulations, strategies and practices to global guidelines, restrictions and policies.

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

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

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

Course Descriptions— Administration - Prefix: ADM

301 Labor Relations

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

303 Administrative Theory and Practice

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

306 Services Marketing

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

312 Training and Development

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

315 Diversity in the Workplace

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

320 Financial Administration

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

330 Alternative Dispute Resolution

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

335 Employment Law

This course provides an overview of federal statutes and state-regulated areas that impact the personnel function which must be considered by employers and attorneys and their paralegals. Among topics

addressed are EEO and Affirmative Action, OSHA, ERISA, FMLA, and the ADA; employee privacy issues (polygraph testing, drug and alcohol testing, employer searching and monitoring); regulation of discrimination in employment; and wrongful discharge. (Same as PLA 335)

353 Leadership Development

Analysis and interpretation of leadership skills and abilities. Self-analysis will be used to develop a relationship between current work environments and managerial theory.

361 Negotiation: Theory and Practice

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

410 Recruitment and Selection

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

412 Quality & Productivity

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

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

462 Public Relations

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

464 Strategic Human Resource Administration

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

security. Legal issues, principles of applied research and measurement, and student projects will be emphasized as they apply to private, public and not-for-profit organizations.

499 Administrative Capstone Course

This is a course in which students integrate and synthesize the learning experience acquired in the administration program. Students will demonstrate mastery through the completion of a research paper, case study and comprehensive exam. Prerequisites: completion of core courses.

Anthropology - Prefix: ANT

308 Perspectives in Anthropology (formerly ANT 306)

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

312 Experiencing Art

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

321 Contemporary Art

A look at mixed media painting, craft, and performance art from the 1960's up to the present.

322 20th Century American Art

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

400 Ancient Greek Art

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

Biology - Prefix: BIO

302 Human Biology

A course designed for the non-science major with an interest in the structure and function of the human body. Course will explore the relationship between the form of the body and how this form relates to func-

tion. A “who you are and how you work” course with flexibility to allow the students’ interests to shape the emphasis.

311 Focus on Nutrition and Wellness

An exploration of the basic concepts of nutrition science, guidelines for making food choices, and techniques for meeting the challenge of health maintenance. This course applies a framework of traditional and non-traditional life-style principles to help ensure the achievement of a healthier, more fulfilling life.

342 Biology of Women

A course designed to provide non-science majors with a general understanding of the female anatomy and physiology. Topics include male/female comparative anatomy, fertility and reproduction, cancer, hormonal cycles, menopause, body maintenance, and nutrition. A focus on various stages of women’s development emphasizing current women-specific health issues. Ultimately, the course aims to provide both genders with an opportunity to understand and appreciate the significance of women’s health.

343 Men’s Health Issues and Reproduction

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

409 Biological Oceanography

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

Computer Applications - Prefix: CAT

102 Basic Computer Applications

This course provides students with basic computer applications training. Hands-on training will be provided in a Windows-Based operating environment, electronic mail, the World Wide Web, computerized library skills, word processing and electronic spreadsheets. This course will provide the necessary introductory level training for students who have never

used microcomputers and/or applications software. It is a hands-on lab course.

English - Prefix: ENG

102 College Writing for the Adult Learner

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

202 Strategies for College Writing

This course solidifies students’ understanding and application of strategies for producing expository prose that is revised and edited to be suitable for an academic audience. It emphasizes that writing is a process rather than merely an act of recording and that writing is a tool of learning, the disciplined means of both gauging our own thinking and creating meaning. ENG 202 prepares students to enroll in ENG 302. Placement is by the School’s assessment instrument or by successful completion of ENG 102. A minimum grade of C is required. Two attempts maximum.

302 Academic Writing and Research

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

318 Modern American Playwrights

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

338 Environmental Literature

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

348 Caribbean Literature

Study of representative works from the region known as the Caribbean. Texts are examined within their socio-political and historical contexts. This course, grounded in post-colonial theory, introduces the student to contemporary writers in English, French and Dutch. Students will gain an appreciation for Caribbean culture and an understanding of how the history of the region affects and inspires the literature. The course focuses on the multicultural dynamics of the area and on the contributions of African, European and Indigenous peoples. The work and cultural contributions of Anglophone, Hispanophone and Francophone writers of the Caribbean will be explored in a postcolonial context. Prerequisite: ENG 302

349 Women and Fiction

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

353 Technical and Professional Writing

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

Environmental Science - Prefix: EVS**306 Environment**

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

320 Physical Oceanography

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

400 Geology

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

415 Weather and Climate of Florida

An analysis of Florida's weather and climate including thunderstorms, tornadoes, hurricanes and cold and warm fronts. Considered Florida's most valuable

physical resources, weather and climate demand our attention and understanding of the dynamic nature of the atmosphere.

425 Human Impact on Global Changes

A detailed and practical analysis of global warming, stratospheric ozone depletion and acid deposition from different points of view: How these phenomena affect living and non-living components of the ecosystem. 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**

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

319 Health Care Finance

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

339 Health Law

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

410 Management in Health Care

Application of management theory, concepts and principles as 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

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

441 Health Care for the Elderly

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

459 Independent Study in Health Administration

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

475 Issues in Health Care

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

499 Capstone in Health Service Administration

This course is designed for students to integrate and synthesize the learning experiences acquired in the Health Service Administration program, including the management and administrative tools required by an administrator in the health care field, thus demonstrating proficiency in the field. Prerequisites: Completion of Required/Core HSA Courses or permission from Academic Coordinator.

History - Prefix: HIS**306 Twentieth Century America (20th Century America)**

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**308 Storytelling for Social Impact**

This course draws from a variety of disciplines – including psychotherapy, journalism, and literary theory – to teach students how to shape the elements of a true story for maximum social impact. Students learn theories for analyzing storytelling practices, then explore those practices in the field, as they gather community stories that will be workshopped in class, then shared with the public in digital form as text, audio, or video files.

Information Technology - Prefix: IT**190 Microcomputer Operating Systems**

This introductory level course discusses how a computer operating system works. Emphasis is placed on how to install, configure, and manage personal computer (PC) operating systems. Students will learn to maintain, troubleshoot, and upgrade microcomputer software, and develop hand-on technical skills using current architectures as needed to support PC environments. Prerequisites: CAT102

200 Foundations of Information Technology

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

and dissemination of information through the use of hardware and software. Prerequisite: CAT 102.

310 Telecommunications and Computer Networks

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

320 Computer Security

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

338 Web Design, Authoring and Publishing

Concepts, tools, and technologies of computer networked information with an emphasis on the Internet and the Web. Web clients and servers. Web design, authoring, publishing and programming. Web development tools. Internet trends. Prerequisite: CAT102, IT 200.

350 The Web and E-Technology

This course is designed to provide an in-depth understanding of how to use web technology effectively. An examination of the potential impact of the Internet and intranets and their potential value to the organization will be provided. How to plan, analyze, and implement Web and E-technologies will be a central focus of this course. Prerequisite: CAT102, IT200, and preferably IT338.

351 Voice and Digital Communication

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

400 IT Project Management

The application of information systems concepts to the strategic challenges facing organizations will be examined. The roles of project management systems in planning, and decision making are emphasized. Prerequisite: CAT102, IT 200.

402 Advanced Topics in Signaling Systems

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

403 Customer Service Information Systems

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

420 Internet/Web Server

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

440 International Telecommunications

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

450 Administrative Information Systems

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

460 Wireless and Mobile Computing

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

499 Integrated Capstone Project

This is a course in which students integrate and synthesize the learning experience acquired in the IT program. Students will demonstrate mastery through the completion of a structured IT portfolio. The portfolio will consist of a series of core components and an area

of specialization. This course should be taken in the final term of student's enrollment, prior to graduation. (See BSIT course sequencing chart).

Legal Studies - Prefix: PLA**301 Law and the Legal System**

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

310 Legal Research

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

315 Legal Writing

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

320 Civil Litigation

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

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 on arbitration. (Same as ADM 330)

335 Employment Law

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

339 Health Law

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

343 Business Organizations

Formation of corporations, Florida corporate law, preparation of corporate documents. Legal aspects of sole proprietorships, partnerships, and limited part-

nerships. Shareholder relations and overview of securities regulations.

350 Real Estate Law

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

405 Administrative Law and Process

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

430 Criminal Law

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

440 Contracts

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

452 Environmental Law

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

460 Probate Proceedings

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

470 Immigration Law

Study of federal immigration law including historical perspectives, current theories and practice. Topics to be evaluated include: exclusion/admission policies and practice; immigrant and non-immigrant categories; due process and judicial review; visa classifications and eligibility; deportation grounds and procedure; and refugees and political asylum.

480 Bankruptcy

Overview of debtor-creditor law. Topic areas include consensual and statutory liens, security interest,

U.C.C. Article 9, the Bankruptcy Code, attachment, garnishment, replevin, and post-judgment collection. Practical instruction on judgment, asset, and U.C.C. searches.

483 Family Law

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

Music - Prefix: MUS

301 Music Appreciation

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

321 History of Jazz

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

330 The American Musical Theatre: The Golden Age

A course exploring the American Musical Theatre during the Golden Age (ca 1930-1960) and its predecessors in the 19th and early 20th centuries.

332 History of Rock Music

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

Network Systems Engineer - Prefix: NSE

210 Network Administration

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

305 Advanced PC Hardware and Networking

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

310 Client Operating System

This course provides the foundation for supporting a network operating system. Students will be provided with the skills necessary to install, configure, customize, optimize, network, integrate, and troubleshoot using Microsoft Windows Network Operating System. Prerequisite: IT 310.

320 Server Operating System

This course provides for supporting a Windows Network Infrastructure. Students will be able to design, implement, and support a network operating system in various domains using Microsoft Windows. Pre/corequisite: NSE 210

330 Working With CISCO LAN Hardware

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.

340 Network Operating System III

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

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. Pre/corequisite: NSE 310

415 Linux Operating System

An examination of the Linux network operating system. Students will install, configure, customize, administer, evaluate, optimize, and troubleshoot a Linux Operating System. Prerequisite: NSE 305

425 Advanced Directory Services

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

445 Advanced Network Services

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

Orientation - Prefix: ORI**202 Introduction to the College Experience**

A special course for adult students to help them adjust to the University and to develop positive attitudes about themselves and the learning process while ac-

quiring skills essential for academic and personal success. The course includes an overview of academic rules and regulations and experiential learning options. The course also covers campus academic/personal resources and principles of study skills, time management and career planning (Mandatory course for students with 30 credits or fewer in transfer).

Personal Financial Planning - Prefix: PFP**PFP 348 Fundamentals of Personal Financial Planning**

This course covers 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.

PFP 350 Income Tax Planning

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.

PFP 410 Insurance Planning

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.

PFP 412 Investment Planning

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.

PFP 414 Retirement Planning and Employee Benefits

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.

PFP 416 Estate Planning

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.

Photography - Prefix: PHO**317 Photography: The Camera**

Students will develop an appreciation of the aesthetics of photography through the creative use of such techniques as film usage, shutter speed, lenses, apertures and filters. Modes of instruction will include lecture, demonstrations, readings, writing, discussion, and field classes. 35 mm camera required.

Political Science - Prefix: POS**303 Public Policy and Administration**

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

355 Environment and Politics

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

408 Inter-American Relations

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

Psychology - Prefix: PSY**301 Psychology of Drug & Alcohol Abuse**

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.

329 Understanding & Coping with Stress

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.

410 Group Dynamics and Decision-Making

An exploration of group intimacy, solidarity of groups, group problem-solving, the individual within the group, leadership development (who is involved and how leaders are chosen), and splinter group formations. Prerequisite: PSY 281

416 Dynamics of Adult Living

This course will explore the conditions necessary for growth and development. It will cover the "Passages" of life; sexuality; intimacy; life styles; and aging. Prerequisite: PSY 281

425 Introduction to Psychotherapy and Counseling

Critical analysis and evaluation of models and methods of psychotherapy and counseling used to ameliorate psychological problems in children, adolescents and adults. Topics covered include stages of psychological treatment, therapist/client relationship and engagement, multiculturalism, ethics, and standards of professional conduct. The empirical support for models of psychotherapy along with case applications will be stressed. Prerequisites: PSY 281, PSY 413.

449 Adolescent Psychology

Consideration of the physical, intellectual, social, and emotional processes occurring during the adolescent years. Prerequisite PSY 281.

Public Administration - Prefix: PUB**402 Values and Ethics in Public Administration**

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

403 Public Budgeting and Finance

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

404 Concepts and Issues in Public Planning

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

405 Administrative Law and Process

The role of administrative procedure in state and local governments will be taught together with the

principles of administrative procedure, administrative due process and regulatory procedures. (same as PLA 405)

406 Human Resources in the Public Sector

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

407 Productivity Improvement in the Public Sector

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

408 Public Administration and the Political Process

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

409 Contemporary Issues in Public Safety

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

410 Methods and Techniques for Public Administration

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

Sociology - Prefix: SOC

301 American Family

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

305 Issues in Culture

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

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

417 Sociology of Death and Dying

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

Social Welfare Services - Prefix: SWS

336 Social Welfare as a Social Institution

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

401 Social Welfare Policies and Services I

Provides a comprehensive knowledge of the social welfare system in the United States while it addresses the changing nature and needs of our society. The crucial role of government is examined, both historically and currently, in the delivery of basic human services. The problems of poverty, inequality, and oppression are highlighted as conditions that vitally affect the social functioning of individuals, families and groups. Additionally, there is content on policy formulation and models for policy analysis which provides the student with the tools to assess local, state and national policies affecting agencies, clients and practitioners.

470 Human Behavior and Social Environment I

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.

Speech - Prefix: SPE

303 Voice & Articulation

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

305 Theories of Communication

Overview of theory of communication. Emphasis on organizational communication, small groups and public communication in organizations.

402 Oral Communication

Practical study designed to develop effective listening, speaking and confrontation skills, use and interpretation of body language.

403 Oral Interpretation

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

412 Persuasion

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

Theatre - Prefix: TH

304 Creative Dramatics

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

330 American Cinema

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

360 Elements of Contemporary Theatre

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

Theology - Prefix: THE

352 The American Religious Experience

An exploration of the inculturation 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 Adult and Continuing Education will be found under the designated School.