

2016-2017 Undergraduate Catalog & PACE Bulletin Addendum for Non-Credit Programs

FRANK J. ROONEY SCHOOL OF PROFESSIONAL AND CAREER EDUCATION

PACE INSTITUTE FOR TRAINING AND PROFESSIONAL DEVELOPMENT

(NON-CREDIT PROGRAMS)

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

The PACE Institute for Training and Professional Development also offers customized in-house training; and consultation for business and nonprofit organizations throughout the state. Please consult the Barry Website for more information at www.barry.edu/ce. Whether one's interest is in obtaining CE credits required to maintain current status in a particular occupation, learning new skills needed for a present position, retraining for a new position or filling leisure time in meaningful ways, the School of Professional and Career Education has programs that will be responsive. The training and professional development programs place heavy emphasis on quality, practicality, accessibility, affordability, timeliness, relevance and service. All offerings contribute to the self-fulfillment and intellectual stimulation that are the rewards of lifelong learning pursuits.

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

POLICIES REGARDING CERTIFICATE PROGRAMS*

1. All Professional & Continuing Education students are expected to have adequate English language proficiency unless otherwise indicated on the course description or class schedule and have an approved high school diploma, GED or equivalent.
2. To receive CEUs, students must be present for the entire course or program. Request for CEU's will be reviewed on a case by case basis and might require an administrative fee for processing. Not all programs offer CEU's
3. Certificates of Completion are issued to students who have satisfactorily completed a course or program of study. Students are expected to attend all class sessions and to be present during their entirety. Late arrivals and early departures will be noted and calculated as part of the attendance record.
4. Students enrolled in the Emergency Management Technician (EMT) and Paramedic programs will be graded for all work completed.
5. Students are expected to follow University rules and regulations.
6. **Student Financial Responsibility.** Registration constitutes a financial agreement between you and Barry University. Tuition, fees, and other charges you may incur, including but not limited to housing, meal plans and bookstore charges ("Charges"),

may be added to your student account. Charges shall be the responsibility of the student and shall be paid within the course or program in which the Charges were incurred. Students assume responsibility for all costs incurred as a result of enrollment at Barry University. It is the student's responsibility to be aware of their account balance and financial information, and maintain current valid postal address information at all times to ensure receipt of all University correspondence in a timely manner. Barry University recognizes the Barry e-mail system as the primary electronic communication between the student and the University. Students are expected to check their Barry e-mail on a frequent and consistent basis in order to stay current with University-related communications. You agree to reimburse to the University the fees of any collection agency, which may be based on a percentage at a minimum of 33.3% of the debt, and all costs and expenses, including reasonable attorneys' fees that the university may incur in such collection efforts. The University reserves the right to cancel registration of any student if a balance due from a previous term remains unpaid at the start of a subsequent term.

Conditions for Non-Reversible Fee: A non-reversible \$250.00 fee may be charged to your student account if a balance remains after the last payment due date of the class. Each student must be aware of all payment due dates for each term they are registered.

Course Drop or Withdrawal: Withdrawal from a course, with refund of tuition, is permitted up to seven (7) days prior to the course start date. Refunds may not be processed until a written request is received. After that date, there is no refund of tuition, and the full tuition is the financial responsibility of the student. If we are asked to bill a company and the registrant does not attend, the company will be billed unless the registration is cancelled in advance. Barry University reserves the right to cancel any class because of insufficient registration. PACE students should refer to the Student Bulletin, Financial Information, available at www.barry.edu/ace.

7. **Student Certification Eligibility Responsibility.** Each certifying body has a unique set of requirements, fees and guidelines. Students have the responsibility for checking their eligibility to pursue association, state or regional certifications.
8. Non-Credit programs have open enrollment and registration is continuous throughout the year and is contingent on the number of applicants. Start dates may shift due to enrollment levels needed to start a course or program.
9. Contact or Clock hours reflect instructional time only and do not include breaks or meal times.

*In addition to the above policies Veteran Affairs (VA) students need to abide by the following below.

VETERAN AFFAIRS (VA) Non-credit Programs

ATTENDANCE POLICY

Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as 1/4 of a daily absence.

Students exceeding 20% **total** absences in a calendar month **will be** terminated from their VA benefits for unsatisfactory attendance.

In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.

The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

STANDARDS OF ACADEMIC PROGRESS FOR VA STUDENTS

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 2.0 each semester. For pass/fail courses, students with a "Fail" grade, may have to repay any GI Bill benefits they received for those classes. Students in the EMT or Paramedic programs must earn a 2.0 or better in each class to continue. Those falling below 2.0 must retake the course.

A VA student whose CGPA falls below 2.0 at the end of any semester will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA is still below 2.0 at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 2.0.

REFUND POLICY

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro-rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The pro-rata will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course.

VETERAN'S CREDIT FOR PREVIOUS EDUCATION OR TRAINING

Students must report all education and training to the University. Students who have attended previous institutions of higher education must provide an official transcript from the attending school. Students who are straight out of the service must provide a 'SMART' transcript. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

Program Descriptions

FIRE/EMS PROGRAMS

About EMS/Fire Programs

There are people who know in their hearts that helping others in critical times is what they were meant to do. It's exciting, useful, important work. So it's more than a job—it's contributing to the community in a meaningful way and offers a rewarding career path as well.

Barry University is now providing one of the best, most comprehensive training programs for Emergency Medical Technician, Paramedic and Firefighting. These programs are crucial in the nation's ever growing first responder occupation.

Well-trained first responders are in short supply. Emergency Medical Technician and Paramedic training can help enhance careers in many pre-hospital care categories, such as emergency rooms, security, ski patrols, harbor supervision and life guarding. The firefighting training can help enhance careers in cruise line industry, volunteer fire organizations or as a 911 EMS/Fire responder. As your experience and level of expertise grows, so does your income.

Licensure Credits

The University's EMS and Fire Non-credit Training Programs, in accordance with The Frank J Rooney School of Professional and Career Education's Student Bulletin will provide credits for licensure if students enroll in the School of Professional and Career Education to pursue a Bachelor's Degree. There is a maximum of 15 credits obtained for any combination of Technical Certification Licensure. University charges an administrative fee for processing licensure credit (10 % of current PACE regular credit tuition for each credit awarded).

- **Emergency Technician** (6 lower level/3 upper level)
- **Paramedic** (6 lower level/6 upper level)
- **Firefighter** (9 lower level/6 upper level)

Admissions Requirements

Emergency Medical Technician

- 18 years of age by conclusion of program
- :Provide proof of high school diploma or GED
- Applicants who have earned a degree from an accredited institution of higher learning may submit a college transcript instead.
- Driver's license
- Possession of valid Health Care Provider or Professional Rescuer CPR card through:
- American Heart Association—Provider Level
- Provide copy of healthcare insurance card.
- Successful passing of background check and drug screening
- Completion of health examination form by a medical doctor (MD), doctor of osteopathic medicine (DO), nurse practitioner (NP), or physician assistant (PA) and required immunizations

Paramedic

- Provide proof of high school diploma or GED.
- Applicants who have earned a degree from an accredited institution of higher learning may submit a college transcript instead.
- Driver's license
- Possession of valid Health Care Provider or Professional Rescuer CPR card through:
- American Heart Association—Provider Level
- Provide copy of healthcare insurance card.
- Provide Current EMT License.
- Applicants who have recently graduated from an accredited EMT Program may submit proof of program completion instead. Student must obtain an EMT state/National licensure by the start of the third (P-3) semester.

Fire Academy

- Submit application in person.
- Provide proof of high school diploma or GED.
- Applicants who have earned a degree from an accredited institution of higher learning may submit a college transcript instead.
- Provide Current EMT License.
- Applicants who have recently graduated from an accredited EMT Program may submit proof of program completion instead.
- Provide copy of valid Health Care Provider.
- American Heart Association—Provider Level CPR
- Provide copy of driver's license.
- Provide copy of healthcare insurance card.
- Initiate background screening process at www.barryex.com.
- Complete health examination form by an MD, DO, NP or PA and obtain required immunizations www.barry.edu/emt/admissions/.

EMERGENCY SERVICES PROGRAMS

American Heart Association (AHA) Curriculum

- **Heart Saver First Aid & AED:** The Heart saver first aid course provides first responders with training in basic first aid procedures-including the first aid skills recommended by OSHA. This course is 8 contact or clock hours.
- **BLS - Basic Life Support (BLS): Healthcare Provider:** BLS has been proven to be the key to resuscitation. The courses are video-enhanced and designed to provide rescuers the ability to recognize and initiate management for several life-threatening emergencies, cardiopulmonary resuscitation (CPR), use an AED and relieve choking in a safe, timely and effective manner. This course is 4.5 contact or clock hours.
- **BLS - Basic Life Support Recertification:** The course is comprised of retraining that focus on BLS information that has been proven to be the key to resuscitation. The courses are video-enhanced and designed to provide rescuers the ability to recognize and initiate management for several life-threatening emergencies, cardiopulmonary resuscitation (CPR), use an AED and relieve choking in a safe, timely and effective manner. This course is 3.5 contact or clock hours.
- **ACLS - Advanced Cardiovascular Life Support Initial:** The course is comprised of training that focus on information for healthcare professionals who initiate and direct advanced life support in critically ill adult patients. This course emphasizes the evaluation and management of the first 10 minutes of a pulseless arrest noting the importance of basic life support (CPR) to patient survival, integration of effective basic life support with ACLS interventions and the importance of effective team interaction and communication during resuscitation. The course includes simulated clinical scenarios that encourage active, hands-on participation through learning stations where students practice essential skills individually, as part of a team, and as team leader. This course is 12 contact or clock hours.
- **ACLS - Advanced Cardiovascular Life Support Recertification:** The course is comprised of retraining that focus on information for healthcare professionals who initiate and direct advanced life support in critically ill adult patients. This course emphasizes the evaluation and management of the first 10 minutes of a pulseless arrest noting the importance of basic life support (CPR) to patient survival, integration of effective basic life support with ACLS interventions and the importance of effective team interaction and communication during resuscitation. The course includes simulated clinical scenarios that encourage active, hands-on participation through learning stations where students practice essential skills individually, as part of a team, and as team leader. This course is 8 contact or clock hours.
- **PALS – Pediatric Advanced Life Support Initial:** The course is comprised of training that focus on information for healthcare professionals who initiate and direct advanced life support in critically ill infants and children. The course uses a scenario-based, team approach to teach pediatric emergency management of pediatric patients approaching or already in respiratory or cardiac arrest. The course covers treatment beyond the first few emergency minutes and goes through stabilizing patients or transport phases of a pediatric emergency, in or out of the hospital. The course includes simulated clinical scenarios that encourage active, hands-on participation through learning stations where students practice essential skills individually, as part of a team, and as team leader. This course is 16 contact or clock hours.
- **PALS - Pediatric Advanced Life Support Recertification:** The course is comprised of retraining that focus on information for healthcare professionals who initiate and direct advanced life support in critically ill infants and children. The course uses a scenario-based, team approach to teach pediatric emergency management of pediatric patients approaching or already in respiratory or cardiac arrest. The course covers treatment beyond the first few emergency minutes and goes through stabilizing patients or transport phases of a pediatric emergency, in or out of the hospital. The course includes simulated clinical scenarios that encourage active, hands-on participation through learning stations where students practice essential skills individually, as part of a team, and as team leader. This course is 8 contact or clock hours.

Emergency Medical Technician Curriculum

EMT - Emergency Medical Technician: This is a 4 month, 16-week, 300 contact or clock hour training program (18.75 contact or clock hours per week) leading to a Certificate of Completion. **Veteran students will be compensated based on actual hours of attendance. For purposes of the VA, the EMT program is considered less than full time.** The course, approved by the State of Florida's Bureau of Emergency Medical Services, provides preparation for the EMT certification exam has been designed to exceed the minimum requirements of the State of Florida. Along with classroom work, there are skills labs in which techniques are

demonstrated, learned and perfected, externships – ride-time with fire-rescue units and on ambulances where students primarily observe but may well be called on to participate in crises situations, and internships – observing and participating in life-saving stabilization techniques in hospital emergency rooms. Students who earn the EMT License who wish to pursue an academic degree at Barry University will receive 6 lower level credits for this license if they enroll in the School of Adult and Continuing Education. Licensure credits are only accepted by the School of Professional and Career Education for baccalaureate programs. The program consists of:

EMT (091) Lecture is 92 contact or clock hours. Classes offered on the Pembroke Pines and Palm Beach Gardens campuses

EMT (091) Interactive Lecture is 28 contact or clock hours. Classes offered on the Pembroke Pines and Palm Beach Gardens campuses

EMT (09L) Lab is 80 contact or clock hours. Classes offered on the Pembroke Pines and Palm Beach Gardens campuses

EMT (09L) Open Lab is 16 contact or clock hours. Classes offered on the Pembroke Pines and Palm Beach Gardens campuses

EMT (143) Hospital Clinical is 24 contact or clock hours offered at hospitals in Ft. Lauderdale, Weston, Hollywood, Miami, and Tamarac, Florida.

EMT (143) Ambulance/Fire Rescue Ride Times 60 contact or clock hours offered through public and private ambulance and fire rescue organizations in Miami, Ft. Lauderdale, Coral Gables, Davie, Hallandale Beach, Hollywood, Village of Islands, Key Biscayne, Key West, and Miramar, Florida

COURSE DESCRIPTIONS

EMT 091 EMT Lecture/Online hours

Prerequisite CPR certificate, High School Diploma or equivalent. Designed to introduce concepts and clinical skills for the EMT level and to integrate this knowledge with beginning basic life support concepts and skills. Emphasis is placed on EMS Systems, illness and injury prevention, medical-legal issues, patient assessment, airway management and ventilation, pathophysiology, pharmacology, shock and decision making regarding appropriate interventions for identified problems. Must be passed with grade of C or higher.

EMT 091L EMT Lab

Prerequisites CPR certificate. Co-Requisite, EMT091, EMT143. This course is designed to reinforce concepts and clinical skills learned during the EMT level lecture and to integrate this knowledge with beginning basic life support concepts and skills. The laboratory exercises include a review of EMT skills, patient assessment, airway management, basic medication administration, splinting/bandaging and triaging patients. Must be passed with a C or higher.

EMT 143 EMT Field Rides

Prerequisites CPR certificate, Co-requisite EMT 091, EMT-091L, this course is designed to provide the student with initial field ride experiences which fosters the development of leadership skills, expands and further develops clinical skills, and allows for the Student observer to participate in BLS emergencies Must be passed with a C or higher.

EMT 143 EMT Hospital Clinical

Prerequisites CPR certificate. Co-Requisite, EMT 091 and EMT091L. This course provides an opportunity for each student to develop competency in clinical skills within the hospital setting. This module stresses the integration of basic computer skills, patient assessment techniques, application of basic life support skills and techniques. The clinical experiences include emergency departments, possible medical examiner's office (autopsy), geriatric and mental health facilities. Must be passed with a C or higher.

Definitions of Class Structure

INTERACTIVE LECTURE: This is mandatory for students to come to class. The schedule is weekly and must be completed before the student's next class. (I.E. If a student has a lecture on Ch. 1,2 on a Tuesday class, the next class (Thursday) the **INTERACTIVE LECTURE** for Ch.1,2 **MUST** be completed before they can continue). The method of delivery is online. An instructor monitors his/her students' progress online. Hours of 4.5 are documented in the attendance recording system.

LAB: This is mandatory for students and is a part of their class. The schedule is weekly and must be completed as mandatory per the state. (I.E. If a student has a lab on Ch. 1,2 on a Tuesday class and is not in attendance, the next class (Thursday) the lab for Ch.1,2 MUST be completed before they can continue). The method of delivery is classroom based. An instructor monitors his/her students' progress in person and tracks online per the state. Hours of 4.5 are documented in the attendance recording system.

OPEN LAB: This is MANDATORY. The schedule is a set day of one (1) hour a week which is not during their scheduled Tuesday/Thursday class. The Open Lab meets in a classroom setting with an instructor present. One hour is documented through our attendance recording system.

National Association of Emergency Medical Technician (NAEMT) Curriculum:

PHTLS – Pre-hospital Trauma Life Support: This course is based on a pre-hospital trauma care philosophy, stressing the treatment of the multi-system trauma patient as a unique entity with specific needs. This may require an approach to the trauma patient that varies from traditional treatment modalities. PHTLS promotes critical thinking as the foundation for providing quality care. It is based on the belief that, given a good fund of knowledge and key principles, EMS practitioners are capable of making reasoned decisions regarding patient care. This course is 16 contact or clock hours. Classes are offered on the Miami Shores, Pembroke Pines and Davie campuses.

TFR - Trauma First Response: This course is a one-day continuing education course that teaches the principles of Pre-hospital Trauma Life Support (PHTLS) to non-EMS practitioners, including first responders, police officers, firefighters, rescue personnel and safety officers. It helps them prepare to care for trauma patients while serving as part of a transport team or awaiting a transport provider. This course is 8 contact or clock hours. Classes are offered on the Miami Shores, Pembroke Pines and Davie campuses.

AMLS - Advanced Medical Life Support: This course is for all levels of practitioners including emergency medical technicians, paramedics, nurses, nurse practitioners, physician assistants, nurse anesthetists and physicians. The course emphasizes the use of scene size-up, history, interactive group discussion on potential treatment strategies, and physical exam to systematically rule out and consider possibilities and probabilities in treating patients' medical crises. This course includes the following topics: altered mental status and neurologic disorders, respiratory dysfunction, shock, chest discomfort, endocrine, metabolic and environmental disorders, abdominal discomfort, infectious disease, and toxicological emergencies, hazardous materials and weapons of mass destruction. This course is 16 contact or clock hours. Classes are offered on the Miami Shores, Pembroke Pines and Davie campuses

TCCC - Tactical Combat Casualty Care: This course introduces evidence-based, life-saving techniques and strategies for providing the best trauma care on the battlefield, under the auspices of the PHTLS program. This course is 16 contact or clock hours. Classes are offered on the Miami Shores, Pembroke Pines and Davie campuses

LEFR - Law Enforcement First Response: This course teaches public safety first responders including police, other law enforcement officers, firefighters, and other first responders the basic medical care interventions that will help save an injured responder's life until EMS practitioners can safely enter a tactical scene. It combines the principles of PHTLS and TCCC. This course is 8 contact or clock hours. Classes are offered on the Miami Shores, Pembroke Pines and Davie campuses

Paramedic Program Curriculum

Paramedic - Paramedic is a 16 month, 64 week, 1,240 hour training program (19,375 contact or clock hours per week) leading to a Certificate of Completion. **Veteran students will be compensated based on actual hours of attendance. For purposes of the VA, the paramedic program is considered less than full time.** This course, approved by the State of Florida's Bureau of Emergency Medical Services, provides preparation for the Paramedic Certification Exam and has been designed to exceed the minimum requirements of the State of Florida. Paramedics are advanced providers of emergency medical care and are highly educated in topics such as anatomy and physiology, cardiology, medications, and medical procedures. They build on their EMT education and learn more skills such as administering medications, starting intravenous lines, providing advanced airway management for patients, and learning to resuscitate and support patients with significant problems such as heart attacks and traumas. The paramedic program consists of four (4) semesters; you must pass each course code in each semester prior to moving onto the next semester.

- Paramedic Lecture and Lab offered on the Pembroke Pines and Palm Beach Gardens campuses.

- Paramedic Hospital Clinicals offered at hospitals in Ft. Lauderdale, Weston, Hollywood, Miami, and Tamarac, Florida.
- Paramedic Ambulance/Fire Rescue Ride Times offered through public and private ambulance and fire rescue organizations in Miami Dade, Ft. Lauderdale, Coral Gables, Davie, Hallandale Beach, Hollywood, Dania Beach, Village of Islands, Key Biscayne, Key West, and Miramar, Florida.

Semester 1: 16 weeks

EMS (2603)	Lecture 96 contact or clock hours
EMS (2603)	Interactive Lecture 10 contact or clock hours
EMS (2603L)	Lab 64 contact or clock hours
EMS (2603L)	Open Lab 16 contact or clock hours
EMS (2603H)	Hospital Clinical 60 contact or clock hours
EMS (2603F)	Ambulance/Fire Rescue Ride Time 60 clock or contact hours

Semester 2: 16 weeks

EMS (2604)	Lecture 96 contact or clock hours
EMS (2604)	Interactive Lecture 10 contact or clock hours
EMS (2604L)	Lab 64 contact or clock hours
EMS (2604L)	Open Lab 16 contact or clock hours
EMS (2604H)	Hospital Clinical 64 contact or clock hours
EMS (2604F)	Ambulance/Fire Rescue Ride Time 60 clock or contact hours.

Semester 3: 16 weeks

EMS (2605)	Lecture 96 contact or clock hours
EMS (2605)	Interactive Lecture 10 contact or clock hours
EMS (2605L)	Lab 64 contact or clock hours
EMS (2605L)	Open Lab 16 contact or clock hours
EMS (2605H)	Hospital Clinical 64 contact or clock hours
EMS (2605F)	Ambulance/Fire Rescue Ride Time 72 clock or contact hours.

Semester 4: 16 weeks

EMS (2606)	Lecture 48 contact or clock hours
EMS (2606)	Interactive Lecture 10 contact or clock hours
EMS (2606L)	Lab 64 contact or clock hours
EMS (2606L)	Open Lab 16 contact or clock hours
EMS (2606H)	Hospital Clinical 80 contact or clock hours
EMS (2606F)	Ambulance/Fire Rescue Ride Time 84 clock or contact hours.

COURSE DESCRIPTIONS

EMS 2603 Paramedic 1: Lecture

First course in the sequence, EMT certificate prerequisite. Designed to reinforce concepts and clinical skills learned at EMT level and to integrate this knowledge with beginning advanced life support concepts and skills. Emphasis is placed on EMS Systems, illness and injury prevention, medical-legal issues, patient assessment, airway management and ventilation, pathophysiology, pharmacology, shock and decision making regarding appropriate interventions for identified problems. Course includes Modules 1, 2, 3 of DOT National Standards Curriculum for Paramedic Program. Must be passed with grade of C or higher.

EMS 2603L Paramedic 1: Lab

Prerequisites EMT certificate, Co-requisite EMS 2603, EMS2603F, EMS-2603H. This course is designed to reinforce concepts and clinical skills learned at the EMT level and to integrate this knowledge with beginning advanced life support concepts and skills. The laboratory exercises include a review of EMT skills, patient assessment, airway management, venipuncture/intravenous therapy pharmacology and administration techniques. This course includes Module 1, 2, 3 of the DOT National Standard Curriculum for Paramedic Program. Lab Fee. Must be passed with a C or higher.

EMS 2603F Paramedic 1: Field Rides

Prerequisites EMT certificate, Co-requisite EMS 2603, EMS-2603L, EMS-2603H this course is designed to provide the student with initial clinical experience which fosters the development of leadership skills, expands and further develops clinical skills, and allows for the Student observer to participate in BLS emergencies This course includes Module 1, 2, and 3 of the DOT National Standard Curriculum for Paramedic Programs. Must be passed with a C or higher.

EMS 2603H Paramedic 1: Hospital Clinical

Prerequisites EMT certificate, EMS 2603 and EMSL 2603. This course provides an opportunity for each student to develop competency in clinical skills within the hospital/field setting. Stresses the integration of basic computer skills, application of EMT and paramedic skills and techniques. Directed clinical experiences include emergency departments, possible medical examiner's office (autopsy), geriatric and mental health facilities. This course includes Module 1, 2, and 3 of the DOT National Standard Curriculum for Paramedic Programs. Lab Fee applies. Must be passed with a C or higher.

EMS 2604 Paramedic 2: Lecture

Second course in the sequence, EMT Certificate Prerequisite and EMS-2603, EMS-2603L, EMS-2603F, EMS-2603H. Co-requisite EMS2604L, EMS-2604F, EMS-2604H. Study of patient assessment and differential diagnosis, treatment strategies, anatomy and physiology, pathophysiology, trauma and management of respiratory emergencies, cardiac emergencies, endocrine and metabolic emergencies, neurological emergencies, gastrointestinal/genitourinary emergencies, toxicological emergencies, environmental conditions, pre-hospital differential diagnosis and treatment strategies, gynecologic emergencies, obstetrical emergencies, neonatal emergencies, pediatric emergencies, patients with special challenges, and assessment based management. This course includes Modules 4, 5, 6, and 7 of DOT National Standard Curriculum for Paramedic Program. Must be passed with grade of C or higher.

EMS 2604L Paramedic 2: Lab

Prerequisites EMT certificate, EMS-2603, EMS-2603L, EMS-2603H, EMS-2603F. Co-requisite EMS-2604L, EMS-2604F, EMS-2604H. Competency-based laboratory where students will develop, practice, paramedic skills. Lab exercises emphasize patient assessment, trauma, and medical skills and treatment strategies, ECG equipment and interpretation, cardiac therapeutic interventions, application of computer skills including mega-code scenarios, trauma scenarios, medical scenarios, ECG recognition, and Advanced Cardiac Life Support resuscitative care Lab exercises emphasize Advanced airway procedures, advanced intravenous medication administration and advanced EKG maneuvers. Lab fee. Must be passed with a C or higher.

EMS 2604F Paramedic 2: Field Rides

Prerequisites EMT certificate and EMS-2603, EMS-2603L, EMS-2603H EMS-2603F. Co-requisite EMS-2604L, EMS-2604, EMS-2604H This course is designed to provide the student with intermediate Field experience which fosters the development of leadership skills, expands and further develops clinical skills, and allows for the Student to participate in BLS and ALS emergencies This course includes Module 1, 2, and 3 of the DOT National Standard Curriculum for Paramedic Programs. Must be passed with a C or higher.

EMS 2604H Paramedic 2: Hospital Clinical

Prerequisites EMT certificate, EMS-2603, EMS-2603L, EMS-2603F. Co-Requisite EMS-2605L, EMS-2605F, EMS-2605H. This course provides the opportunity in hospital settings for each student to develop competency in clinical skills necessary to serve as a member of an advanced life support team. Stresses the integration of EMT and paramedic responsibilities so the student gains knowledge and confidence in clinical problem solving. Directed clinical experiences include pre-hospital, emergency departments and critical care units. This course includes Module 4, 5, 6, and 7 of the DOT National Standard Curriculum for Paramedic Programs. (Professional liability insurance required). Lab Fee. Must be passed with a C or higher.

EMS 2605 Paramedic 3: Lecture

Prerequisite EMS certificate and EMS 2604 and EMS-2604L, EMS-2604F, EMS-2604H. Co-Requisite EMS-2605L, EMS-2605F, EMS-2605H. This didactic class ensures the student is ready to transition to the working world as a paramedic. Students are taught various medical and trauma protocols in order to enhance their internship with the fire departments they ride with. Advanced surgical skills such as surgical/needle cricothyrotomy, infusion ports, dialysis shunts, central line access and femoral venipuncture will be learned.

EMS 2605L Paramedic 3: Lab

Prerequisites EMT certificate, EMS-2604, EMS2604L, EMS 2604H, EMS 2604F. Co-requisite EMS2605, EMS-2605F, EMS-2605H. Competency-based laboratory where students will Develop, practice, and master paramedic skills. Lab exercises emphasize patient assessment, trauma, and medical skills and treatment strategies, ECG equipment and interpretation, cardiac therapeutic interventions, application of computer skills including mega-code scenarios, trauma scenarios, medical scenarios, ECG

recognition, and Advanced Cardiac Life Support resuscitative care Lab exercises emphasize Advanced airway procedures, advanced intravenous medication administration and advanced EKG maneuvers. Lab fee. Must be passed with a C or higher.

EMS 2605F Paramedic 3: Field Rides

Prerequisites EMT certificate and EMS 2604, EMS-2604L, EMS-2604H EMS-2604F. Co-requisite EMS2605, EMS-2605L, EMS-2605H This course is designed to provide the student with intermediate/advanced field experience which fosters the development of leadership skills, expands and further develops clinical skills, and allows for the Student to participate/manage BLS and ALS emergencies This course includes Module 1, 2, and 3 of the DOT National Standard Curriculum for Paramedic Programs. Must be passed with a C or higher.

EMS 2605H Paramedic 3: Hospital Clinical

Prerequisites EMT certificate and EMS-2604, EMS-2604L, EMS-2604H EMS-2604F. Co-requisite EMS2605, EMS-2605L, EMS-2605F. This course provides the opportunity in hospital and out-of-hospital settings for each student to develop competency in clinical skills necessary to serve as a member of an advanced life support team. Stresses the integration of EMT and paramedic responsibilities so the student gains knowledge and confidence in clinical problem solving. Directed clinical experiences include pre-hospital, emergency departments and critical care units. This course includes Module 4, 5, 6, and 7 of the DOT National Standard Curriculum for Paramedic Programs (Professional liability insurance required). Lab Fee. Must be passed with a C or higher.

EMS 2606 Paramedic 4: Lecture

Prerequisite EMT certificate, EMS 2605, EMS 2605L, EMS 2605F, EMSL 2605H. This is the final course in the Paramedic Certificate Program. This didactic class ensures the student is ready to transition to the working world as a paramedic. Students are taught various pediatric medical and trauma protocols in order to enhance their internship with the fire departments they ride along with. Advanced surgical skills such as surgical cricothyrotomy, needle cricothyrotomy, infusion ports, dialysis shunts, central line access and femoral venipuncture will be learned. Course includes Module 8 of the DOT National Standard Curriculum for Paramedic Program. Acquiring ACLS, PALS, AMLS, PHTLS certifications. This course must be passed with a C or higher.

EMS 2606L Paramedic 4: Lab

Prerequisite EMT certificate, EMS 2605, EMS 2605L, EMS 2605F, EMSL 2605H. Co-Requisite EMS-2606, EMS-2606F, EMS-2606H. This course is designed to focus on more advanced pediatric procedures where students will emphasize pediatric patient assessment, trauma, and medical skills and treatment strategies, ECG equipment and interpretation, cardiac therapeutic interventions, application of computer skills including pediatric mega-code scenarios, trauma scenarios, medical scenarios, ECG recognition, and Advanced Cardiac Life Support resuscitative care.

EMS 2606F Paramedic 4: Field Rides

Prerequisite EMT certificate, EMS 2605, EMS 2605L, EMS 2605F, EMSL 2605H. Co-Requisite EMS-2606, EMS-2606L, EMS-2606H. This course is designed to provide the student with advanced field experience which fosters the development of leadership skills, expands and further develops clinical skills, and allows for the student to manage BLS and ALS emergencies and train as a team leader with various emergency incidents. This course includes Module 1, 2, and 3 of the DOT National Standard Curriculum for Paramedic Programs. Must be passed with a C or higher.

EMS-2605H Paramedic 4: Hospital Clinical

Prerequisite EMT certificate, EMS 2605, EMS 2605L, EMS 2605F, EMS 2605H. Co-Requisite EMS-2606, EMS-2606L, EMS-2606F. This course provides the opportunity in hospital and out-of-hospital settings for each student to Master competency in clinical skills necessary to serve as a member of an advanced life support team. Stresses the integration of EMT and paramedic responsibilities so the student gains knowledge and confidence in clinical problem solving. Directed clinical experiences include pre-hospital, emergency departments and critical care units. This course includes Module 4, 5, 6, and 7 of the DOT National Standard Curriculum for Paramedic Programs (Professional liability insurance required). Must be passed with a C or higher.

Fire Programs

Fire Minimum Standards Program: This is a 6 month 398 contact or clock hour training course leading to a Certificate of Completion. The course, approved by the State of Florida's Fire College, provides preparation for the Firefighter certification exam and has been designed to meet the requirements of the State of Florida. The course will meet the JPR's of NFPA 1001 Standard for Fire Fighter Professional Qualifications, 2013 edition. The Hazardous Materials component of the course must meet or exceed

NFPA 472 Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction. The course will present the history of the fire service, firefighter safety and health, communications, building construction, the science of fire, PPE, fire extinguishers, ropes and knots, search and rescue, vehicle extrication and technical rescue, ladders, ventilation, water supply, hose handling, fire streams and fire control, salvage and overhaul, information on fire department communications, building construction hazards and structural collapse, maintenance of electric generators and lighting equipment, service testing fire hose, fire-fighting foam, coordinating fire ground operations, advanced origin and cause, fire protection systems, conducting private dwelling fire safety surveys, Florida Statewide Emergency Response Plan (SERP), air monitoring, new challenges for firefighters, firefighter safety and survival, as well as fire and life safety initiatives.

PREREQUISITES for the Fire Minimum Standards Program:

- Students must be at least 18 years old,
- Students must provide current EMT License or proof of program completion
- Students must provide proof of high school diploma or GED. Applicants who have earned a degree from an accredited institution of higher learning may submit a college transcript instead.
- Students must provide a copy of valid Health Care Provider American Heart Association certification for Provider Level CPR.
- Students must provide a copy of their driver's license
- Student must provide a copy of their healthcare insurance card.
- Students must pass a Physical Agility Test (PAT)

Physical Agility Test (PAT)

The PAT is meant to simulate the workload a firefighter goes through at any given time. All props are designed to obtain the necessary information regarding the candidates' physical ability. The tools and equipment are also chosen to provide the highest level of consistency, safety, and validity in measuring these physical abilities. There are five job-related physical ability test components that are timed in a continuous series. Following is an overview of the components/stations of the PAT:

- Stair climb with equipment
- Hoisting equipment
- Forcible entry simulation with a keiser sled
- Charged line advance
- Victim Rescue (dummy drag)

PAT 100 Physical Agility Testing for Fire 1 & Fire 2 Entry (1 hour/\$30)

The Physical Ability Test is based upon a comprehensive job task analysis; this determined tasks that are deemed critical, ones performed frequently by firefighters. The On-Target Combat Task Test was developed by Paul O. Davis, PhD and Charles Dotson, PhD of ARA/Human Factors, Inc. This validated job-simulation test is used to objectively measure firefighter performance. The tasks are performed sequentially, and accurately reflect the metabolic demand imposed on a firefighter during actual emergency situations. Candidates who can complete the tasks listed below within the recommended time frame possess the level of fitness necessary to meet most emergency demands. The On-Target Combat Task Test is done wearing a 22 pound weighted vest. The events are done sequentially and must be completed within 8 minutes. The clock does not stop until all five events are completed. However, a candidate should pace his/her self and no running is allowed at any time during the entire test.

The program consists of the following course codes. Students must pass both of the course codes below:

FFP (110) Firefighter I Lecture/Practical (206 contact or clock hours): This course is a minimum of 206 hours of classroom and practical applications. The course will meet the JPR's of NFPA 1001 Standard for Fire Fighter Professional Qualifications (2013 edition). During the first responder component, Sudden Unexplained Infant Death Syndrome (SUID) must be covered per Senate Bill 56. Training providers can chose the textbook and curriculum for the first responder requirements as long as the program meets or exceeds DOT guidelines. The Hazardous Materials component of this course

must meet or exceed NFPA 472 Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction. The course will present the history of the fire service, firefighter safety and health, communications, building construction, the science of fire, PPE, fire extinguishers, ropes and knots, search and rescue, vehicle extrication and technical rescue, ladders, ventilation, water supply, hose handling, fire streams and fire control, salvage and overhaul, and fire and life safety initiatives. This class is offered in Hollywood, Florida.

FFP (210) Firefighter II Lecture/Practical (192 contact or clock hours): This course is a minimum of 192 hours of classroom and practical applications. The course will meet the JPR's of NFPA 1001 Standard for Fire Fighter Professional Qualifications, 2013 edition. The course will present information on fire department communications, building construction hazards and structure collapse, maintenance of electric generators and lighting equipment, service testing hire hose, fire-fighting foam, coordinating fire ground operations, advanced origin and cause, fire protection systems, conducting private dwelling fire safety surveys, Florida Statewide Emergency Response Plan (SERP), air monitoring, new challenges for firefighters, and firefighter safety and survival. This class is offered in Hollywood, Florida.

PREREQUISITE FOR FFP 210: Successful completion of FFP 110

Fire Officer I, II, III, IV and Fire Safety Inspector I, II

Fire Officer I: This is an advanced training and certification program designed for firefighters having supervisory and management responsibilities.. Once you complete the certificate program, you can take the Fire Officer I certification exam through the Florida Bureau of Fire Standards and Training. Classes are offered at the Pembroke Pines and Jacksonville campuses. Requirements to enroll (Not associated with Barry University): (1) Possess an active Firefighter Certificate of Compliance issued by the Division or have met the curriculum requirements for Firefighter Part I as defined in 69A-37.055(1) F.A.C.; (2) Meet the job performance requirements of NFPA 1021 - Fire Officer I (2009); (3) National Fallen Firefighters Foundation course titled "Courage to Be Safe"; (4) Complete the "Fire Officer I Task Book" with required signatures. Fire Officer I Program courses include:

FFP 2120 Fire Service Building Construction (45 contact or clock hours): Topics include identifying hazards from assault by fire and gravity, how building construction can influence fire spread, fire confinement or structural collapse, and many other life safety issues. This course is to identify construction features and their hazards under fire conditions. NOTE: This course is Part of Fire Safety Inspector I, Fire Investigator I, and Fire Officer I curriculum.

FFP 2720 Company Officer (45 contact or clock hours): The course is designed to assist fire officers in solving the varied problems and situations they will be required to manage effectively in today's ever-changing fire service. The curriculum includes a review of fire department organization and administration, management theory, leadership, communication, motivation, and small group dynamics. NOTE: This course is Part of Fire Officer I curriculum.

FFP 1740 Fire Service Course Delivery (45 contact or clock hours): The curriculum draws from many recognized authorities in exploring the methods and mechanics of imparting information and adult learning principles. The course emphasizes techniques which have wide application in teaching situations, as well as devices for specific areas. Also stressed are measuring teaching effectiveness, the use of media and visual aids. NOTE: This course is Part of Fire Officer I, and Fire Instructor I,II,III.

FFP 1810 Firefighting Tactics and Strategy I (45 contact or clock hours): The curriculum is designed to cover basic factors involved in coping with an emergency scene, and determining the best use of available resources in protecting lives and property. The course emphasizes the changing nature of an emergency situation, and the ways in which the fire officer can evaluate the effectiveness of his or her proposed Incident Action Plan. NOTE: Recommended Prerequisite: IS700 completion. This course is Part of Fire Officer I curriculum.

Fire Officer II: This is an advanced training and certification program designed for firefighters having supervisory and management responsibilities. Once you complete the certificate program, you can take the Fire Officer II certification exam through the Florida Bureau of Fire Standards and Training. Classes are offered at the Pembroke Pines and Jacksonville campuses. Requirements to enroll (Not associated with Barry University): (1) Possess an active Fire Officer I Certificate of Competency issued by the Division; (2) Meet the job performance requirements of NFPA 1021 - Fire Officer II (2009); (3)

Complete the “Fire Officer II Task Book” with required signatures; (4) Complete the prerequisite course titled “ICS-300: Intermediate ICS for Expanding Incidents” or a course determined by the Division to be equivalent. (5) Complete the Florida State Fire College “Florida State-Wide Emergency Response Plan (SERP)” course. Fire Officer II Program courses include:

FFP 2741 Fire Service Course Design (45 contact or clock hours): This course covers the principles of effective curriculum design. It stresses the principles of adult learning and student-center learning. Designing courses and units that address learning, performance, and behavioral objectives is the program goal. NOTE: This course is Part of Fire Officer II, and Fire Instructor II, III.

FFP 2811 Firefighting Tactics and Strategy II (45 contact or clock hours): Curriculum covers multiple company operations, logistics, strategy, use of mutual aid forces and conflagration control. The course is intended for officers who may be in command of fires and other emergencies involving close coordination and maximum use of large amounts of staffing and equipment. Typical tactical situations and case histories are given. The development of critical thinking skills is stressed. NOTE: Prerequisite: (FFP 1810) Firefighting Tactics and Strategy I. This course is Part of Fire Officer I curriculum.

FFP 1505 Fire Prevention Practices (45 contact or clock hours): A study of fire inspection practices, including such items as purpose; definition; Fire Prevention Bureau activities; hazards; fire behavior; fire causes; types of construction including structural features, flame spread, occupancy and fire load; inspection techniques; conducting inspections. NOTE: This course is Part of Fire Safety Inspector I and Fire Officer I curriculum

FFP 1540 Private Fire Protection Systems I (45 contact or clock hours): This is a study of private fire protection and detection systems, such as sprinkler and standpipe systems, chemical extinguishing systems, detection systems and devices. Each system is discussed as to its need, construction, preventive maintenance and individual uses. NOTE: This course is Part of Fire Safety Inspector I, Fire Investigator I, and Fire Officer I curriculum.

Fire Officer III and IV: Interested candidates must contact Barry University to discuss these courses.

Fire Safety Inspector I: Safety Inspector Preparation Course Series is a 225 contact or clock hour program that prepares students to take the Fire Safety Inspector certification state examination from the Florida State Fire Marshal Office. Classes are offered at the Pembroke Pines and Jacksonville campuses. Fire Safety Inspector courses include:

FFP 1505 Fire Prevention Practices (45 contact or clock hours): this course description appears in the Fire Officer II courses.

FFP 1540 Private Fire Protection Systems I (45 contact or clock hours): this course description appears in the Fire Officer II courses.

FFP 2120 Fire Service Building Construction (45 contact or clock hours): this course description appears in the Fire Officer I courses.

FFP 2521 Blue Print Reading and Plans Review (45 contact or clock hours): This course is a comprehensive study of building construction blueprints and plans. The course will teach the student how to assimilate information contained in construction working drawings, specifications, interpreting conventional graphic communications, and accepted standards and conventions related to fire protection and prevention inspections. NOTE: This course is Part of Fire Safety Inspector I.

FFP 1510 Codes and Standards (45 contact or clock hours): This portion of the program is a vital segment in completing the Fire Prevention Inspector's Certification requirements. This course is designed to familiarize inspectors with the five basic units of NFPA 101. This course includes statewide fire prevention code NFPA 1. NOTE: This course is Part of Fire Safety Inspector I.

Fire Safety Inspector II: Interested candidates must contact Barry University to discuss these courses.

PACE INSTITUTE TRAINING AND PROFESSIONAL DEVELOPMENT COURSES

Health and Human Services

CMC– Case Management Certificate: A course to 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. This course is 30 contact or clock hours. Classes are offered on the Miami Shores, Pembroke Pines, and Kendall campuses.

CEHRS – Certified Electronic Health Records Technician: The CEHRS program is a 10 week, 60 hour classroom based program that is specifically designed to prepare students for the National Healthcareer Association’s CEHRS certification exam, which will be administered in class on the last day of the program. An Electronic Health Record Specialist (CEHRS) will assist healthcare facilities and various agencies in the proper handling of electronic patient data, including document management, privacy and security, electronic procedures and compliancy. The program will discuss the rapidly changing technology in today’s health care industry and will introduce students to the basic concepts and functions associated with the keeping of Electronic Health Records. The program will explore the technological requirements for maintaining Electronic Health Record systems and related options. This program will prepare students to assist healthcare, facilities and Federal Government agencies in the, proper handling of electronic patient data,, including document management, privacy and, security, electronic procedures and compliancy. This course is 60 contact or clock hours. Classes are offered on the Miami Shores, Pembroke Pines, and Kendall campuses.

CMAA – Certified Medical Administrative Assistant: The Certified Medical Administrative Assistant (CMAA) program is a 5 week, 30 contact or clock hour classroom based program that is specifically designed to prepare students for the National Healthcareer Association’s CMAA certification exam, which will be administered in class on the last day of the program. Students will be prepared for positions such as: medical administrative assistant, medical office assistant, medical records assistant and medical secretary. Benefits to obtaining a Medical Administrative Assistant Certification may include more job opportunities, increased pay scale, and increased professionalism and expertise. The CMAA program provides the student with entry level knowledge ranging from standard office skills and office procedures, to developing a knowledge base in medical terminology, record keeping systems, transcription and patient file maintenance, with a focus on the non-clinical aspects of the medical office environment. Classes are offered on the Miami Shores, Pembroke Pines, and Kendall campuses.

CPT - Certified Pharmacy Technician: The certificate workshop trains individuals to work under the supervision of a licensed pharmacist in a hospital, community or retail setting. Pharmacy technicians typically assist the pharmacist by receiving and preparing prescriptions; establishing and maintaining patient profiles; preparing insurance claim forms; and stocking and taking inventory of prescription and over-the-counter medications. Upon successful completion, participants will also be prepared to take the Exam for the Certification of Pharmacy Technicians (ExCPT) offered by the National Healthcareer Association (NHA). This is a comprehensive workshop that includes medical terminology specific to pharmacy, prescription interpretation and basic calculations, HIPAA and legal issues, dosage forms and more. This is a 12 week program, 6 contact or clock hours per week, program total of 72 contact or clock hours. Classes are offered on the Miami Shores, Pembroke Pines, Kendall, and Orlando campuses.

CBCS - Certified Billing and Coding Specialist: This course will prepare students to take the certification examination sponsored by the NHA. This program primarily focuses on converting a medical procedure, diagnosis, or symptom into specific codes to submit a claim for reimbursement. Course content includes various topics such as Introduction to Health Insurance, Medical Laws and Ethics, The Insurance Claim Process, Coding, Medical Documentation, Medicare, Medicaid, Computerized Billing, etc. This program is a 10 week program, 6 contact or clock hours per week, program total of 60 contact or clock hours. Classes are offered on the Miami Shores, Pembroke Pines, Kendall, and Orlando campuses.

Medical Billing and Coding Program: This is a 488 clock contact or clock hour program for students seeking training in preparation for entry into the health information field as a medical biller and coder and who may want to pursue National Health Career Association (NHA) as well as American Health Information Management Association (AHIMA) certification. The program consists of ten 48 clock hour courses and an optional review course (8 hours) for a total of 11 courses leading to a Certificate of Completion. Required courses include: (1) Medical Terminology (2) Anatomy and Physiology (3) Pathophysiology and Pharmacology (4) ICD Coding I (5) ICD Coding II (6) Current Procedural Terminology I (7) Current Procedural Terminology II (8) Professional Practice (9) Health Information Delivery Systems (10) Legal Compliance. There is also an optional Coding Review course. Pre-requisites: High School, GED or Equivalent. Students are awarded a pass/fail grade based on attendance and participation.

Risk Management: This program consists of a total of 120 contact or clock hours. The program provides training in Risk Management in health care settings such as hospitals, outpatient and surgical centers, long term care facilities, healthcare agencies, and private healthcare organizations. Course topics include: Risk Management 101, Risk Prevention and Reduction, State Risk Management Program Requirements for health care organizations, Standards for Privacy of Individually Identifiable Health Information (HIPAA), Emergency Medical Treatment and Labor Act (EMTALA), Compliance Programs Fraud and Abuse, State and Accreditation Reporting (The Joint Commission /AHCA), Legal Liability and Exposure, Credentialing/Licensure, Claims and Conducting Investigations. Students are awarded a pass/fail grade based on attendance and participation.

Business and Professional Development

Certified Employee Benefits Specialist (CEBS®): CEBS® is a highly regarded professional designation that can be earned by benefits professionals through a comprehensive and rigorous program of study. Many major corporations have validated the program by requiring their benefits officers to have the CEBS® designation. Several major new developments in the CEBS® program reflect the changes in the benefits industry. The preparation courses for the Group Benefits Associate (GBA) designation and the Retirement Plan Associate (RPA) designations offered at Barry require 120 contact or clock hours of instruction each. The Compensation Management Specialist (CMS) preparation courses can also be obtained and classes are offered on demand. Classes are offered on the Miami Shores campus.

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 administered by the CFP® Board. The program covers 89 financial planning topics incorporated into seven courses: CCP 178 estate planning; CCP 173 fundamentals of financial planning; CCP 176 income tax planning; CCP 174 insurance planning; CCP 175 investment planning; CCP 177 retirement planning and employee benefits; and CCP 179 Capstone: Financial Plan Development Course. Each course is 38 contact or clock hours, except for the Capstone which is 45 contact or clock hours. The total program is 273 contact or clock hours. Classes are offered on the Miami Shores campus.

SHRM®-CP-SHRM®-SCP Certification Preparation: This course is designed as an overview of key areas in HR management and 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 certification exams. This program is 40 contact or clock hours. Classes are offered on the Miami Shores, Pembroke Pines, and Kendall campus.

SHRM Essentials® of HR Management: The SHRM Essentials of HR Management is an introductory course offering a comprehensive overview of human resource roles and responsibilities. It gives participants critical knowledge to help reduce potentially costly lawsuits and improves their ability to handle challenging HR issues. This course is ideal for those who are just starting out in the human resources profession, or those who are looking for an effective way to boost their employee management skills. This is a 30 contact or clock hour course. The course covers six topics areas: Human Resource Management, Employment Law, Recruitment and Selection, Compensation and Benefits, Employee Development and Performance Management. Classes are offered on the Miami Shores, Pembroke Pines, and Kendall campus.

Executive Leadership Certificate Program: This program is based on the Harvard Case-Studies, problem-based learning-centered approach. The case method challenges the student to learn leadership skills that will be appropriate to the practical problems faced as a public official, private manager or community members. The program consists of eight courses of 4 hours each focusing on case studies related to the following topics:

Building Partnerships, Crises Management, Social Issues, Criminal Justice, Budget, Education, Human Resource and Information Technology. Pre-requisites: Mid or upper level management experience preferably in state or local government. Please submit resume for review with application. Students are awarded a pass/fail grade based on attendance and participation.

Innovation and Technology

Cybersecurity: The Cyber Security is a 16-hour course that addresses timely topical areas relating to this dynamic threat. The course reviews critical cyber threats in public and private sectors. Course topics include: Best practices to secure organizational data, Connection of access and structures and processes, Legal considerations and Understanding the fundamentals of creating a security plan. Pre-requisites: High School or Equivalent. Students are awarded a pass/fail grade based on attendance and participation.

Social Media: Social Media is an 8-hour course that addresses fundamentals of social media that are as vital to startups and small business entrepreneurs as it is to Fortune 500 companies. Establishing a presence and determining your digital transformation plan impacts what you sell, to whom, and how it goes to market. Pre-requisites: High School or Equivalent. Students are awarded a pass/fail grade based on attendance and participation.

Interaction Design Publishing: This program provides participants with the fundamentals of Interaction Design Publishing. With origins in web and graphic design, interaction design (IxD) evolved to an in-demand, unique, career skillsets. Interaction designer's work expands far beyond typography, design, and imaging. Interaction designers create on-screen element that users swipe, click, tap, or type and plan, design and program user interaction elements for on-screen interface. Pre-requisites: High School or Equivalent. Students are awarded a pass/fail grade based on attendance and participation. The program has three courses of 32 hours each: UX/UI Fundamentals, Interaction Design and Digital Publishing. The course descriptions are as follows: UX/UI Fundamentals: Learn industry standard imaging software to create infographics and wireframes; Interaction Design: Create and integrate elements into HTML5 with an emphasis on interaction via links, animation, video, and audio and Digital Publishing: Develop navigation, interaction, and elements culminating in an HTML5 web app and e-zine.

Unmanned Aerial Vehicle (Drones) Technologies: This program provides participants with an overview of Unmanned Aerial Vehicle (drones) technologies. These technologies are rapidly being leveraged by businesses seeking the benefits drones provide to their commercial endeavors. The cost of UAV technologies has steadily decreased precipitating an exponential increase in the ownership of drones. Industries aligned to benefit from UAV use include realtors, crop management companies, cellular tower and building inspectors, cinematographers, law enforcement, and emergency responders. Pre-requisites: High School or Equivalent. Students are awarded a pass/fail grade based on attendance and participation. The program has three courses of 32 hours each: Introduction to UAVs, UAV Operation, UAV Cinematography and UAV Cinematography. The course descriptions are as follows: Introduction to UAVs: Learn about unmanned aerial vehicles, associations, FAA licensing, insurance, and the ethical and legal operation of UAVs; UAV Operation: Get classroom and lab instruction in preflight planning, logging, safety, software, maintenance, and flight controls and UAV Cinematography: Develop drone photography and videography techniques, including post-production and publishing.

WordPress: WordPress is the world's most popular website creation platform. The WordPress platform, currently manages 75 million websites from blogs, to portfolios, podcasts, and full-featured commercial websites. WordPress is feature rich, robust, and the chosen platform for fortune 500 companies including eBay, Sony, GM UPS, Forbes, CNN, Reuters Samsung, IBM and the New York Times. Pre-requisites: High School or Equivalent. Students are awarded a pass/fail grade based on attendance and participation.

The program has three courses of 32 hours each: Introduction to WordPress, Managing WordPress Sites and Blogging & Commerce. The course descriptions are as follows: Introduction to WordPress: Explore the basics of this content management system, including installation, themes, media, widgets, and plug-ins to create your own responsive site; Managing WordPress Sites: Learn the concepts and processes to safely manage the design and content of WordPress themes and widgets, using HTML5 and PHP coding tags and Blogging & Commerce: Learn to install and manage widgets to add e-commerce and blogging functionality in WordPress. RSS feeds, podcasting, and blogging are examined.

Online—Business and Leadership Training

Barry University is pleased to partner with MindEdge to offer the following interactive, self-paced on-line continuing education

courses. As you register for these on-line continuing education courses, you will be re-directed to MindEdge. We hope you enjoy these quality on-line courses on current topics.

Agile Certified Practitioner (PMI-ACP)[®] Exam Prep: This course is designed to prepare learners for the Project Management Institute's Agile Certified Practitioner (PMI-ACP[®]) exam by exploring the methodologies, practices, tools, and techniques that Agilists need to master to become proficient practitioners. Students in this course will increase their knowledge of Agile concepts with interactive exercises, vocabulary games, flashcards, and video segments from experienced Agile practitioners. Each student's understanding of key Agile concepts and principles will be tested in several comprehensive module quizzes as well as in two 120-question practice exams designed to mirror the PMI[®] certification exam process. This course is 21 clock or contact hours.

Certificate in Business Communications: Because corporate higher-ups and stakeholders can't support your ideas—or recognize you for them—without first understanding what they are, communicating clearly and concisely in written and oral formats is critical to your professional success. From clarifying and structuring your ideas to designing the PowerPoint slides that will best complement them, the techniques, interactive exercises, and checklists in this suite will help you create presentations and workplace documents that inform and persuade. This certificate offers instruction on crafting many of the most common business communication formats: memos, reports, brochures, proposals, presentations, catalogs, and websites. Topics include formal and informal outlining techniques, using email appropriately in an organizational setting, and revising for wordiness, unnecessary phrases, redundancy, and jargon. This course is 25 clock or contact hours.

Certificate in Innovation and Critical Thinking: Because organizations must innovate to stay alive in today's highly competitive marketplace, organizations need employees who can channel their creativity and innovation toward organizational challenges and goals. This suite of courses will first help you become re-acquainted with your own stores of creativity and innovation. Next, you are given a set of tools that allow you to leverage your creativity to identify and solve organizational problems. One activity asks you how you might look at a problem from a different angle to produce a more creative result; others walk you through the process of using analogies or replacement techniques to invent creative solutions to problems. This course is 25 clock or contact hours.

Certificate in Entrepreneurship: This online certificate program introduces key issues in entrepreneurship for those looking to start a business on their own. What does it take to build and grow a business from scratch? What personal characteristics are shared by successful entrepreneurs? What types of resources are available to budding entrepreneurs, and where can you find them? Learners who complete this program will have the answers to those questions and others that are essential to the success of their businesses. This course is 20 clock or contact hours.

Certificate in Finance Essentials: This online certificate program introduces non-financial managers to the essentials of finance. The course will help you become conversant in critical financial terminology, and you'll learn how to calculate key financial management indicators. You will learn how to assess your organization's financial health by reviewing balance sheets, income statements, and statements of cash flow, and you will discover how finance and accounting tools can be used to support informed decision making within organizations. This course is 35 clock or contact hours.

Certificate in Human Resource Management An effective human resource management strategy is a valuable asset to any company, but those running small businesses often cannot justify designating a full-time HR professional to manage employee relations, compensation, policy-making, performance management, and employee appraisals. This suite of courses will teach you the basics of managing the benefits and policies that support an effective staff. What does an employer need to know about anti-discrimination regulations? What are the key aspects of pay policies? How can employers avoid the traps of the employee selection process? In this suite of courses, you will discover the answers to these and other important questions. This course is 30 clock or contact hours.

Certificate in Leadership: What is leadership and why is it important? How does a leader encourage change without triggering fearful resistance? What are the key elements to leading an effective team? What is the role of charisma in leadership? How can a leader achieve work-life balance? This suite of courses addresses all of these questions and many more. Based on D. Quinn Mills' book, *Leadership: How to Lead, How to Live*, a text used at Harvard Business School, the courses in this suite offer advice on leadership that can help you stand out as a leader among your peers. Video segments introduce Dr. Mills and other leaders who discuss such issues as how leaders become leaders, leadership ethics, and the differences between leaders, managers, and administrators. This course is 20 clock or contact hours.

The Manager's Toolbox: The Manager's Toolbox is a suite of online courses designed for the new manager. New managers face challenges every day that they have likely never encountered before. The Manager's Toolbox seeks to give the learner a head start on managing issues correctly and professionally with less stress and fewer negative organizational circumstances. The courses will offer learners an explanation of the managerial mindset that all managers and leaders must adopt to succeed. This course is 35

clock or contact hours.

Certificate in Nonprofit Management: This online certificate program introduces learners to key current management issues for nonprofit organizations. Fundraising, board and volunteer development, budgeting, reading financial statements, leadership, marketing, and setting strategic directions are all addressed, and video commentary on these crucial topics will give you insight into how nonprofit professionals apply key concepts in their own organizations. This course is 26 clock or contact hours.

Online Project Management

Managing Real World Projects: This online, self-paced six-module course presents a stream-lined approach to project management based on the best practices of experienced, effective project managers. It cuts through the clutter and focuses on the key principles of project management in the real world, offering tools and techniques. This course is 10 clock or contact hours.

PMP® Exam Prep Course: This completely online and self-paced project management program builds successful project managers at all levels of the organization. It provides a comprehensive preparation for the PMP ® certification exam including exam-taking tips, 12 comprehensive module quizzes, five process group tests, and more. This course is 35 clock or contact hours.

Project Management for Information Technology: Project management refers to the art, or science, of directing projects. This course, Project Management for Information Technology, focuses more specifically on how project management concepts can be applied to IT projects, as well as on project management issues that are unique to IT projects and more. This course is 25 clock or contact hours.

Project Management Team Leadership: The vast majority of project work in today's organizations is done in a team setting. In this environment, project management team leaders have a tremendous responsibility and opportunity to develop and exhibit leadership skills. This course first discusses the roles and responsibilities of the project and more. This course is 18 clock or contact hours.

Project Risk Management: PMI-RMP® Exam Prep: This completely online and self-paced nine-module risk management course helps educate project managers in identifying and responding to project risk. This course provides a comprehensive preparation for the Project Management Institute's PMI-RMP ® certification exam including exercises, self-assessments, interactive games, and more. This course is 18 clock or contact hours.

Quality Management Basics: Quality Management Basics provides a firm foundation for anyone looking to understand quality management practices and techniques. The course combines instructional material with interactive exercises, vocabulary games, and flashcards to explain the core concepts and strategies of effective quality management. This course is 12 clock or contact hours.

Effectively Managing Project Stakeholders This online course is created to help project managers understand and resolve issues that can emerge from interactions among project stakeholders. The course includes a brief tutorial to help students understand familiar strategies for managing stakeholder expectations. This course is 3 clock or contact hours.

Emotional Intelligence for Project Managers Emotional intelligence (EI) is our ability to identify and control our emotions to achieve positive outcomes in our relationships. Project managers with high EI are better equipped to deal with team members, vendors, stakeholders, and sponsors and to handle and resolve conflicts. This course is 3 clock or contact hours

Ethics for Project Managers Business ethics represent the standards for right and wrong that govern how businesspeople act. The term also refers to the study of moral principles in the workplace. This one-module course reviews the major ethical issues facing project managers. It looks at the specific challenges project present. This course is 3 clock or contact hours.

Online Project Management Simulations

4CShare Global Project Management Simulation In this simulation, you've been named the project leader for an exciting new project—the development of a knowledge sharing database for your company, Four Corners BioPharma, Inc. The project will involve establishing processes for storing and sharing knowledge in your multinational corporation. This course is 10 clock or contact hours.

Allerton Connector Highway Project Management Simulation Through this simulation, the learner will play the role of a project manager on a highway construction project in the small city of Allerton. This project is considered to be a "major project" by the Federal Highway Administration (FHWA), which means it has a budget. This course is 10 clock or contact hours.

HealthMax Software Project Management Simulation Through this simulation, the learner will play the role of a project manager on a new product development project at HealthMax Software. The goal of the project is to develop Health Records, a new medical records software system. This course is 10 clock or contact hours.

Industry-Licensure/Certification

Certificate in Sustainable Management: Sustainability refers to the use of ecosystems and their resources in a manner that satisfies current needs without compromising the needs or options of future generations. A sustainable business is one that generates profits for its owners, protects the environment, and improves the lives of the people with whom it interacts. This course is 40 contact or clock hours. Classes are offered on the Miami Shores, Pembroke Pines, and Kendall campus.

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

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

Wastewater Treatment Operation – Class C: This course provides you with an understanding of the basic principles required for the proper operation of a domestic wastewater treatment facility. Information presented includes the role and responsibilities of a treatment plant operator; an explanation of why wastes must be treated; and detailed descriptions of the equipment and processes used in a wastewater treatment plant. Operators learn to operate and maintain racks, screens, sedimentation tanks, trickling filters, rotating biological contactors, package activated sludge plants, oxidation ditches, ponds, and chlorination facilities. Topics covered include conventional activated sludge processes; sludge digestion and solids handling; effluent disposal; plant safety and good housekeeping; plant and equipment maintenance; laboratory procedures and chemistry; use of computers for plant operation and maintenance; analysis and presentation of data; and records and report writing. Operators also learn to analyze and solve operational problems and to perform mathematical calculations relating to wastewater treatment process control. This is an interactive course including class lecture and laboratory. This course is 132 contact or clock hours. Classes are offered on the Miami Shores, Pembroke Pines and Palm Beach Gardens campuses. **Water Treatment Operation Class A:** The Water Treatment Operation, Class A places emphasis on the student's ability to recognize a problem and use available resources and experiences to apply problem-solving skills. Students will use supervision and management coursework and demonstrate managerial skills. Students are expected to apply the problem learning skills gained during their tenure as Class C and B operator. The goal of this course is to train Water Treatment plant operators in the supervisory, managerial, problem-solving and troubleshooting requirements of plant operation and to help prepare them to take the Water Treatment state certification exam at the "A" level. 120 contact or clock Hours. Classes are offered at the Palm Beach Gardens, Pembroke Pines, and Davie campuses.

Water Treatment Operation, Class B: The Water Treatment Operation, Class B places emphasis on developing a complete understanding of operational process control and troubleshooting. Students will be expected to have a thorough knowledge of the material necessary from Class C level certification, and be able to show basic problem solving skills. Students are also expected to

show knowledge of advanced treatment technologies. Students should be able to apply the skills learned in class C coursework. The goal of this course is to train Water Treatment plant operators in the operational process control and troubleshooting requirements of plant operation and to help prepare them to take the Water Treatment state certification exam at the “B” level. 130 contact or clock Hours. Classes are offered at the Palm Beach Gardens, Pembroke Pines, and Davie campus.

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

Online/In-seat – Home Inspector Training: Learn how to conduct a thorough home inspection from the moment of pulling into the driveway to writing up the report. After completing the course, you'll understand just what is needed to perform an actual inspection. The course is taught per the ASHI®, NAHI, and CREIA Standards of Practice and you'll experience an in-depth look at each component of a house. Hundreds of slides of actual situations are shown in order to give you the best possible learning environment. This course is 150 clock or contact hours.

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