SCHOOL OF ADULT & CONTINUING EDUCATION (ACE)

PURPOSE STATEMENT

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. In addition, ACE offers non-credit and certificate programs which recognize the educational and professional needs of the adult learner while promoting lifelong learning. These degree and certificate programs are designed for students who, because of family and work responsibilities, seek a program with multiple delivery options and a student population of fellow professionals. Within an adult student framework and a focus on student service, ACE strives to attract a diverse student body.

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

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

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

LIST OF DEGREE PROGRAMS

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

Undergraduate Degrees/Majors
Bachelor of Liberal Studies (B.L.S.)
Bachelor of Public Administration (B.P.A.)
Bachelor of Science in Administration (B.S.)
Bachelor of Science in Emergency Management (B.S.)
Bachelor of Science in Health Service Administration (B.S.)
Bachelor of Science in Information Technology (B.S.)

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

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

Graduate Degrees
Master of Arts in Administration (M.A.A.)
Master of Public Administration (M.P.A.)

BACHELOR’S DEGREES

DISTRIBUTION REQUIREMENTS

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

THEOLOGY AND PHILOSOPHY ......................... 9 credits
3 credits in Philosophy (any core course in Philosophy)
3 credits in Theology (any core course in Theology)
3 credits in Philosophy or Theology
WRITTEN AND ORAL COMMUNICATIONS............. 9 credits

3 credits in Oral Communication
Examples: Oral Interpretation, Theories of Communication, Oral Communication

3 credits in Written Communications
Example: Academic Writing and Research (mandatory)

3 credits in Written or Oral Communication

NOTE: See Academic Advising & Resource section for English Placement Assessment

SCIENCE AND MATHEMATICS .................... 9 credits

3 credits in Science
Examples: Biology, Environment, Geology

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

3 credits in Mathematics or Science

NOTE: See Academic Advising & Resource section for Math Placement Assessment

SOCIAL AND BEHAVIORAL SCIENCES............... 9 credits

3 credits in Social Sciences
Examples: History, Political Science, Geography, Economics

3 credits in Behavioral Sciences
Examples: Anthropology, Psychology, Sociology, Criminal Justice,

3 credits in Social or Behavioral Sciences

HUMANITIES AND ARTS........... 9 credits

3 credits in Humanities
Examples: Language, Literature, or Humanities course

3 credits in Arts
Examples: Art or Music History, Theater History, Creative Dramatics, Photography

3 credits in Humanities or Arts

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

1. To explore diverse modes of religious experience and expression with emphasis on Judeo-Christian tradition.

2. To inquire into classic philosophic concepts in order to gain perspective into human issues, judgment and understanding.

3. To demonstrate correct and effective writing.

4. To demonstrate competence in organizational patterns, outlining, and research.

5. To develop clear and persuasive oral expression.

6. To develop an understanding of scientific concepts with emphasis upon scientific observation, scientific methods, and analytical thinking.

7. To develop understanding of mathematical concepts and competence in quantitative skills.

8. To develop the ability to analyze historical, political, or economic data with emphasis upon interrelatedness of events and processes.

9. To examine and understand theoretical and applied aspects underlying individual and group behavior.

10. To develop an appreciation and understanding of a genre or period of literature, or to develop skill in a foreign language.

11. To develop an appreciation of the fine arts (art, music, theatre) from either a historical or creative viewpoint.

EXPERIENTIAL LEARNING PORTFOLIO

Adult students often have attained knowledge outside of the classroom that is appropriate for academic credit. The School of Adult and Continuing Education grants such credit toward an undergraduate degree if students can demonstrate college level learning. The portfolio provides the mechanism for translating documented learning experiences into Barry University credit. The portfolio is optional in the BPA, BS in Information Technology, BS in Administration, and BLS degrees. However, it is required for the BS in Health Services Administration.

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

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

**PORTFOLIO SUBMISSION CRITERIA FOR BACHELOR DEGREES**

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

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

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

Normally the portfolio will be assessed by the portfolio evaluation committee six to eight weeks after it is submitted. Upon evaluation, the student will be notified of the credits awarded. Approximately one-third to one-half of the credits are upper-level. The remainder are lower-level. Portfolio credits are general elective credits. **Students may also receive credits for selected professional licenses and through other options. Please refer to the Assessment of Prior Learning Fact Book for eligible licenses and other options.**

**WRITING RESOURCES FOR PORTFOLIO DEVELOPMENT**

For those students who develop an experiential learning portfolio there are a number of resources they can use at Barry University. For example, before submitting their portfolio students must complete English 302 which will provide them with a sound foundation in advanced writing. Additionally, during the portfolio development process students are required to submit their portfolio goal statement and autobiographical essay to the University Writing Center for proofreading. For those students in proximity to the Miami Shores campus a face-to-face appointment can be made at the Center. Otherwise students at the sites can meet with a site tutor to fulfill this requirement.

Any student may choose to submit their portfolio for review to the Online Writing Lab (OWL). Each session OWL sends academic advisors a list of portfolio review deadlines prior to portfolio submission deadlines. The process to obtain on-line help from OWL is outlined below. All of these services are available to ACE students without cost.

**Directions to submit OWL requests:**

- Go to [http://access.barry.edu](http://access.barry.edu)
- Click on Student Login
• Enter your username and password
• Under Remote Access Menu, click on Student Web
• On Student Web, click on the Academic Resources Menu on the left sidebar
• Click on Writing Center
• On the Writing Center Web, click on the OWL icon on the right sidebar
• Please note, only requests from Barry e-mail addresses will be accepted
• You will receive a reply with instructions on how to submit your paper

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

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

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

REQUEST FOR PORTFOLIO CREDITS IN ACADEMIC DISCIPLINES

Bachelor of Liberal Studies (B.L.S) – Portfolio is optional with completed specialization. Students may request 3 to 6 lower level (LL) and/or upper level(UL) credits in Specialization’s Additional Requirements or Specialization Electives with the Academic Coordinator’s approval and only if not previously transferred. See designations below:

1. Behavioral Science Specialization
   Academic discipline to request is in Behavioral Sciences (up to 3 UL credits in portfolio and/or transfer into Specialization Electives with academic coordinator’s approval).

2. Literature and Humanities Specialization
   Academic discipline to request is in Humanities (up to 6 UL or LL credits in portfolio and/or transfer into Specialization Electives with academic coordinator’s approval).

3. Psychology Specialization
   Only accepts portfolio credits in General Electives.

4. Social Welfare Services Specialization
   Academic discipline to request is in Behavioral Sciences (3 UL credits if not previously transferred into Specialization Electives and with academic coordinator’s approval).

Bachelor of Public Administration (B.P.A.)
Portfolio is optional. Students should request from the following academic disciplines: General Administration and Social Sciences (up to 21 upper or lower level credits in Additional Requirements if not previously transferred).

Bachelor of Science in Administration (B.S.)

• Portfolio is optional with Specialization or Minor.
• Portfolio is required without Specialization or Minor.

Students should request from the following academic disciplines: General Administration, Social Sciences, Special Topics/Legal Studies, and Special Topics/Computer Sciences (up to 6 credits in Additional Electives if not previously transferred).

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

Bachelor of Science in Health Services Administration (B.S.)
Portfolio is required. Students should request from the following academic disciplines: General Administration, Behavioral Sciences, and Social Sciences (up to 6 credits in Additional Requirements if not previously transferred).
Bachelor of Science in Information Technology (B.S.)

- Portfolio is optional with Specialization or Minor.
- **Portfolio is required without Specialization or Minor**

Academic discipline to request is Special Topics/Computer Sciences. Portfolio credits may be used to satisfy general elective requirements and/or discipline-specific electives (CS/IT/NSE). Portfolio discipline-specific credits are counted as transfer credits and are limited to a maximum of 6 upper-level credits. These discipline-specific credits may be distributed to the 3-credit electives in each of the Major Core and Specialization areas, subject to the approval of the Academic Coordinator.
UNDERGRADUATE DEGREE PROGRAMS

BACHELOR OF LIBERAL STUDIES

The Bachelor of Liberal Studies recognizes adult learners in their role as engaged, global citizens and empowers them to serve as leaders and decision-makers in a rapidly changing world.

The BLS prepares adult learners for collective inquiry across liberal arts disciplines and for collaborative action across diverse cultures in order to contribute to a sustainable, humane, and just society.

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

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

Program Outcomes: Upon completion, students will:

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

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, Literature and Humanities, Psychology, or Social Welfare Services. Students interested in earning a second specialization should discuss this with an Academic Advisor.

DISTRIBUTION REQUIREMENTS: ........45 CREDITS
PORTFOLIO (optional) ...............UP TO 30 CREDITS
AREA OF SPECIALIZATION: ..........30 CREDITS OF APPROVED COURSE WORK
ELECTIVES: ......................... VARIABLE MINIMUM TOTAL DEGREE REQUIREMENT ........120 CREDITS

AREAS OF SPECIALIZATION:
Behavioral Sciences Specialization (30 Credits)
Literature and Humanities Specialization (30 Credits)
Psychology Specialization (30 Credits)
Social Welfare Services Specialization (30 Credits)

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

• An area of specialization consists of no less than 30 credit hours of appropriate and approved course work.
• All students are required to take the BLS 299 and BLS 499.
• Only one Special Topic course may be included in the specialization. The Special Topic course must be directly
related by name and course content to the area of specialization
• The course title, prefix, and number will be the determinant for course work in an area of specialization
• Prerequisites must be honored
• 24 of the 30 credit hours must be in upper division courses, namely, 300 and 400 level courses for all BLS Specializations
• 24 of the 30 credit hours must be taken through Barry University and bear Barry University course prefixes and numbers for the specialization in Literature and Humanities, Behavioral Sciences, and Psychology.
• Up to six upper-level portfolio and/or transfer may be accepted into specialization courses of the Behavioral Sciences or Literature and Humanities 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
• A minor may not be earned with this degree

**Behavioral Sciences Specialization (30 Credits)**

The Behavioral Sciences specialization focuses upon the analysis of human behavior, social organization, culture, social institutions from different academic traditions that collectively embrace a commitment to theory, basic and applied research, and social action and commentary. The curricular flexibility of the program affords opportunities for interdisciplinary exploration of human and societal problems and social realities and inequities from multiple disciplinary perspectives. The acquisition and conceptualization of knowledge from multiple perspectives is designed to facilitate critical thinking and integration which may result in more creative solutions for human and social ills. The program can be individually tailored to support further graduate training in counseling, marriage and family therapy, social work, education, law or organizational behavior.

**REQUIRED COURSES:**........**6 CREDITS**

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

BLS 299  Critical Approaches to Liberal Studies
BLS 499  Liberal Studies Capstone

**REQUIRED COURSES:**......**21 CREDITS**

SOC 201  Introduction to Sociology
SOC 301  American Family or
SOC 307  Race and Ethnicity
SOC 415  Women in Contemporary Society or
SOC 306  Sociology of Death and Dying
SOC 301  American Family or
SOC 307  Race and Ethnicity
SOC 417  Sociology of Death and Dying
SOC 306  Sociology of Death and Dying
SOC 417  Sociology of Death and Dying
SOC 306  Sociology of Death and Dying
SOC 417  Sociology of Death and Dying
PSY 305  Personality Development or
PSY 304  Essentials of Lifespan Development
PSY 412  Adult Psychopathology or
PSY 428  Human Sexuality or
PSY 420  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, Psychology, Social Welfare Services or Sociology.
**Course Sequencing for Behavioral Science Specialization**

The following chart will assist both students and advisors in the selection of courses and the sequence in which they are best taken. The first two levels of the chart are appropriate classes for entering students. The 400 level classes require completion of the 300 level coursework.

*NOTE: PSY 304 is the pre-requisite for PSY 305; PSY 412 is the pre-requisite for PSY 425*
Literature and Humanities Specialization (30 Credits)

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

PREREQUISITES: ................. 3 CREDITS
Students must satisfy ENG 302 Academic Research and Writing prior to beginning the required coursework for Literature and Humanities specialization

REQUIRED CORE COURSES: ............. 6 CREDITS
For all specializations, students will complete a core introductory and capstone course:
BLS 299 Critical Approaches to Liberal Studies
BLS 499 Liberal Studies Capstone

REQUIRED COURSES: ...... 24 CREDITS
Literature: .................................. 6 credits
Philosophy: ................................ 3 credits
Art, Dance, and Music: ................. 3 credits
Theatre: ..................................... 3 credits

Specialization Electives: ............. 9 credits
Choose three additional courses from any of the above disciplines, history or theology. At least one course must be at the 400 level.

Course Sequencing for the Literature and Humanities Specialization

The following chart will assist both students and advisors in the selection of courses and the sequence in which they are best taken.
Psychology Specialization
(30 Credits)

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

REQUIRED

CORE COURSES:..........6 CREDITS

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

BLS 299  Critical Approaches to Liberal Studies

BLS 499  Liberal Studies Capstone

REQUIRED COURSES:......15 CREDITS

PSY 305  Personality Development
PSY 304  Essentials of Lifespan Development
PSY 410  Group Dynamics and Decision-Making or
PSY 428  Human Sexuality
PSY 412  Adult Psychopathology
PSY 434  Behavior Disorder in Childhood and Adolescence or
PSY 425  Introduction to Psychotherapy and Counseling

ELECTIVES: .................9 CREDITS

Choose from:

PSY 301  Psychology of Drug and Alcohol Abuse
PSY 306  Psychology of Women
PSY 311  Psychosocial Issues of Disaster Preparedness and Recovery
PSY 320  Tests and Measurements
PSY 329  Understanding and Coping with Stress
PSY 410  Group Dynamics and Decision-Making
PSY 416  Dynamics of Adult Living
PSY 417  Psychology of Aging
PSY 423  Industrial Psychology
PSY 428  Human Sexuality
Course Sequencing for Psychology Specialization

The following chart will assist both students and advisors in the selection of courses and the sequence in which they are best taken. Students planning on attending graduate school in a mental-health related profession are strongly encouraged to complete MAT 154 during their first or second semester of enrollment. This should be followed by enrollment in PSY 320. The first two levels of the chart are appropriate classes for entering students. The 400 level classes require successful completion of the 300 level classes.
Social Welfare Services Specialization (30 Credits)

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

REQUIRED

CORE COURSES:.............6 CREDITS

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

BLS 299  Critical Approaches to Liberal Studies
BLS 499  Liberal Studies Capstone

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 305  Personality Development
PSY 412  Adult Psychopathology
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.
Course Sequencing for Social Welfare Services Specialization

The following chart will assist both students and advisors in the selection of courses and the sequence in which they are best taken. The first two levels of the chart are appropriate classes for entering students. The 400 level classes require completion of 200 and 300 level coursework.
BACHELOR OF PUBLIC ADMINISTRATION

“The best way to find yourself is to lose yourself in the service of others.” – Mohandas Gandhi

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

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.

Upon completion of this program, students will be able to:

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

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

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

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

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

NOTE: PUB 410 should be taken within the first 12 credits of taking Public Administration coursework.

ELECTIVE MAJOR PUB COURSES .................. 6 credits
These can be taken in any sequence or combination.

PUB 405 Administrative Law and Process
PUB 407 Productivity Improvements in the Public Sector
PUB 408 Public Administration and the Political Process
PUB 409 Contemporary Issues in Public Safety

NOTE: Other ACE courses as approved by the Academic Coordinator.

PUB 301 Introduction to Public Administration

NOTE: It is recommended that students without Public Administration experience should take this course first.
ADDITIONAL MAJOR REQUIREMENTS............. 21 credits
Twenty-one additional credit hours shall be earned in public administration, emergency management, emergency medical training, management, parks and recreation management, business, political science, criminal justice, fire science, HSA 410, HSA 425 or classes approved by the Academic Coordinator in health service administration, social work, or sociology or portfolio credits attributable to any of the disciplines included in this paragraph. These twenty-one hours may be transferred from a regionally accredited institution or from General Administration and Social Sciences discipline-specific portfolio credits and may be lower-level credits.

Post Baccalaureate Certificate in Public Administration
The successful completion of five required courses and two electives listed below is required for a certificate to be awarded.

MINOR IN PUBLIC ADMINISTRATION (21 Credits)
Students pursuing the Bachelor of Public Administration program are not allowed to complete the Public Administration minor. Students may select any of the following minors: Administration, Information Technology (IT), Network and Systems Engineering (NSE), Software Engineering, and Legal Studies.

Minor in Public Administration: This Public Administration minor is designed for working professional in public, not for profit organizations, who wish to pursue a career in public management. It provides students with the principles essential to the effective management of all public agencies. Students who successfully complete this minor will:
  • possess a foundation in the theory and practice relevant to Public Administration
  • possess related knowledge, skill and abilities that are associated with success in the profession

Students should seek approved substitution of minor courses that are also counted towards the program core and/or specialization courses. In other words, students must complete 21 credit hours of approved coursework beyond the core or specialization requirements.

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

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

NOTE: Substitutions approved by the Academic Coordinator

Approved minors for students pursuing the Bachelors of Public Administration:

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

Information Technology ............ 21 credits
This minor is listed under the Bachelor of Science in Information Technology program.

Network and Systems Engineering.................... 21 credits
This minor is listed under the Bachelor of Science in Information Technology program.

Software Engineering ............. 21 credits
This minor is listed under the Bachelor of Science in Information Technology program.

Legal Studies............................. 21 credits
This minor is listed under the Bachelor of Science in Administration program.

NOTE:
(1) Some minors may not be offered at all ACE delivery sites.
(2) Minor courses may not be used to satisfy the major core or distribution requirements.
BACHELOR OF SCIENCE IN ADMINISTRATION

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

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

The objectives of the BS in Administration degree are:

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

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

Portfolio Option

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

Transfer Credits

Up to six credits of coursework may be accepted in transfer. Students may not apply portfolio and transfer credits to the degree program. The maximum from both sources, Transfer and Portfolio Option is six credits.
BACHELOR OF SCIENCE IN ADMINISTRATION

DEGREE REQUIREMENTS:
DISTRIBUTION
   REQUIREMENTS............... 45 credits
   MAJOR CORE .................. 30 credits
   SPECIALIZATION ............. 15 credits
PORTFOLIO
   (optional).................. UP TO 30 credits
MINOR .......................... 21 credits
ELECTIVES........................ Variable
Minimum Total Degree
   Requirements.................. 120 credits

REQUIRED COURSES ........... 18 credits
ADM 303 Administrative Theory & Practice
ADM 306 Services Marketing
ADM 353 Leadership Development
ADM 412 Quality & Productivity
ADM 464 Strategic Human Resource Administration
ADM 499 Administration Capstone Course

ADDITIONAL ELECTIVES........ 12 credits
Any four ADM, PUB, HSA, IT or PLA prefix courses not used to satisfy the Required Courses above.

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

SPECIALIZATION (15-24 Credits)
Students may select any of the following specializations: Health Services Administration, Human Resource Administration, Organizational Leadership or Legal Studies. Grades of C or higher must be earned in all course work in the area of specialization.

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

Health Services Administration
Specialization .................. 15 CREDITS
The Health Services Administration specialization program is designed to provide a broad view of today’s health care system in such areas as hospitals, medical or dental clinics, group medical practices, managed
care organizations, long-term care facilities, insurance companies, home health agencies, and government agencies. Students who successfully complete the Health Services Administration specialization will:

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

Students may select from the following list of courses:
HSA 301 The Health Care System*
HSA 319 Health Care Finance
HSA 339 Health Law
HSA 410 Management in Health Care
HSA 425 Public and Community Health
HSA 475 Issues in Health Care
*required course

Human Resource Administration
Specialization .................. 15 CREDITS

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

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

Students may select from the following list of courses:
ADM 301 Labor Relations*
ADM 312 Training and Development
ADM 315 Diversity in the Workplace
ADM 325 Compensation and Benefits*
ADM 330 Alternative Dispute Resolution
ADM 335 Employment Law*
ADM 361 Negotiation Theory & Practice
ADM 410 Recruitment and Selection*
PUB 406 Human Resources in the Public Sector
*Courses recommended by the Society for Human Resource Management (SHRM) that address the HR body of knowledge for the PHR and SPHR national certification exams.

Human Resource Administration Certificate

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

Post-Baccalaureate Human Resource Administration Certificate

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

Organizational Leadership
Specialization .................. 15 CREDITS

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

• possess a foundation in the theory and practice relevant to Organizational Leadership
• possess related knowledge, skill and abilities that are associated with leadership success
Students may select from the following list of courses:
ADM 312 Training and Development
ADM 315 Diversity in the Workplace
ADM 361 Negotiation: Theory and Practice
PHI 371 Social and Ethical Issues in Business*
PSY 331 Counseling Techniques for Managers
PSY 410 Group Dynamics and Decision Making
PSY 423 Industrial Psychology

NOTE: PHI 368 Contemporary Problems in Ethics is an acceptable substitution for PHI 371.

**Personal Financial Planning**
**Specialization............. 21 CREDITS**

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

**REQUIRED COURSES............. 18 credits**
PFP 348 Fundamentals of Personal Financial Planning
PFP 350 Income Tax Planning
PFP 410 Insurance Planning
PFP 412 Investment Planning
PFP 414 Retirement Planning and Employee Benefits
PFP 416 Estate Planning

**Additional Elective..................... 3 credits**
Any ADM prefix course. ADM 300 Special Topics is recommended to fulfill the PFP Capstone content, which will fulfill the Certified Financial Planning Board’s requirement to sit for the CFP Exam.

**LEGAL STUDIES SPECIALIZATION AND POST BACCALAUREATE**

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

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

Students with no experience in the legal community should begin study with PLA 301 Law and the Legal System.
Certified Legal Assistant Examination (CLA/CP)

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

| CERTIFIED LEGAL ASSISTANT/CERTIFIED PARALEGAL (CLA/CP) EXAMINATION INFORMATION |
|-------------------------------------------------|-----------------|-----------------|-----------------|
| Testing Window | Application Deadline | Late Filing Deadline ($25 fee) | Graduation Date – No Later than |
| Jan 1 - 31 | Dec 1 | Dec 10 | March 15 |
| May 1 – 31 | April 1 | April 10 | July 15 |
| Sept 1-30 | August 1 | August 10 | November 15 |

The Certified Paralegal Exam is a computer based test. Examinees must schedule a testing time through the ACT Testing Center Network to take the exam during the time the testing window is open. For more information about the exam and eligibility requirements visit the NALA website at www.nala.org.

Legal Studies Specialization (24 credits)

REQUIRED COURSES ............ 15 credits

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

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

SPECIALIZATION

ELECTIVES ...................... 9 credits

These may be taken in any combination or sequence.

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

Post Baccalaureate Certificate in Legal Studies

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

Legal Studies Undergraduate Certificate

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

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

MINOR IN LEGAL STUDIES (21 Credits)

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

Legal Studies Minor: The Legal Studies minor is designed to provide a broad background in Fundamental legal studies related to work in law firms, financial institutions, insurance companies, governmental agencies or related entities. Students who successfully complete this minor will:
- possess a foundation in the theory and practice relevant to Legal Studies
- possess related knowledge, skill and abilities that are associated with success in the profession

Students should seek approved substitution of minor courses that are counted towards the program core and/or specialization courses. In other words, students must complete 21 credit hours of approved coursework beyond the core or specialization requirements.

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

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
PLA 343  Business Organizations
3-credit upper level PLA elective

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

MINOR IN ADMINISTRATION (21 Credits)

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

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

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

Students should seek approved substitution of minor courses that are counted towards the program core and/or specialization courses. In other words, students must complete 21 credit hours of approved coursework beyond the core or specialization requirements.
REQUIRED COURSES .......... 21 credits
ADM 303 Administrative Theory and Practice
ADM 306 Services Marketing
ADM 315 Diversity in the Workplace
ADM 353 Leadership Development
ADM 412 Quality & Productivity
ADM 464 Strategic Human Resource Administration
3-credit upper level ADM elective

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

Information Technology .......... 21 credits
This minor is listed under the Bachelor of Science in Information Technology program.

Network and Systems Engineering .................. 21 credits
This minor is listed under the Bachelor of Science in Information Technology program.

Software Engineering ............... 21 credits
This minor is listed under the Bachelor of Science in Information Technology program.

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

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

BACHELOR OF SCIENCE IN EMERGENCY MANAGEMENT

The Bachelor of Science in Emergency Management is designed to prepare current workers, as well as those new to the field, to promote the common good by assuming a leadership role in emergency management. Graduates will integrate knowledge and applied skills in the areas of disaster mitigation, preparation, response, and recovery. They will adapt this knowledge to a series of applications including homeland security, business continuity, hazard mitigation, and international disaster management. This integrative approach draws from the disciplines of public administration, management, health sciences, psychology, sociology, criminal justice, and environmental sciences.

Program Goals:
• Graduates will integrate knowledge and applied skills in the areas of disaster mitigation, preparation, response, and recovery.
• Graduates will adapt this knowledge to a series of applications including homeland security, business continuity, hazard mitigation, and international disaster management.
• This integrative approach draws from the disciplines of public administration, management, health sciences, psychology, sociology, criminal justice, and environmental sciences.

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

NOTE: Portfolio is optional. Portfolio credits can be used for General Electives only in this degree.
Course of Study:
DISTRIBUTION REQUIREMENTS............ 45 credits
PORTFOLIO (Optional)..................Up to 30 credits
REQUIRED MAJOR COURSES..................... 45 credits
Minimum Total Degree Requirements................ 120 credits

REQUIRED MAJOR COURSES............................. 45 credits
EMA 205 Overview of Disasters and Complex Emergencies
EMA 305 Principles of Emergency Management
EMA 307 Business Continuity Crisis Management
PSY 311 Psychosocial Issues of Disaster Preparedness and Recovery
PHI 324 Ethical Issues in Biomedical Science
ADM 353 Leadership Development
EMA 315 International Disaster Management
EMA 405 Disaster Response Operations and Management I: Mitigation and Preparedness
EMA 407 Disaster Response Operations and Management II: Response and Recovery
EMA 409 Hazard Mitigation and Management
EMA 311 Emergency Management of Homeland Security
PSY 410 Group Dynamics and Decision-Making
PUB 404 Concepts and Issues in Public Planning
PUB 409 Contemporary Issues in Public Safety
EMA 499 Capstone in Emergency Management

NOTE: This program accepts 6 credits in transfer (course specific only). Substitutions may be approved by the Academic Coordinator.

BACHELOR OF SCIENCE IN HEALTH SERVICES ADMINISTRATION

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

The objectives of the BS in Health Services Administration are:

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

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

**DISTRIBUTION REQUIREMENTS**................. 45 credits

**PORTFOLIO**

(Required).................... up to 30 credits

**MINOR OPTION**..................... 21 credits

**ELECTIVES**...................... Variable

**REQUIRED COURSES**.......... 18 credits

Minimum Total Degree

Requirements...................... 120 credits

**PREREQUISITE COURSE**......... 3 credits

**HSA 301 The Health Care System**

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

**REQUIRED COURSES**.......... 18 credits

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

**HSA 319 Health Care Finance**

**HSA 339 Health Law**

**HSA 410 Management in Health Care**

**HSA 425 Public and Community Health**

**HSA 475 Issues in Health Care**

**HSA 499 Capstone in Health Services Administration**

**ADDITIONAL REQUIREMENTS**............. 12 credits

These can be taken in any sequence or combination.

Twelve hours must be taken from the following courses (other courses with the approval of the HSA academic coordinator):

**HSA 301 The Health Care System**

**HSA 441 Health Care for the Elderly**

**HSA 459 Independent Study in Health Care**

**ADM Any ADM prefix course**

**PSY 329 Understanding and Coping with Stress**

**PSY 382 Developmental Psychology**

**PSY 410 Group Dynamics and Decision-Making**

**PSY 417 Psychology of Aging**

**PSY 423 Industrial Psychology**

**PUB 404 Concepts and Issues in Public Planning**

**PUB 406 Human Resources in the Public Sector**

**PUB 409 Contemporary Issues in Public Safety**

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

**Health Services Administration Certificate**

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

**Post-Baccalaureate in Health Services Administration Certificate**

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

**MINOR OPTION (21 Credits)**

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

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

- **Administration** ............................ 21 credits
  This minor is listed under the Bachelor of Science in Administration program.

- **Information Technology** ............. 21 credits
  This minor is listed under the Bachelor of Science in Information Technology program.

- **Network and Systems Engineering** ............................. 21 credits
  This minor is listed under the Bachelor of Science in Information Technology program.

- **Software Engineering** ................. 21 credits
  This minor is listed under the Bachelor of Science in Information Technology program.

- **Legal Studies**............................... 21 credits
  This minor is listed under the Bachelor of Science in Administration program.

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

**NOTE:**

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

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**BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY**

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

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

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

Student successfully completing the BSIT program will be able to:

1. analyze and evaluate the relative merits of information technologies with respect to a variety of criteria (e.g. suitability, efficiency, scalability, security, and sustainability);
2. Prescribe and implement technical solutions that effectively address data collection, storage and retrieval requirements through strategic use of hardware, software, and communications systems;

3. Develop systems and manage information in an ethical and socially responsible manner sensitive to social justice and common good; and

4. Demonstrate the technical and research skills needed to advance a career in the field of information technology or pursue graduate studies in a related field, if so desired.

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

**BACHELOR OF SCIENCE (BS) IN INFORMATION TECHNOLOGY**

**DEGREE REQUIREMENTS**

**DISTRIBUTION**

- **REQUIREMENTS………………… 45 credits**
- **MAJOR CORE …………………… 30 credits**
- **SPECIALIZATION ………………… 15 credits**
- **MINOR …………………………… 21 credits**
- **PORTFOLIO OPTION…………….. up to 30 credits**
- **ELECTIVES………………..... Variable**

**Minimum Total Degree Requirements………….. 120 credits**

**RECOMMENDED DISTRIBUTION COURSE**

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

**PREREQUISITES……………….. 3 credits**

- CAT 102 Basic Computer Applications*

**REQUIRED COURSES………… 30 credits**

- IT 338 Web Design, Authoring and Publishing
- IT 372 Software Engineering
- IT 426 Databases
- IT 499 Integrated Capstone Project
- 6-credits in upper level CS/IT/NSE electives

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

**CS/IT/NSE Electives**

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

**Credit By Examination**

Advanced students may earn credits for the CAT102, IT190, or IT200 courses by test-out examination. Students should review transfer credits with their advisor prior to registering for the abovementioned exam(s) to ensure they are not duplicating transfer credits. Credit by examination may only be attempted once. If a student fails a credit by exam, s/he must register and complete the respective course. To maintain the integrity of the testing process, students may neither review nor contest their examination results. A passing score for credit by examination is 75% or higher. **Credits earned from “Credit by Examination” do not count toward either the 30 credit residency or the majority of a student’s major coursework.** These credits are counted as part of the allowable transfer credits in the student’s major coursework.

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

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

SPECIALIZATIONS (15 Credits)

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

Information Systems Administration Specialization

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

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

REQUIRED COURSES ............. 15 credits
IT 400  IT Project Management
IT 450  Administrative Information Systems
ADM 303  Administrative Theory and Practice
ADM 464  Strategic Human Resource Administration
3-credit upper level CS/IT/NSE/ADM elective

Network and Systems Engineering Specialization

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

Students who successfully complete the NSE specialization will:
• know the principal features of Windows and the basics of enterprise networking
• be able to install, configure, deploy and manage Windows operating systems and services
• understand the logical and physical components of Active Directory Services
• have the skills to plan and implement an Active Directory structure and policies that address the needs of an organization
• be able to configure network services such as DHCP, DNS, VPN, IPSec, IIS, and Routing
• be able to manage the operation of network clients and servers from a central location
• be able to select and implement network infrastructure topologies and technologies for optimal Internet/intranet connectivity
• be able to identify and resolve network problems by using troubleshooting tools and utilities
REQUIRED COURSES ............ 15 credits
NSE 210  Network Administration
NSE 320  Server Operating System
NSE 405  Managing a Microsoft Network
6-credits upper level NSE electives

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

Software Engineering Specialization

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

Students who successfully complete the Software Engineering specialization will:

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

REQUIRED COURSES ............ 15 credits
IT 301  Introduction to Programming
IT 407  Database Programming and Administration
IT 438  Web Programming and Administration
IT 340  Java Programming for the Web
3-credit upper level CS/IT/NSE elective
COURSE SEQUENCING

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

RECOMMENDED BS-IT COURSE SEQUENCING

Major Core Courses

Information Systems Administration Specialization

Software Engineering Specialization
Network and Systems Engineering Specialization

REQUIRED COURSES 18 credits
IT 310 Telecommunications and Computer Networks
NSE 210 Network Administration
NSE 320 Server Operating System
NSE 405 Managing a Microsoft Network
6-credits in upper level NSE electives

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

POST-BACCALAUREATE CERTIFICATES

Post-Baccalaureate Certificate in Information Technology

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

REQUIRED COURSES 18 credits
IT 190 Microcomputer Systems*
IT 200 Foundations of Information Technology*
IT 310 Telecommunications and Computer Networks
IT 338 Web Design, Authoring and Publishing
IT 426 Databases
Approved 3 credit upper level CS/IT elective

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

Post-Baccalaureate Certificate in Network and Systems Engineering

REQUIRED COURSES 18 credits
IT 310 Telecommunications and Computer Networks
NSE 210 Network Administration
NSE 320 Server Operating System
NSE 405 Managing a Microsoft Network
6-credits in upper level NSE electives

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

Post-Baccalaureate Certificate in Software Engineering

PRE-REQUISITE COURSE 3 credits
IT 200 Foundations of Information Technology*

REQUIRED COURSES 18 credits
IT 301 Introduction to Programming
IT 338 Web Design, authoring and Publishing
IT 372 Software Engineering
IT 407 Database Programming and Administration
IT 426 Databases
Approved 3-credit upper level SE elective

Current List of Approved SE electives:
IT 340 Java Programming for the Web
IT 438 Web Programming and Administration

*Advanced students may earn credits for the CAT102, IT190, or IT200 courses by test-out examination. Please reference the Credit by Examination policy.
MINOR (21 Credits)

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

MINOR IN INFORMATION TECHNOLOGY

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

Students who successfully complete this minor will:

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

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

REQUIRED COURSES .......... 21 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>IT 190</td>
<td>Microcomputer Systems*</td>
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<tr>
<td>IT 200</td>
<td>Foundations of Information Technology*</td>
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<tr>
<td>IT 310</td>
<td>Telecommunications and Computer Networks</td>
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<tr>
<td>IT 320</td>
<td>Computer Security</td>
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<tr>
<td>IT 338</td>
<td>Web Design, Authoring and Publishing</td>
</tr>
<tr>
<td>IT 426</td>
<td>Databases</td>
</tr>
<tr>
<td></td>
<td>3-credit upper level CS/IT/NSE elective</td>
</tr>
</tbody>
</table>

MINOR IN NETWORK AND SYSTEMS ENGINEERING

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

Students who successfully complete this minor will:

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

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

**REQUIRED COURSES .......... 21 credits**

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

6-credits upper level NSE electives

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**MINOR IN SOFTWARE ENGINEERING (SE)**

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

Students who successfully complete the Software Engineering minor will:

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

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

**REQUIRED COURSES .......... 21 credits**

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

**Current List of Approved SE Course electives**

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

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

**Administration Minor ............... 21 credits**

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

**Public Administration Minor...... 21 credits**

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

**Legal Studies Minor................... 21 credits**

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

**NOTE:**

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

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

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

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

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

Required of all BSIT students:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>BARRY COURSE TITLE</th>
<th>PROFESSIONAL CERTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT 190</td>
<td>Microcomputer Systems</td>
<td>CompTIA A+</td>
</tr>
<tr>
<td></td>
<td>* must also pass 2nd exam – see NSE 305</td>
<td></td>
</tr>
<tr>
<td>IT 310</td>
<td>Telecom and Computer Networks</td>
<td>CompTIA Network+</td>
</tr>
<tr>
<td>IT 320</td>
<td>Computer Security</td>
<td>CompTIA Security+</td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

As an IT Academy, we use Microsoft official or authorized curriculum in all Microsoft NSE courses, and our NSE instructors are certified in the courses they teach.

Authorized Academic Testing Center (AATC)

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

To register for a certification exam call:
Pembroke Pines – (954) 443-0561
Melbourne – (321) 409-5553