

SCHOOL OF ADULT AND CONTINUING EDUCATION GRADUATE DEGREE

Master of Arts in Administrative Studies

The Frank J. Rooney School of Adult and Continuing Education (ACE) at Barry University, in collaboration with the School of Arts and Sciences (A&S), the Adrian Dominican School of Education (ADSOE), and the Andreas School of Business (ASB) offers a Master of Arts in Administrative Studies degree. It is designed as an interdisciplinary graduate degree program for adult learners focusing on administration, leadership, communication and teamwork.

The program will place an emphasis on developing the critical administrative competencies which contribute to workplace success in all organizations - public, private or not-for-profit - through both theoretical course content and also by application and practice throughout the curriculum. The program will be a total of 36 credits. In addition to developing a core body of administrative knowledge and skills, the program will also offer specializations which will allow students to customize their elective courses in line with their current and future needs. Students may either complete the requirements for a general administrative degree or select a 9 credit specialization in one of the areas. In addition, the School of Business will offer a post-graduate certificate in Business Management to students who complete an additional 12 credits in the ABS program.

The Master of Arts in Administrative Studies degree program places an emphasis on developing administrative competencies through theory, application and practice throughout the curriculum. In addition to developing a core body of administrative knowledge and skills, the degree program offers various specializations which will allow students to customize their elective courses in line with their current and future needs. The following goals and objectives are relevant to the degree program. Upon completion of course work, regardless of their specialization, students will be able to:

- Understand and apply the knowledge and skills critical to administrative effectiveness in today's organizations.
- Assess the various administrative and managerial theories/perspectives as they relate to problem solving within a wide range of organizational structures.
- Evaluate the various administrative theories, applications and approaches within the broad social, economic, technological, and political environments of private, public or not-for-profit organizations.
- Synthesize the degree's knowledge and skills in order to develop administrative competencies and applications.
- Apply the degree program's knowledge and skills to their own organization.

ADMISSION REQUIREMENTS

The program is open to persons with the following qualifications:

1. A baccalaureate degree from a regionally accredited institution with a cumulative grade average of "B" or higher (an overall GPA of 3.0 or higher on a 4.0 scale). Official transcripts must be submitted.
2. An acceptable score of the GRE, GMAT, or MAT to be completed prior to admittance into program. (Note: Students who anticipate the pursuit of the post-graduate certificate in Business Management are advised to take the GMAT).
3. Two letter of recommendation from academic sources, preferably faculty.
4. An essay on why the applicant has chosen this degree program and how it will help to fulfill career and/or personal goals.

In order to be fully accepted as degree-seeking students, the above items, along with a completed application and \$30 fee, must be submitted and evaluated. Applicants will not be allowed to register for coursework until they are fully accepted.

GRADUATION REQUIREMENTS

To graduate, candidates for the degree of Master of Arts in Administrative Studies:

- Satisfactorily complete the program of study;
- Have attained a cumulative GPA of 3.00 on a 4.00 scale (with no more than one C). No more than 3 courses may be repeated and a course may only be repeated once;
- Complete degree requirements within 7 years of the date the student is fully accepted as a degree-seeking student for study in the graduate program; and
- File an application for the degree with the University Registrar on the appropriate form signed by the academic advisor from the School of Adult and Continuing Education.

PROBATION AND DISMISSAL

A graduate student is in Good Academic Standing if his/her cumulative grade point average (GPA) is 3.00 or above. Students with a semester or cumulative GPA below 3.00 will be placed on academic probation. Also, students who earned more than two grades of "C" or grade below a "C" during their academic program are placed on probation. Probation will be lifted the following semester IF the student achieves a cumulative GPA of 3.00 or above with no more than 2 grades of "C". If this condition is not met, the student will remain on probation. Any student failing to maintain a cumulative GPA of 3.00 for two consecutive semesters will be dismissed.

If a student receives a third “C” or below s/he must repeat a course in which s/he earned the deficient grade during the next semester the student registers for courses. Any student who fails to maintain a cumulative GPA of 3.00 for two consecutive semesters will not be eligible for VA benefits.

A student who has been dismissed for academic reasons may not petition the Dean for readmission until one year has elapsed from the date of the dismissal notification. Upon readmission, the student will be considered on academic probation and must remove one of the earned deficient grades by repeating a course in which a grade of “C” or below was earned. A course may only be repeated once and a student may only repeat three courses. If the student fails to achieve a grade of “B” or better in that course, the student is considered to have failed to complete the conditions for reinstatement or removal of probationary status and will be permanently dismissed from the program.

CURRICULUM

REQUIRED COURSES 15 Credits

ADM 521 Applied Administrative Concepts
 ADM/IT535 Research Methodology
 ADM 545 Values and Ethics in Administration
 ADM 568 Changing Environment of Administration
 ADM/IT680 Project Administration

ELECTIVE/SPECIALIZATION COURSES 18 Credits

A Communications

COM 509 Organizational Communication
 COM 613 Leadership and Decision Making
 COM 616 Communication and Conflict Management

B. Human Resources Development

HRD 646 Dynamics of Change and Planning
 HRD 648 Group Behavior in Organizations
 HRD 652 Diversity in the Workplace

C. Information Technology

IT 515 Information Technology Concepts
 IT 620 Enterprise Systems Integration
 IT 640 E - Technology

E. Public Administration

PUB 623 Productivity Improvement in the Public Sector
 PUB 647 Public Law and Administration
 PUB 660 Public Policy and the Administrative Process

NOTE: While students may complete courses related to two specializations, they must declare one, which will be officially noted in their record.

CAPSTONE COURSE 3 Credits

ADM 699 Capstone: Applied Project

Total credits: 36

MASTER OF SCIENCE IN INFORMATION TECHNOLOGY PROGRAM (MS)

The Master of Science in Information Technology degree provides a unique interdisciplinary approach to technology. It is the result of collaboration between the Information Technology and Computer Science programs of the University. The program examines technology with an emphasis on strategies for productive applications, and expands to include the use of technology in contemporary organizational systems, characterized by change and complexity.

Courses are designed to bridge the gap between information technology theory and practical application, building a firm foundation of essential concepts, principles, and strategies for information technology professionals.

Graduates will be highly skilled professionals with an interdisciplinary understanding of how technology can improve an organization’s performance and enable its members to share and access information, plan, collaborate and learn. They will master the technical and human skills needed to create successful innovations with information technologies. Our objective is to fill this demand by placing emphasis on the dynamic interaction of people, organizations and technology within the context of the 21st century organization.

Students in the Information Technology Master’s degree program pursue their degrees with the intent of functioning as working professionals at the conclusion of their master’s program. The objectives of the program are as follows:

- To develop an understanding of the enterprise integration models and their heterogeneous nature with the ability to integrate systems and applications using technology solutions.
- To identify and properly use the techniques and tools to analyze, design, implement, and test systems, applications, components, or processes that meet corporate needs.
- To use various methods and techniques to critically evaluate the use of a specific technology, to examine its limitations, and to propose various solutions using cutting-edge technologies
- To understand the various information technology architectures and learn how to combine information derived of different structures into one coherent set of information.
- To build practical knowledge of related theories by emphasizing on hands-on learning and real-world experience through projects that entail technology assessment and implementation
- To explore emerging technologies and examine whether existing issues and deficiencies are addressed in these technologies.
- To prepare students to effectively communicate their ideas and present their solutions to audiences using their knowledge of oral, written, and graphical communication.

- To develop an environment that encourages an advanced level of both theoretical and practical coursework.

Students who successfully complete the MSIT degree, will be able:

- To suggest practical solutions to integrate heterogeneous systems and optimize the use of technology.
- To properly utilize various methodologies and tools to design and build applications and systems that meet corporate needs.
- To effectively evaluate technological issues and develop feasible solution.
- To apply different algorithms and techniques to connect information sources and facilitate the exchange and sharing of data.
- To identify and use information sources appropriate for tracking emerging technology developments and assessing their use and effectiveness.
- To seek advancement and become a key player in the field of information technology.
- To present and communicate solutions and results effectively.
- To research and develop reports and projects consistent with the accepted criteria within the field.

GRADUATE ADMISSION PROCEDURES AND REQUIREMENTS

The Master of Science in Information Technology is open to persons with the following qualifications:

- a baccalaureate degree from a regionally accredited institution with a grade point average (GPA) of at least 3.00(B)
- an acceptable score on the Graduate Record Examination (GRE), Miller Analogies Test (MAT) OR GMAT
- two letters of recommendation one of which must be from an academic source and
- a short essay explaining why you have chosen this degree and how you feel it will help fulfill your personal career goals.

Students who do not meet the above admission requirements, but who would otherwise be excellent candidates for the program, will be considered on a case-by-case basis.

Students should take the GRE or MAT prior to or during the first semester of enrollment. Students who plan to seek the MSIT degree but have not submitted their test scores are granted provisional acceptance. Upon receiving the test scores, students will be notified of the changes to their acceptance status. Test scores must be received by Barry University prior to registration for more than the initial 6 credit hours.

All MSIT applicants are expected to demonstrate a profound knowledge and understanding of the theories and applications in the field of Information Technology. Students who fail to document or demonstrate these proficiencies, can either take an examination or enroll in the following courses: CAT 102 Basic Computer Applications and IT 200 Foundation of Information Technology.

Students with a bachelor's degree in a computing field will be accepted without prerequisites, providing the degree was awarded within the last 10 years or the student has been working in a related field. However, success in the program is based upon the following up-to-date body of knowledge: Computer Networks, Databases, and Web Design and Technologies.

Students who have not fulfilled these prerequisite skills in the application process through either coursework and/or work experience will need to complete the following (or equivalent) upper-level undergraduate courses:

IT 310	Telecommunications and Computer Networks
IT 338	Web Design, Authoring and Publishing
CS 426	Databases

Students who are interested in other areas of information systems, such as programming, may take additional undergraduate IT/CS courses as electives.

Pre-requisite courses must be completed with a grade of at least "B", and no graduate credit will be awarded for these courses.

Non-degree, non-matriculating students may enroll. To do so, an application form, transcript(s) from an accredited under/graduate program(s) and a non-refundable application fee must be submitted prior to beginning courses. Non-degree students may enroll in no more than two courses, but then must fulfill all admission requirements to continue in the program.

For those students wishing to transfer from another university, approval may be granted for the transfer of up to 6 graduate credit hours of comparable courses. International applicants must complete the Test of English as a Foreign Language (TOEFL) with a score of 550 or above.

GRADUATION REQUIREMENTS

To graduate, candidates for the degree of Master of Science in Information Technology must:

- satisfactorily complete the program of study;
- have attained a cumulative GPA of at least 3.00 on a 4.00 scale (with no more than two grades of "C");
- no more than three courses may be repeated and a course may be repeated only once;
- complete degree requirements within 7 years of the date the student is fully accepted as a degree-seeking student for study in the graduate program; and
- file an application for the degree with the University Registrar on the appropriate form signed by the academic advisor from the School of Adult and Continuing Education.

GOOD STANDING - PROBATION - SUSPENSION

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

Information Technology students with a semester or cumulative GPA below 3.00 will be placed on academic probation. Also, students who earned more than 2 grades of 'C' or grade below a "C" during their academic program are placed on probation. Probation will be lifted the following semester IF the student achieves a cumulative GPA of 3.00 or above with no more than 2 grades of "C". If this condition is not met, the student will remain on probation.

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

A student who has been suspended for academic reasons generally may not petition the Dean for readmission until one year has elapsed.

Upon readmission, the student will be considered on academic probation and must repeat the course in which a grade of "C" or below was earned. A course may only be repeated once and a student may only repeat three courses. If the student fails to achieve a grade of "B" or better in that course, the student is considered to have failed to complete the conditions for reinstatement or removal of probationary status and will be permanently suspended from the program.

Master of Science (MS) in Information Technology

IT 515	Information Technology Concepts	3
IT 680	Project Administration	3
IT 575	Emerging Technologies	3
IT 535	Research Methodologies	3
IT 640	E-Technology	3
CS 560	Database Management Systems	3
IT 610B	Practicum: DBMS	3
CS 503	Computer Networks	3
IT 675	Human-Computer Interaction	3
IT 620	Enterprise Systems Integration	3
IT 610D	Practicum: Enterprise Networks	3
IT 699	Integrated Capstone Project	3

Total Credit Hours: 36

ELECTIVES:

IT 610A	Practicum: COMPUTER NETWORKS	3
IT 610C	Practicum: E-TECHNOLOGY	3

MASTER OF ARTS IN LIBERAL STUDIES PROGRAM (MLS)

The Masters of Arts in Liberal Studies program offers an advanced level of knowledge and understanding of the liberal arts tradition. Students will be expected to explore and analyze social, ethical, psychological, political, scientific and philosophical issues in the light of their personal experience and interests guided by a dedicated faculty. The program is designed to give self-motivated students from a variety of backgrounds an opportunity for either life enrichment or career advancement through an interdisciplinary liberal arts education. The MLS curriculum is designed for non-traditional students who wish to combine varied areas of interest into a program that satisfies intellectual curiosity and emphasizes academic scholarship in the liberal arts and sciences. The program will:

- provide in-depth study of the liberal arts tradition
- provide students with a higher (graduate) level of understanding of the subjects involved in the Humanities, and expand their knowledge of the various different disciplines
- enable students to analyze abstract ideas or concepts objectively
- enable students to evaluate a culture and/or a theory objectively (rationally)
- encourage creative approaches to assignments

Students who successfully graduate from this program will:

- be enabled to review and critique historical, literary and artistic works
- achieve a high level of cultural literacy
- achieve a strong Humanities historical background that will enable them to better understand humanity and its complex ideas, and therefore become better professionals and contributors to society in general
- apply the knowledge gained to their current profession in order to enhance it, and secure a new position
- enhance their potential for admission to a higher degree

ADMISSION REQUIREMENTS

- Bachelor's degree from a regionally accredited institution with at least a 3.0 grade point average "B" as indicated by transcripts.
- Miller Analogies Test (MAT).
- Students whose native language is not English, can be admitted into the MLS program by demonstrating a minimum score of 600 on the Test of English as a Foreign Language (TOEFL) exam.
- A short essay on personal career goals specifying how a graduate degree from Barry will help to fulfill these goals.
- At least one letter of recommendation from an academic source.

ADMISSION POLICIES

Enrollment as a non-degree seeking student in no way implies admission to the program. A student will be accepted provisionally into the program for a maximum of 6 credits. Students must earn a minimum average of "B" grade. Provisional acceptance in no way implies admission to the program.

Non-degree and provisional acceptance may be changed to regular matriculation upon completion of documentation, completion of six hours of graduate work receiving a “B” or better and/or the completion of admission requirements. This must be approved by the Director of the Program.

A maximum of six graduate credit hours may be transferred from another college or university toward a graduate degree at Barry University. Such coursework must be relevant to the discipline, similar to a particular course, and have been completed within the last seven years, at B level or better. The Director’s approval is required.

PROBATION AND DISMISSAL

If a student earns a “C” in any of the courses, the course must be repeated. A second “C” in a repeated course will be the cause for dismissal from the program. No more than one course may be repeated.

GRADUATION REQUIREMENTS

Students must complete the required 33 credit hours with a minimum grade point average of 3.0 (B) with no more than two grades of “C”. A student will be allowed no more than a seven-year maximum to complete the program.

CURRICULUM

The goal of the curriculum is three-fold:

- (1) To understand the forces (historical, philosophical, religious, artistic, social, economic, and political) that have shaped societies;
- (2) To appreciate the expressions of various civilizations through their arts and cultures; and
- (3) To apply that understanding and appreciation to contemporary issues and cultures.

Each course will address the modes of inquiry appropriate to conducting research in the liberal arts disciplines.

Students will complete a minimum of 15 credits in core courses, 15 credits in elective courses, and a capstone research integrative paper (3 credits) for a minimum total of 33 credits.

CORE COURSES

15 credits

- MLS 500 Methods of Inquiry
- MLS 502 The Origins of Modern Culture
- MLS 505 The Emerging Modern Mind
- MLS 508 Reason and Science
- MLS 511 The Contemporary Perspective

ELECTIVE COURSES

15 credits

- MLS 610 Literature and the Human Experience
- MLS 615 Social and Political Images in the Arts
- MLS 620 The Technological Society
- MLS 625 Social Justice
- MLS 630 The Responsible Self
- MLS 635 The Authentic Self
- MLS 640 Shakespeare in Love
- MLS 645 Beauty, Love, And The Good

CAPSTONE

3 credits

- MLS 690 Integrated Project

Total credits: 33



GRADUATE DEGREE PROGRAMS

The School of Natural Health Science offers the Master of Science (M.S.) degree in Anesthesiology, Biology, Biomedical Sciences, and Health Services Administration. The Doctor of Podiatric Medicine (D.P.M) degree and the Master of Clinical Medical Science degree (Physician Assistant Program) are offered through the **School of Graduate Medical Sciences**.

The School of Arts and Sciences offers the Master of Arts (M.A.) degree in Communication, Pastoral Ministry for Hispanics, Photography and Theology. The M.A. in Pastoral Theology is offered in Venice, Florida. The Master of Science (M.S.) degree is offered in Art Therapy, Business/Communication, Clinical Psychology School Psychology as well as a dual option Clinical Psychology/Art Therapy. The Executive Master of Science (M.S.) degree is available in Communication. The Master of Fine Arts (M.F.A.) is offered in Photography. A Doctor of Ministry (D. Min.) program is also offered.

The School of Business offers the Master of Business Administration (M.B.A.) degree with concentrations in Finance, Marketing, Management, International Business, Management Information Systems, Accounting and Health Services Administration.

The School of Education offers the following degree programs:

- Educational Computing and Technology (M.S. or Ed.S.)
- Educational Leadership (M.S. or Ed.S.)
- Elementary Education (M.S.)
- Exceptional Student Education (M.S. or Ed.S.)
- Guidance and Counseling (M.S. or Ed.S.)
- Higher Education Administration (M.S.)
- Human Resources Development and Administration (M.S.)
- Human Resources Development and Administration with a specialization in Leadership of Not-For-Profit/Religious Organizations (M.S.)
- Leadership and Education (Ph.D.) with specializations in Counseling, Educational Technology Exceptional Student Education, Higher Education Administration, Human Resource Development, or Leadership
- Marriage and Family Counseling (M.S. or Ed.S.)
- Master of Arts in Teaching (M.A.)
- Mental Health Counseling (M.S. or Ed.S.)
- Mental Health/Marriage and Family Counseling Dual Program (M.S. or Ed.S.)
- Montessori Early Childhood and Elementary Education (M.S. or Ed.S.)
- Pre-K/Primary Education (M.S.)
- Reading (M.S. or Ed.S.)
- Rehabilitation Counseling (M.S. or Ed.S.)

The School of Nursing offers the Master of Science in Nursing (M.S.N.) degree with three major options: Nursing Administration, Nursing Education, or Nurse Practitioner Studies: Primary Care, Acute Care, or Community Health. The Ph.D. in Nursing is also available.

The School of Social Work offers the Master of Social Work (M.S.W.) degree and the Doctor of Philosophy in Social Work (Ph.D.).

The School of Human Performance and Leisure Science offers the Master of Science (M.S.) degree in Sport Management, and Athletic Training, and a dual degree with the School of Business (M.S.S.M./M.B.A.).

NON CREDIT CONTINUING EDUCATION PROGRAMS

Through a variety of non credit programs and services, the School of Adult and Continuing Education seeks to efficiently respond to the diverse non degree educational interests and lifelong learning needs of individuals of all ages. These programs and services provide opportunities for acquiring or updating knowledge and skills for purposes of professional development and/or personal enrichment. They provide the School with an avenue for piloting innovative ventures, establishing new community-based partnerships and positioning itself on the leading edge of current issues.

Among the programs and services offered are open subscription seminars, workshops and certificate programs; customized in-house training and consultation for businesses and nonprofit organizations; and personal enrichment classes. Whether one's interest is in obtaining CE credits required to maintain current status in a particular occupation, learning new skills needed for a present position, retraining for a new position or filling leisure time in meaningful ways, the School has programs that will be responsive. Continuing education programs place heavy emphasis on quality, practicality, accessibility, affordability, timeliness, relevance and service. Most programs are open to interested students, faculty, alumni and the general public. 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 further information call 899-3320.