

ADMINISTRATION

Degree: Master of Science in Administration
 College: COPS Dean's Office
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 College: Professional Studies

The Master's of Science in Administration is an interdisciplinary degree designed to prepare students for leadership roles as managers and administrators in public, nonprofit, and private agencies. The business core prepares students to assume positions in general settings while the chosen specialization prepares them for management and administration in a specific field. There are eleven specializations that students may choose: Acquisition and Contract Administration, Biomedical/Pharmaceutical, Criminal Justice Administration, Database Administration, Educational Leadership, Health Care Administration, Human Performance Technology, Leadership, Nursing Administration, Public Administration, and Software Engineering Administration. In addition to general University requirements, students seeking the M.S.A. must meet the requirements listed below. Course descriptions are listed alphabetically by prefix in the end of this *Catalog*.

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PROGRAM REQUIREMENTS

Applicants to the M.S.A. degree program must possess a baccalaureate degree from an accredited college or university. In addition to general university minimum standards of admissions to graduate study, some departments/specializations have additional requirements. International students must take the TOEFL and submit passing scores according to University standards.

No more than 49% of the program requirements for the M.S.A. degree may be taken in traditional business subjects.

All specializations in the M.S.A. have a common core.

MSA Core (12 sh)

EME	6358	Evaluation for MSA Professionals	1.5
GEB	5870	MBA Foundations: e-Business Systems	1.5
GEB	5871	MBA Foundations: Managerial Economics	1.5
GEB	5872	MBA Foundations: Financial Management I	1.5
GEB	5875	MBA Foundations: Management Skills and Applications	1.5
GEB	5876	MBA Foundations: Marketing Management	1.5
MAN	6156	Management and Organizational Behavior	3

See individual specialization for additional requirements.

ACQUISITION AND CONTRACT ADMINISTRATION SPECIALIZATION

This specialization requires a letter of intent with the admission application and GRE or GMAT scores no later than the initial semester of enrollment as a degree-seeking student.

MSA Core (12 sh)

See program requirements.

Acquisition and Contract Administration Specialization (21 sh)

PAD	5635	Government Contract Law	3
PAD	5855	Acquisition Administration	3
PAD	5862	Government Cost and Pricing Analysis	3
PAD	6227	Public Budgeting	3
PAD	6275	Political Economy of Public Administration	3
6000 level advisor approved Advanced Contract Administration Elective			3

Choose one:

PAD	6946	Acquisition Administration Internship	3
6000 level advisor approved Public Administration (PAD) elective			3

BIOMEDICAL/PHARMACEUTICAL SPECIALIZATION

Completion of the Human Genome Project and advances in biomedicine fueled by molecular biology and developments in software, along with the miniaturization and increased capabilities of computer hardware, have created explosive growth in employment opportunities in the biomedical and pharmaceutical industries at the administrative level. A solid lineup of business courses in the MSA core provide students with a strong background in business which dovetails with the courses in the Biomedical/Pharmaceutical Specialization to prepare students for employment on the administrative side of the biomedical/pharmaceutical industries. Students in this specialization focus on IT applications in the biomedical/pharmaceutical sciences; ethical issues in biomedical/pharmaceutical sciences; the latest advances in biomedicine; and development, manufacturing, and testing of pharmaceuticals. A capstone course and a capstone experience provide students with hands-on experience in the industry of their choice and exposure to key elements in the targeted professional environments, including interpretation, organization, and publication of research data; scientific patents; research project development, presentation, and funding; and locating and securing positions in the industry of choice. Students completing this specialization will be qualified to interview for positions with a wide variety of companies specializing in biotechnology, biomedicine, medical and scientific equipment, and pharmaceuticals.

The Biomedical/Pharmaceutical Specialization requires a letter of intent, three letters of professional reference, and GRE scores no later than the initial semester of enrollment as a degree-seeking student.

MSA Core (12 sh)

See program requirements.

Biomedical/Pharmaceutical Specialization (21 sh)

BSC	5459	Introduction to Bioinformatics	3
HSC	5655	Theoretical Foundations of Health Care Ethics	3
HSC	6XXX	Advances in Biomedical Sciences.....	3
HSC	6XX2	Pharmaceuticals: Development, Manufacturing and Testing.....	3
HSC	6XX3	Internship in Biomedical/Pharmaceutical Industry.....	6
HSC	6000	Professional Development in Biomedical/ Pharmaceutical Sciences.....	3

CRIMINAL JUSTICE ADMINISTRATION SPECIALIZATION

The Criminal Justice Administration Specialization is designed for persons in mid-level administrative positions in criminal justice agencies or for those who aspire to work in criminal justice administration including, but not limited to, organizational management and social policy. It serves practitioners and others whose jobs and family commitments prevent them from returning to campus as full-time students.

The Criminal Justice Administration Specialization requires an undergraduate degree from an accredited institution in a related field, submission of scores on the GRE prior to admission, a letter of intent, and three letters of reference including one from an employer and one from a former college instructor familiar with the student's academic abilities.

MSA Core (12 sh)

See program requirements.

Criminal Justice Specialization (21 sh)

CCJ	5006	Criminal Justice Administration	3
CCJ	5496	Critical Analysis of Justice Administration	3
CCJ	6061	Criminological Theory.....	3
CCJ	6704	Criminal Justice Research Methods and Data Analysis	3
CCJ	6910	Applied Research Project I.....	3
CCJ	6930	Seminar: Special Topics in Criminal Justice	3

Choose one:

CCJ	5018	Crime and Public Policy	3
CCJ	6930	Seminar: Special Topics in Criminal Justice	3

Different primary topic; taken second time

CCJ	7715	Applied Research Project II.....	3
PAD	6227	Public Budgeting	3
PAD	6417	Public Service Human Resources Management.....	3

CRIMINAL JUSTICE BA - MSA FAST TRACK

The MSA with specialization in Criminal Justice is an interdisciplinary degree offered entirely online and is designed to prepare students for leadership roles in public, nonprofit and private organizations in the field of juvenile and criminal justice. Coursework also prepares students

for admission to doctoral programs and professional schools.

Admission to the Fast Track BA-MSA/CJ requires:

1. Completion of 111 semester hours (including all General Studies program courses) with an overall minimum undergraduate GPA of 3.00.
2. Completion of the current criminal justice or legal studies core courses listed in the catalog with an overall minimum GPA of 3.5, six (6) hours of the major electives, and nine (9) hours of upper division coursework.
3. A minimum of 1000 on the Graduate Record Examination.
4. Upon completion of all admission requirements and 111 semester hours of undergraduate course work, students will be formally admitted to the MSA program and classified as masters level students.
5. Students must earn a grade of "B" or better in each of the master's core criminal justice courses.

Students admitted to the fast-track Bachelor-MSA program in Criminal Justice or Legal Studies will be required to complete the specified bachelors program in either Criminal Justice or Legal Studies with the exception of 9sh of major related courses. For students who successfully complete the requirements specified for the MSA/CJ Specialization, 9sh of the MSA will be applied also to meet the major related requirements of the undergraduate degree. Students who do not successfully complete the requirements specified for the MSA /CJ Specialization will be required to complete 9 sh of major related courses to earn the bachelors degree.

DATABASE ADMINISTRATION

The MSA with specialization in Database Administration is an interdisciplinary degree designed to prepare students for leadership roles in database fields in public, nonprofit, and private organizations. Coursework also prepares students for admission to doctoral programs and professional schools.

The Database Administration specialization requires an undergraduate degree from an accredited institution in a related field, submission of your college transcript and scores on the GRE prior to admission, a letter of intent, and three letters of reference including one from an employer and one from a former college professor.

MSA Core (12 sh)

See program requirements.

Database Administration Specialization (21 sh)

CAP	5771	Data Mining	3
COP	5725	Database Systems.....	3
COP	5775	Database Administration.....	3
COP	6727	Advanced Database Systems.....	3

EME 6357	Tools for HPT Evaluation.....	1.5
EME 6936	Seminar in HPT Issues: Human-Computer Interaction.....	1.5
EME 6946	Field Experiences in Instructional and Performance Technology	3

Choose one:

EME 6429	Human Performance Improvement	3
PAD 6417	Public Service Human Resource Management.....	3

EDUCATIONAL LEADERSHIP SPECIALIZATION

The complex and diverse issues facing society and our schools challenge the field of education. "Of all the challenges posed, the one that appears most pronounced is providing the type of leadership necessary to assist schools in expanding their traditional boundaries" (Green, 2001). The Professional and Community Leadership faculty within the College of Professional Studies at the University of West Florida envisioned a world-class program designed to prepare effective school leaders for the 21st century.

The strength of the program of study is based upon the common threads of reflective practice: ethics, integrity, diversity, a rich knowledge of teaching and learning, and managing and implementing change. The program is also aligned with the standards developed by both the Interstate School Leaders Licensure Consortium (ISLSC) and the National Council for Accreditation of Teacher Education (NCATE) as well as the standards and indicators for the field of Educational Leadership identified by the state of Florida.

The Florida Department of Education requires that all students graduating with a graduate degree in Educational Leadership must pass the Florida Educational Leadership Examination (FELE) as a condition of completing their degree and receiving certification for school administration.

The Educational Leadership Specialization requires a GRE score prior to admission, a letter of intent, and three letters of professional reference.

MSA Core (12 sh)

See program requirements.

Educational Leadership Specialization (21 sh)

EDA 6222	Administration of School Personnel.....	3
EDA 6232	Law & Education.....	3
EDA 6240	Introduction to School Finance	3
EDA 6503	The Principalship	3
EDF 6XX0	Instructional Technology for Educational Leaders	3
EDF 6442	Assessment for Leaders	1
EDG 5250	Principles of Curriculum Development	3
EDG 6285	Data Driven Decisions in an Educational Setting.....	2

HEALTHCARE ADMINISTRATION SPECIALIZATION

The HealthCare Administration Specialization requires a letter of intent, three letters of professional reference, and

GRE scores prior to the initial semester of enrollment as a degree-seeking student.

MSA Core (12 sh)

See program requirements.

Health Care Administration Specialization (21 sh)

PAD 6227	Public Budgeting	3
PAD 6417	Human Resources Management for Public Organizations	3
PUP 5045	Analytic Techniques for Public Policy Analysis.....	3

Choose four (including at least two at the 6000 level):

HSA 6106	Critical Analysis of Health	3
HSC 5135	Health Guidance	3
HSC 5506	Advanced Epidemiology	3
HSC 6206	Community Health Delivery Systems.....	3
HSC 6666	Health Education and Interactive Technology.....	3
HSC 6667	Social Marketing of Health Education	3
PAD 6275	Political Economy of Public Administration	3
5000/6000 level Health Science (HSC) elective.....		3

HUMAN PERFORMANCE TECHNOLOGY SPECIALIZATION

This online specialization combines a business perspective with HPT theories and perspectives. It is designed to help individuals develop proficiencies in resolving performance problems in military, business and industry, and educational systems. Graduates of the program work in a variety of settings, partnering with management to achieve optimal employee performance. They often serve as performance consultants in human resource and training departments with a human performance improvement focus. Graduates of this program are trained to:

- Lead and manage HPT initiatives and processes in a variety of environments, working effectively with others to accomplish organizational goals
- Analyze complex, real-world individual and organizational goals
- Design, develop, implement, and evaluate interventions in a wide variety of settings
- Organize, manage, and evaluate business environments

A letter of intent, three letters of professional reference, and GRE scores no later than the initial semester of enrollment as a degree-seeking student are required.

MSA Core (12 sh)

See program requirements.

HPT Specialization (21 sh)

EME 5355	Instructional Design for HPT	1.5
EME 6356	Performance Analysis for HPT Environments	1.5
EME 6357	Tools for HPT Evaluation	1.5
EME 6426	HPT Interventions	3
EME 6427	Implementing HPT Interventions.....	3
EME 6428	Evaluating HPT Interventions	3

EME 6429	Human Performance Improvement.....	3
EME 6936	Seminar in HPT Issues: Human-Computer Interaction	1.5

Choose one:

*EDF 6404	Educational Statistics I	3
*EDF 6481	Educational Research	3
EME 6408	Integrated Technology Learning Environments.....	3
EME 6414C	Web-Based Instructional Tools for Educators.....	3
EME 6425	Electronic Performance Support System (EPSS).....	3
EME 6628	Contract Administration: Large Scale Instructional Technology Systems.....	3
EME 6946	Field Experiences in Instructional and Performance Technology	3

Course offered 3-6 sh per semester

* Strongly recommended as additional courses for students who plan to pursue a specialist or doctoral degree.

Additionally, a culminating experience as determined with academic advisor and chairperson is required.

LEADERSHIP SPECIALIZATION

In addition to the university requirements above, the Leadership specialization requires a letter of intent and a list of three (3) professional references.

Leadership Specialization Courses (21 sh)

EDA 6XX0	Action Research for Leaders.....	3
EME 6314	Technology for Leaders.....	3
PAD 5434	Leadership.....	3
PAD 6425	Public Service Conflict Management and Resolution.....	3
PAD 6XX0	Project Leadership and Administration.....	3

Choose two:

PAD 5XX0	Leadership, Community, and Change.....	3
PAD 5107	Modern Public Organization Theory.....	3
PAD 5605	Administrative Law	3
PAD 6335	Strategic Management for Public and Nonprofit Organizations.....	3

Advisor approved courses 3-6

NURSING ADMINISTRATION SPECIALIZATION

The Nursing Administration specialization in the MSA is designed to provide BSN-prepared nurses with a strong background in business provided by the MSA core. The lineup of courses in the specialization focuses on development of skills and knowledge in nursing administration and related topics in health care. The latter includes Nursing Management of Human and Financial Resources, Health Economics (Business), Health Care Marketing (Business), Nursing Leadership Development, Nursing Care Planning and Management, and Nursing Administration Role Practicum. This specialization will help address the critical need for nurses qualified to work on the administrative side of health care as directors of nursing and other administrative roles requiring a solid background in the clinical sciences and a solid skill-set in business. A Bachelor of Science in Nursing degree is required for admission to this specialization. Students wishing to earn a MSN and a MSA in Nursing Administration must complete the core courses in both the

MSN and the MSA before completing the MSN Nursing Administration Specialty courses. Both degrees will be conferred upon completion of all requirements.

MSA Core (12 sh)

See program requirements.

Nursing Administration Specialization (21 sh)

HSA 5161	Marketing for Nursing Administration.....	3
HSA 5436	Health Economics	3
NGR 6XX6	Nursing Administration Role Practicum	6

(taken two times for a total of 6 sh)

NGR 6722	Nursing Management of Human & Financial Resources	3
NGR 6723	Nursing Leadership Development	3
NGR 6724	Health Care Planning and Management in Nursing.....	3

PUBLIC ADMINISTRATION SPECIALIZATION

The Public Administration Specialization is designed to provide students with the knowledge and skills to effectively manage agencies and people in public and nonprofit organizations.

The Public Administration Specialization requires a letter of intent with the application for admission and GRE or GMAT scores no later than the initial semester of enrollment as a degree-seeking student.

MSA Core (12 sh)

See program requirements.

Public Administration Specialization (21 sh)

PAD 5107	Modern Organization Theory.....	3
PAD 6053	The Public Administration Professional	3
PAD 6227	Public Budgeting.....	3
PAD 6275	Political Economy of Public Administration	3
PAD 6417	Human Resources Management for Public Organizations.....	3

Choose two:

PAD 5434	Leadership	3
PAD 5605	Administrative Law.....	3
PAD 5635	Government Contract Law.....	3
PAD 5855	Acquisition Administration.....	3
PAD 6041	Public Administration Ethics	3
PAD 6425	Conflict Management and Resolution in Public & Nonprofit Organizations.....	3
PAD 6706	Public Administration Research Methods	3
PUP 5045	Analytic Techniques for Public Policy Analysis.....	3

SOFTWARE ENGINEERING ADMINISTRATION SPECIALIZATION

The MSA with specialization in Software Engineering Administration is an interdisciplinary degree offered entirely online and is designed to prepare students for leadership roles in organizations of diverse domains that develop and maintain software systems for research, commercial, and internal use. Coursework also prepares students for admission to doctoral programs and professional schools.

The Software Engineering Administration specialization requires an undergraduate or graduate degree from an accredited institution in a computing related field, submission of your college transcript and scores on the GRE prior to admission, a letter of intent, and three letters of reference including one from an employer and one from a former college professor.

MSA Core (12 sh)

See program requirements.

**Software Engineering Administration
Specialization (21 sh)**

CEN	6016	Software Engineering Process	4
CEN	6095	Software Engineering Practice and Tools	4
CEN	6930	Advanced Topics in Computer Software and Engineering.....	3
COP	5725	Database System	3
COT	6931	Computer Science Project.....	6
GEB	5879	MBA Foundations: Business Analysis	1

*Note: Some specialization courses require experience with a modern object-oriented programming language.