

# Continuing and Professional Studies

## **Executive Director, Continuing and Professional Studies:**

F.E. Congdon Jr.

**Director, Academic Programs:** E. Kolodner

**Director, Marketing:** K. Moran-Gannon

**Director, Student Services:** S.M. Calder

**Director, Professional Education:** T.E. Stasik

Continuing Studies at Philadelphia University is based on the philosophy that education is a lifelong experience influencing personal growth, career advancement or career change. Degree programs are designed to accommodate adult learners and their professional and personal obligations. Each semester or term, students enroll in baccalaureate, associate and certificate programs on the Main Campus and off-campus locations.

To accommodate busy professional and personal schedules, courses are offered in accelerated evening and weekend sessions. Beginning September 2009, select courses will be offered online. Special programs and tutoring services are available to help students adjust to the academic environment and strengthen skills in various content areas. Additionally, students who excel in their academic work are recognized on the dean's list and in graduation honors.

The faculty and staff are committed to providing excellence in all phases of the academic experience. Continuing Studies strives to provide a challenging environment where students are able to reach their career and educational goals, as well as enrich their personal lives.

## **Degree Completion Programs**

### **Accelerated Degree Program**

The Accelerated Bachelor of Science degree is designed to serve the educational needs of adult learners. Uniquely structured for adults with at least 30 previously earned college credits, this program offers Bachelor of Science degrees in: Behavioral and Health Services, Emergency Services Leadership, Health Sciences, Health Services Management, Human Resource Management, Information Technology, Law Enforcement Leadership, Organizational Leadership and Pre-MBA. The program features eight-week terms, transfer of 60 or more credits from previously attended colleges and universities and ongoing academic advising and personal attention.

### **Certificate Programs**

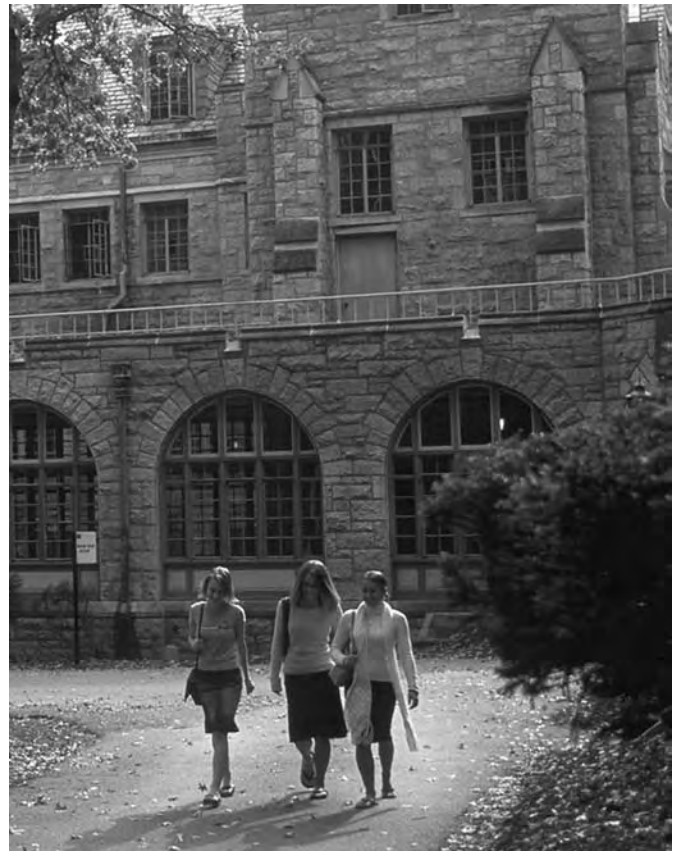
Certificates are beneficial for individuals seeking the basic knowledge and skills required for an entry-level position in a specific field. They are valuable for those seeking additional competencies to enhance their careers. For some individuals, certificate programs are useful as preparation for admission into one of the University's degree programs.

Candidates are required to earn a "C" or better in all certificate courses. A maximum of six semester credits can be transferred from other accredited institutions. Students may complete the certificate program by itself or use the credits as part of a degree program.

In order to be awarded a certificate, students must apply for admission to the program before beginning the third course. Students who choose to complete the requirements of two or more certificates may apply one overlap course to both certificates.

## **Non-Degree Studies**

Continuing Studies students who are not interested in working toward a degree or certificate, but who wish to take courses at the University to learn new skills for professional or personal development, are welcome to take evening and weekend courses, provided prerequisites are satisfied or waived.



## Bucks County Campus

The Bucks County satellite campus is located in the Bucks County Technology Park, 4800 E. Street Road in Trevoze, Pa. Easily accessible to residents of Lower Bucks County and Northeast Philadelphia, this campus location has been designed to serve the educational and career needs of adult students. Courses are offered in the evening and on Saturdays to accommodate the schedules of adults who balance a full calendar of professional and personal responsibilities. Academic advising, registration, book sales, library services and computer labs are all available at this location. To arrange an advising appointment call 215.953.4500

## Summer Sessions

The Office of Continuing and Professional Studies offers day and evening classes from May through August during one 12-week and two 6-week sessions. Summer courses allow students to accelerate their degree programs, compensate for interruptions in their studies, facilitate career advancement or enrich their personal interests. Accelerated courses are offered in an eight-week term within the summer schedule.

A summer registration bulletin is available through the Office of Continuing and Professional Studies or by calling 215.951.2900 or email evening@PhilaU.edu.

### On-Site Partnership Programs

The Office of Continuing and Professional Studies is committed to designing and delivering customized, credit-bearing educational programs for corporations and organizations with sufficient employees to enroll ten or more students per class at the location of their choice. Companies and organizations that are interested in exploring this unique program should contact Frank Congdon, Executive Director, Continuing and Professional Studies at 215.951.2902 to arrange a program assessment meeting.

## B.S. Accelerated Degree Program

### Evening Only

The Office of Continuing and Professional Studies offers an accelerated degree completion program of 60 credits for working professionals. The courses are offered in eight week terms and focus on adult general education requirements, professional competencies, a choice of nine majors, and a limited choice of electives. Candidates for admission to this program must have previously earned 30-60 credits from regionally accredited institutions. Candidates must demonstrate competency in writing, mathematics, information systems, humanities, history, science and social science. Students can accumulate credits toward their first 60 credits through existing university coursework, pre-approved transfer coursework, CLEP examination, prior-learning assessment and pre-approved independent study. Candidates are required to complete an application and related materials, attend an individual interview and write a personal statement. Transcript evaluations are an integral part of this process.

General Education		15 credits
HIST 321	Business, Industry, Work in American History	3
HUMN 310	Globalization and World Politics	3
SOC 310	The Social Science of the Workplace	3
COMM 320	Professional Communication Skills	3
CSSEM 499	Professional Capstone Seminar	3
Continuing Professional Studies Core		15 credits
CSSEM 300	Professional Practice Seminar	3
MGMT 351	Leadership Theory	3
ECON 331	Economic Decision Making	3
STAT 311	Finding and Evaluating Statistical Data	3
FINC 323	Financial Decision Making	3
MGMT 330	Organizational Ethics	3
Major – select one 15 credit option below		15 credits
		3
		3
		3
		3
		3
Free Electives		12 credits
		3
		3
		3
		3
<b>Transfer Credits</b>		<b>60 credits</b>
<b>CREDIT TOTAL 120 CREDITS</b>		

## Program Majors

### Behavioral and Health Services 15 credits

Choose 5 of six listed courses

PSYCH 201	Abnormal Psychology	3
PSYCH 222	Counseling Psychology	3
PSYCH 213	Developmental Psychology	3
PSYCH 233	Interpersonal Relations and Small Group Dynamics	3
BEHLT 341	Behavioral Health and Neurorehabilitation	3
BEHLT 499	Applied Project in Behavioral Health and Neurorehabilitation	3

### Health Services Management 15 credits

HRM 350	Cross Cultural Communication and Diversity Management	3
HLTSV 310	Survey of Health Services Delivery Systems	3
HLTSV 315	Public Policy and Planning in Healthcare	3
HLTSV 325	Emerging Issues in Healthcare	3
HLTSV 499	Capstone Seminar in Health Services Management	3

### Human Resource Management 15 credits

MGMT 320	Human Resource Management	3
HRM 321	Staffing and Resource Development	3
HRM 336	Compensation and Benefits, Health and Safety	3
HRM 421	Organizational and Employee Relations	3
HRM 499	Applied Research and Practice in Human Resource Management	3

### Information Technology 15 credits

IT 315	Information Technology I	3
IT 317	Information Technology II	3
IT 320	Database Management	3
IT 410	Needs Assessment	3
IT 499	Project Management	3

### Organizational Leadership 15 credits

PSYCH 233	Interpersonal Relations and Small Group Dynamics	3
COMM 310	Communication Theory and Practice	3
MKTG 320	Visual Literacy	3
HRM 350	Cross Cultural Communication and Diversity Management	3
OL	Elective	3

### Pre M.B.A. 15 credits

MGMT 401	Operations Management	3
MKTG 102	Principles of Marketing	3
ACCT 101	Financial Accounting	3
ACCT 102	Managerial Accounting	3
BUS 499	Business Capstone Seminar	3

### Health Sciences 15-16 credits

Choose 5 of 6 course options:

PSYCH 201	Abnormal Psychology	3
PSYCH 233	Interpersonal Relations and Small Group Dynamics	3
PSYCH 213	Developmental Psychology	3
BEHLT 341	Behavioral Health and Neurorehabilitation	3
BEHLT 499	Applied Project in Behavioral Health and Neurorehabilitation	3
BIOL 202	Anatomy and Physiology II	4

### Note:

The Professional Studies core is modified as follows:

Required:

BIOL 104	Biology II	4
	Replaces	
ECON 331	Economic Decision Making	3
BIOL 201	Anatomy and Physiology I	4
	Replaces	
FINC 323	Financial Decision Making	3
<b>Law Enforcement Leadership 15 credits</b>		
MGMT 320	Human Resource Management	3
LAWEN 301	Planning for Law Enforcement Organizations	3
LAWEN 310	Contemporary Law Enforcement Strategies	3
LAWEN 410	Advanced Law Enforcement Theory and Management	3
LAWEN 499	Capstone Seminar and Project in Law Enforcement	3
<b>Leadership in Emergency Services 15 credits</b>		
EMS 310	Emergency Services Law	3
EMS 320	Emergency Management Planning	3
EMS 330	Public Health Issues Impacting Emergency Services	3
EMS 410	Disaster Response and Recovery Planning	3
EMS 499	Theoretical Applications and Applied Project in Emergency Services Leadership	3

*The B.S. Accelerated Degree Programs check sheet can be found on page 151.*

## Associate in Science: Business Administration

Evening only – Available to existing students and employees only.

### College Studies (21-23 credits)

WRTG 105	Writing About Workplace Culture	3
SCI 101	Environmental Science	3
MATH( )	Quantitative Reasoning I	3/4
MATH( )	Quantitative Reasoning II	3/4

*For Quantitative Reasoning select one two-course sequence:*

MATH 101/1	Finite Mathematics	MATH 102	Pre-calculus (3 cr.)
MATH 103	Introduction to Calculus (3 cr.)	MATH 111	Calculus I (4 cr.)
MATH 102	Pre-calculus (3 cr.)	MATH 111	Calculus I (4 cr.)
MATH 103	Introduction to Calculus (3 cr.)	MATH 112	Calculus II (4 cr.)
HIST( )	Historical Understanding I		
SOC( )	Social Science I		
HUMN( )	Humanities I (WRTG 101, HUMNx)		

### Business and Economics Core (30 credits)

INFO 101	Introduction to Information Systems	3
MGMT 301	Principles of Management	3
STAT 201	Statistics I (MATH 100)	3
MKTG 102	Principles of Marketing	3
ACCT 101	Financial Accounting	3
BLAW 301	Business Law I	3
ACCT 102	Managerial Accounting (ACCT 101)	3
FINC 301	Financial Management (ACCT 101 and STAT 202 or MATH 321)	3
ECON 205	Macroeconomics	3
ECON 206	Microeconomics	3

### Free Electives (9 credits)

3  
3  
3

**CREDIT TOTAL: 60-62**

\*Prerequisites are listed after the course name in parentheses.

*The Associate in Science: Business Administration check sheet can be found on page 159.*

## Associate in Science: Health and Human Services

Restricted Enrollment

This 60 credit program builds on technical training programs that have been approved by the Pennsylvania Department of Education for post-secondary credit and that have articulation agreements with the University.

District 1199C Training and Upgrading Fund

Program	Credits	
BEHLT 199	Behavioral Health Technician Training Program	21

### Core Competencies

WRTG 105	Writing About Workplace Culture	3
COMM 320	Professional Communication Skills	3
MATH 215	College Algebra	3
SCI 101	Environmental Science	3
HIST 114	The Rise of the Modern World: American Transitions	3
PSYCH 101	Introduction to Psychology	3
HLTSV 210	Ethical Issues for Human Services Providers	3
IT 101	Introduction to Information Systems	3

### Major Concentration

PSYCH 201	Abnormal Psychology	3
PSYCH 223	Interpersonal Relations and Small Group Dynamics	3
PSYCH 224	Psychology of Addiction	3
COMM 310	Communication Theory and Practice	3
BEHLT 290	Clinical Interactions in Behavioral Health	3

**CREDIT TOTAL: 60**

*The Associate in Science: Health and Human Services check sheet can be found on page 161.*

## Jewish Employment and Vocational Services

### Orleans Technical Institute

Program		Credits
HVMSV 199	Human Services Training Program	30
<b>Core Competencies</b>		
WRWG 105	Writing About Workplace Culture	3
MATH 215	College Algebra	3
SCI 101	Environmental Science	3
HIST 114	The Rise of the Modern World: American transitions	3
PSYCH 101	Introduction to Psychology	3
COMM 310	Communication Theory and Practice	3
IT 101	Introduction to Information Systems	3
<b>Major Concentration Category</b>		
PSYCH 201	Abnormal psychology	3
PSYCH 223	Interpersonal Relations and Small/Group Dynamics	3
BEHLT 290	Clinical Interactions in Behavioral Health	3

#### **CREDIT TOTAL 60**

The Jewish Employment and Vocational Services check sheet can be found on page 163.

## Post-Baccalaureate Certificate: Accounting

Pennsylvania requires a bachelor's degree and 24 credits of accounting to sit for the C.P.A. examination. The Accounting Certificate program is designed for individuals who have a bachelor's degree in a field other than accounting and who wish to take the C.P.A. examination. Students should be aware that experience in public accounting is also required for certification. Students who apply to this program must have a bachelor's degree. Students should consult an advisor for current requirements.

ACCT 101	Financial Accounting	3
ACCT 203	Intermediate Accounting I (ACCT 101)	3
ACCT 204	Intermediate Accounting II (ACCT 203)	3
ACCT 303	Accounting Theory and Practice (ACCT 204)	3
ACCT 316	Cost Accounting (ACCT 203)	3
ACCT 309	Federal Taxes I (ACCT 101)	3
ACCT 409	Auditing (ACCT 204)	3
ACCT 412	Advanced Accounting (ACCT 303)	3

#### **CREDIT TOTAL: 24**

Please note that the requirements for the C.P.A. examination are being evaluated for change and therefore, could impact changes in the above courses in the future. Consult with an adviser before finalizing your program. Students will need to enroll in late afternoon and summer school classes to complete requirements as evening classes are no longer available.

The Post-Baccalaureate Certificate in Accounting check sheet can be found on page 165.