

Continuing and Professional Studies

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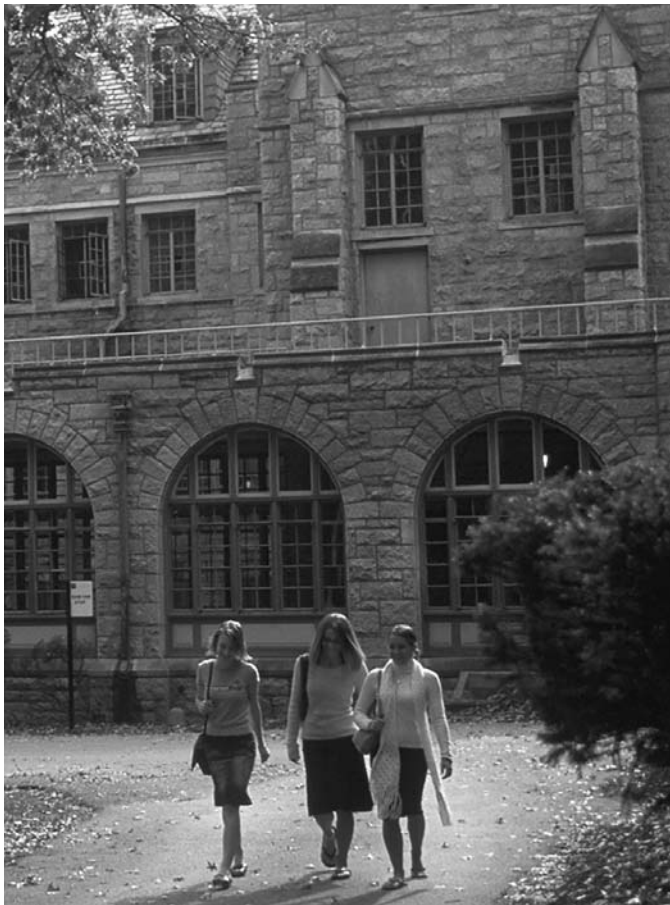
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Continuing Studies at Philadelphia University is based on the philosophy that education is a lifelong experience influencing personal growth, career advancement or career change. Degree programs are designed to accommodate adult learners and their 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 the evening, on weekends and in accelerated evening and weekend sessions. 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; Health Services Management; Human Resource Management; Information Technology; Organizational Leadership; Pre-MBA; and Professional Communication. 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.

Health Services Professionals – Available to existing students only until 2007

Philadelphia University offers unique opportunities for registered nurses and other health care professionals to earn the Bachelor of Science degree by awarding block transfer credit for approved health care training. These curricula are not designed to improve basic nursing or clinical skills, but rather allow registered nurses and health services professionals to pursue another area of study in or out of the health-services field. A variety of degree completion options are available, including health services management, human resource management, psychology and psychological services.

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 Neshaminy Interplex Corporate Center 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 215.245.0170.

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 seven 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.

Orientation Course	3
J100 Professional Practice Seminar	3
General Education 15 credits	
J201 Business, Industry, Work in American History	3
J202 Globalization and World Politics	3
J203 The Social Science of the Workplace	3
J204 Professional Communication Skills	3
J210 Professional Capstone Seminar	3
Continuing Studies Core 15 credits	
J101 Leadership Theory	3
J111 Economic Decision Making	3
J112 Finding and Evaluating Statistical Data	3
J121 Financial Decision Making	3
J123 Organizational Ethics	3
Major – select one 15 credit option below	
	3
	3
	3
	3
	3
	3
Free Electives	12 credits
	3
	3
	3
	3
Transfer Credits	60 credits
CREDIT TOTAL	120 credits

Program Majors

Behavioral and Health Services		15 credits
Choose 5 of six listed courses		
H823	Abnormal Psychology	3
H824	Counseling Psychology	3
H853	Interpersonal Relations and Small Group Dynamics	3
H870	Developmental Psychology	3
J605	Behavioral Health and Neurorehabilitation	3
J610	Applied Project in Behavioral and Health Services	3
Health Services Management		15 credits
J132	Cross Cultural Communication and Diversity Management	3
J301	Survey of Health Services Delivery Systems	3
J302	Public Policy and Planning in Healthcare	3
J303	Emerging Issues in Healthcare	3
J310	Capstone Seminar in Health Services Management	3
Human Resource Management		15 credits
B162	Human Resource Management	3
J401	Staffing and Resource Development	3
J402	Compensation and Benefits, Health and Safety	3
J403	Organizational and Employee Relations	3
J410	Applied Research and Practice in Human Resource Management	3
Information Technology		15 credits
J501	Information Technology I	3
J502	Information Technology II	3
J503	Database Management	3
J504	Needs Assessment	3
J510	Project Management	3
Organizational Leadership		15 credits
H853	Interpersonal Relations and Small Group Dynamics	3
J113	Communication Theory and Practice	3
J122	Visual Literacy	3
J132	Cross Cultural Communication and Diversity Management	3
OL	Elective	3
Pre M.B.A.		15 credits
B141	Operations Management	3
B221	Principles of Marketing	3
B403	Financial Accounting	3
B423	Managerial Accounting	3
J525	Business Capstone Seminar	3
Professional Communication		15 credits
J701	Writing and Speaking for Media Presentations	3
J702	Hypertext Authoring	3
J703	Narrative Structures in Professional Communication	3
J704	Technical Writing	3
J710	Internship in Professional Communication	3

B.S. Health Services Management: Business Concentration

Evening only – Available to existing students only until 2007

The Health Services Management program is a professionally oriented, degree-completion program designed to assist professionals to assume leadership and management positions in the health care industry, insurance companies, schools, business and nonprofit organizations. The curriculum is not designed to improve basic clinical training in a specific health field. It is meant to supplement these professional skills through the development of communication competence, the improvement of interpersonal relationships, the sharpening of management proficiency and the acquisition of new technical proficiencies.

The Health Services Management major includes unique transfer options that recognize transfer credit for training and education leading to licensure as a registered nurse, certified occupational therapy assistant, or others holding associate degrees in other health-service professions. Program applicants should have a minimum of 60 credits of college-level work. The block transfer option is designed for those with health services and clinical training.

<u>College Studies</u>	<u>16 credits</u>
L() Area Studies or Language	3
L35() Area Studies	3
L6() Level II College Studies	3
L61() Writing Seminar II (L611 recommended)	3
L911 Contemporary Perspectives (Writing II, Level II CS)	4
<u>Business/Economics Core</u>	<u>15 credits</u>
B221 Principles of Marketing	3
B403 Financial Accounting	3
B423 Managerial Accounting (B403)	3
E821 Microeconomics	3
IS16 Management Information Systems	3
<u>Business Concentration</u> (select one, 15-credit option from below)	<u>15 credits</u>
	3
	3
	3
	3

<u>Minor Concentration or Free Electives</u>	<u>15 credits</u>
	3
	3
	3
	3
	3

Transfer Credits (RN, COTA or other HSP) 60 credits
 Must include L111, one historical understanding, one humanities, one social sciences, L131, one laboratory science, and one Information Systems course (completed in last five years).

CREDIT TOTAL: 121

<u>Health Services Management Concentration</u>	
B179	Diversity Management (B123 or B184)
B183	Health Services Delivery System
B184	Health Services Management
B186	Health Services Management Sem. (B183, B184)
B187	Emerging Issues in Health Care (B123 or B184)
<u>Human Resource Management Concentration</u>	
B123	Principles of Management
B161	Industrial Relations (B123)
B162	Human Resource Management (B123)
B179	Diversity Management (B123 or B184)
B172	Management Seminar (IS16)

*Prerequisites are listed after the course name in parentheses.

B.S. Health Services Management: Psychology Concentration

Evening only – Available to existing students only until 2007

The Health Services Management program is a professionally oriented, degree-completion program designed to supplement professional skills with an exposure to a variety of courses that enhance the students' existing expertise. The curriculum does not provide clinical training in a specific health field.

Experience in this Health Services Management: Psychology option also offers students opportunities to improve interpersonal communication skills and gain new expertise in the area of psychological services, or prepare for graduate studies. Students using COTA transfer credits will have taken courses that are often prerequisites for admission to the master's degree program in Occupational Therapy at Philadelphia University or other institutions.

The Health Services Management major provides unique transfer options that recognize transfer credit for training and education leading to licensure as a registered nurse, certified occupational therapy assistant, or others holding associate degrees in other health-service professions. Program applicants should have a minimum of 60 credits of college-level work. The block transfer option is designed for those with health services and clinical training.

Graduates should be able to combine psychological principles, concepts and practical strategies to work in a variety of professions, including health care education, counseling, crisis intervention, and human services for patients in rehabilitation and those who are behaviorally challenged.

College Studies	16 credits
L() Area Studies or Language	3
L35() Area Studies	3
L6() Level II College Studies	3
L61() Writing Seminar II (<i>L611 recommended</i>)	3
L911 Contemporary Perspectives (<i>Writing II, Level II CS</i>)	4
Psychology Core	9 credits
H801 Introduction to Psychology	3
H823 Abnormal Psychology (<i>H801</i>)	3
H881 Physiological Psychology (<i>H801</i>)	3
Psychology Distribution Electives	24 credits
(select two courses from each of the following)	
Experimental Psychology Distribution	
H825, H861, H862, H863, H870 (<i>COTA students pursuing graduate work should select H870</i>)	3
	3

Clinical Psychology Distribution		3
H812, H822, H824, H826, H888		3
Social/Organizational Psychology Distribution		3
H831, H832, H851, H853		3
Biological Basis of Behavior Distribution		3
H880, H883, H884, H885		3
Concentration Option	15 credits	
(Select one, five course option)		
• Psychological Research Option		
H802 Psychological Applications of Statistics I (<i>H801</i>)		3
H803 Psychological Applications of Statistics II (<i>H802</i>)		3
H804 Introduction to Experimental Psychology (<i>H803</i>)		3
H805 Senior Colloquium in Psychology (<i>H804, H890</i>)		3
H890 Advanced Research in Psychology (<i>H804 and 21 psychology credits</i>)		3
• Psychological Services Option		
Select two additional H8xx courses chosen in consultation with an advisor.		3
Select three free electives or three of the following HSM courses (B183, B184, B186, B187)		3
Transfer Credits (RN, COTA or other HPS)	(60 credits)	
Must include L111, one historical understanding, one humanities, one social sciences, L131, one laboratory science.		
CREDIT TOTAL:		124
* Prerequisites are listed after the course name in parentheses.		

B.S. Human Resource Management

Evening only – Available to existing students only until 2007

Individuals trained in human resource management can look forward to rapidly expanding opportunities in the field. Students will become proficient in the fundamentals of management, marketing, accounting, computing and business law; as well as acquire solid knowledge of HRM theory and practices including employment and placement, EEO and affirmative action, job analysis, compensation and benefits, training and development and industrial labor relations.

College Studies 46-48 credits

L111	Writing Seminar	3
L121	Environmental Science	3
L()	Quantitative Reasoning I	

L()	Quantitative Reasoning II	3/4
		3/4

For Quantitative Reasoning select one two-course sequence:

L130/1	Finite Mathematics (3 cr.)	L135	Pre-calculus (3 cr.)
L132	Introduction to Calculus (3 cr.)	L141	Calculus I (4 cr.)
L135	Pre-calculus (3 cr.)	L141	Calculus I (4 cr.)
L132	Introduction to Calculus (3 cr.)	L142	Calculus (4 cr.)

L15()	Arts and Cultures	3
L17()	Historical Understanding I	3

L31()	Science II (L121)	3
L36()	Social Science I (L111, L17X)	3

L38()	Humanities I (L111, L17X)	3
L()	Language or Area Studies (L111, L17X) [Area Studies L35_, Language L34_, L64_, L94_]	3

L()	Language or Area Studies (L111, L17X) [Area Studies L35_, Language L34_, L64_, L94_]	3
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L61()	Writing Seminar II (L611 recommended. L36X, L38X. May not be taken as CR/NC.)	3
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Select two courses from the following:
L66() Social Science II (L36X, L38X)

L67()	Historical Understanding II (L36X, L38X)	3
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L68()	Humanities II (L36X, L38X)	3
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L911	Contemporary Perspectives (Senior status, L61X, and one L66(), or L67(), or L68(). May not be taken as CR/NC.)	4
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Business and Economics Core 39 credits

B122	Introduction to Information Systems	3
B123	Principles of Management	3
B141	Operations Management (B122, B123, L132 or L141; pre- or co-req: B152 or M141)	3
B151	Statistics I (L130/1)	3
B152	Statistics II ("C" or better in B151)	3
B171	Business Policy and Strategy (senior status, B122, B123, B221, B642)	3
B221	Principles of Marketing	3
B403	Financial Accounting	3
B421	Business Law I	3
B423	Managerial Accounting (B403)	3
B642	Financial Management (B403, B151 or M141)	3
E821	Macroeconomics	3
E822	Microeconomics	3

Major Core 15 credits

B162	Human Resource Management (junior status, B123)	3
B160	Organizational Behavior (junior status, B123)	3
B179	Diversity Management (B123)	3

Two Advanced HRM Elective chosen from the following:
(see catalog for prerequisites)
(B145, B147, B161, B422, H831, H832, H853)

		3
		3

Select one of the following options 12 credits

• Minor Concentration
(Minor area:)

		3
		3

• Pre-M.B.A. (must be accepted by the M.B.A. Program)
MB25 Management Communications & Negotiations 3
MB28 Accounting for Management Decisions 3
Two additional undergraduate business courses, excluding HRM courses.

		3
		3

Internship or Free Elective 9 credits

		3
		3
		3

CREDIT TOTAL: 121-123

*Prerequisites are listed after the course name in parentheses.

Associate in Science: Business Administration

Evening only – Available to existing students only until 2007

College Studies		(21-23 credits)
L111	Writing Seminar	3
L121	Environmental Science	3
L()	Quantitative Reasoning I	
		3/4
L()	Quantitative Reasoning II	
		3/4
<i>For Quantitative Reasoning select one two-course sequence:</i>		
L130/1	Finite Mathematics (3 cr.)	L135 Pre-calculus (3 cr.)
L132	Introduction to Calculus (3 cr.)	L141 Calculus I (4 cr.)
L135	Pre-calculus (3 cr.)	L141 Calculus I (4 cr.)
L132	Introduction to Calculus (3 cr.)	L142 Calculus II (4 cr.)
L17()	Historical Understanding I	
		3
L36()	Social Science I (L111, L17x)	
		3
L38()	Humanities I (L111, L17x)	
		3
Business and Economics Core		(30 credits)
B122	Introduction to Information Systems	3
B123	Principles of Management	3
B151	Statistics I (L130/1)	3
B221	Principles of Marketing	3
B403	Financial Accounting	3
B421	Business Law I	3
B423	Managerial Accounting (B403)	3
B642	Financial Management (B403, B151 or M141)	3
E821	Macroeconomics	3
E822	Microeconomics	3
Free Electives (9 credits)		
		3
		3
		3
CREDIT TOTAL:		60-62

*Prerequisites are listed after the course name in parentheses.

Associate in Science: Health and Human Services

Restricted Enrollment

This 60 credit program builds on the Mental Health-Mental Retardation Technician training program administered by the District 1199C Training and Upgrading Fund.

Program	Credits
BLKTRF Mental Health-Mental Retardation Program	21
Core Competencies	
L111 Writing Seminar	3
L61() Writing Seminar II	3
L130 Finite Mathematics	3
L121 Environmental Science	3
L17() Historical Understanding	
	3
H801 Introduction to Psychology	3
L38() Humanities	
	3
J114 Introduction to Information Systems	3
Major Concentration	
H823 Abnormal Psychology	3
H853 Interpersonal Relations and Small Group Dynamics	3
H888 Psychology of Addiction	3
H8() Conflict Resolution	
	3
H8() Behavioral Health Practicum	
	3
CREDIT TOTAL:	60

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.

B403	Financial Accounting	3
B441	Intermediate Accounting I (B403)	3
B442	Intermediate Accounting II (B441)	3
B443	Accounting Theory and Practice (B442)	3
B461	Cost Accounting (B441)	3
B463	Federal Taxes I (B403)	3
B464	Auditing (B442)	3
B465	Advanced Accounting (B443)	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.

Certificate: Entrepreneurship

Available to existing students only until 2007

This program is designed to help entrepreneurs ensure the success of their small business ventures, whether product- or service-oriented. It includes courses in the traditional business disciplines, as well as advanced courses related to entrepreneurial applications.

B122	Introduction to Information Systems	3
B123	Principles of Management	3
B170	Entrepreneurship Seminar (B123, B221)	3
B221	Principles of Marketing	3
B403	Financial Accounting	3
B421	Business Law I	3

Designated Electives (select two)

B162	Human Resource Management (B123)	3
B231	Consumer Behavior (B221)	3
B240	Marketing Communications (B231)	3
B241	Retailing Strategy and Structure (B221)	3
B243	Sales Management (B221)	3
B423	Managerial Accounting (B403)	3

CREDIT TOTAL: 24

*Prerequisite courses are listed after the course name in parentheses.

Certificate: Health Services Management

Available to existing students only until 2007

This certificate is designed to provide an overview of the management issues unique to the health-services industry and a specific knowledge related to current trends and perspectives in today's health care delivery systems.

B183	Health Services Delivery System	3
B184	Health Services Management	3
B186	Health Services Management Seminar (B183, B184)	3
B187	Emerging Issues in Health Care (B184)	3

Designated Electives (select four)

B122	Introduction to Information Systems	3
B145	Training and Development (B162)	3
B147	Compensation and Benefits (B184)	3
B162	Human Resource Management (B184)	3
B160	Organizational Behavior (B123)	3
B179	Diversity Management (B184)	3
B221	Principles of Marketing	3
B403	Financial Accounting	3

CREDIT TOTAL: 24

*Prerequisite courses are listed after the course name in parentheses.

Certificate: Human Resource Management

Available to existing students only until 2007

This certificate is designed for individuals who supervise or manage the work of others. The success of managers, as well as the success of their organizations, depends upon decisions about employees. These decisions will affect performance, job satisfaction and, ultimately, the efficiency and effectiveness of the organization. This program will provide both general managers and human resource specialists with new tools for successful performance on the job and a rewarding career opportunity in an exciting field.

B123	Principles of Management	3
B145	Training and Development (B162)	3
B147	Compensation and Benefits (B123)	3
B162	Human Resource Management (B123)	3
B165	Organizational Politics and Negotiation (B162)	3
B179	Diversity Management (B123)	3

Designated Electives (select two)

B160	Organizational Behavior (B123)	3
B161	Industrial Relations (B123)	3
B181	Advanced Human Resource Mgt. (B162)	3
B421	Business Law I	3
H831	Industrial Organizational Psychology (H801)	3
H832	Assessment of Personnel (H801)	3
H853	Interpersonal Relations and Small Group Dynamics (H801)	3

CREDIT TOTAL: 24

Certificate: Information Systems

Available to existing students only until 2007

Computer software and hardware play a major role in supporting business decision-making. The courses in this program combine skills in programming and problem solving with knowledge of networking.

IS10	Survey of Programming Languages	3
IS11	Database Analysis, Design, Management (IS12)	3
IS12	Programming for Problem Solving (IS10)	3
IS13	Computer Networking (IS11)	3
IS14	Software Engineering (IS12)	3
IS15	Data Analysis for Decision Making (IS10, IS11)	3

Designated Electives (select three)

IS16	Management Information Systems (B122)	3
IS21	Ethical & Social Issues of Comp Programming	3
IS23	Discrete Structures (IS10)	3
IS31	Algorithms & Data Structures (IS10)	3
IS51	Applied Software Development (IS12)	3
IS52	Programming in C (IS10)	3
IS53	Programming in C++ (IS52)	3
IS83	Operating Systems (IS53)	3
IS85	Web Construction & E-Commerce Application (IS10)	3
IS91	Special Topics (Junior Status)	3

CREDIT TOTAL: 27

*Prerequisite courses are listed after the course name in parentheses.

