

Minors and Concentrations

Minor

A minor is a set of courses that provide supplemental study in a particular subject area. A student may choose a minor with the assistance of an academic advisor upon completion of 60 semester hours. Options for minors are determined by the academic program and consist of a minimum of twelve credits in the subject area. A student may not use the same course for credit in both the major and the minor areas. Descriptions and requirements for available minors are below.

Concentration

A concentration allows for an in-depth exploration of a focused area within the scope of the student's major discipline. Concentrations are available for study by majors within the appropriate area only. Options for concentrations are specified by the academic program. Similarly, the number of credits required to complete the concentration and the sequence and selection of required and elective courses are determined by the program.

Students in programs that support minors or concentrations should first meet with their academic advisor to discuss the options for minors or concentrations. Students can designate a minor or concentration after completing 60 semester hours or credits. Please see the form available online at the Learning and Advising Center's webpage: www.PhilaU.edu/learning/.

Guidelines for minors:

- A student may not combine a major and minor in the same or similar functional area (e.g., Finance major and Finance minor; Management major and Human Resource Management minor.)
- A student may not use the same course for credit in both the major and minor areas. Any substitute elective from within the discipline must be approved, please see appropriate form available at University Registrar's website <http://www.philau.edu/registrar/>.
- Certain courses in the minor may have prerequisite courses that need to be completed.

Accounting Minor 12 credits

The Accounting minor permits students to enrich their knowledge of the "language of business." No matter what profession a graduate enters, the ability to read and comprehend historical and prospective financial information will be essential. Students will be provided with an in-depth understanding of generally accepted accounting principles through intermediate accounting courses, an exposure to federal taxation and a choice of accounting electives for more intensive study.

ACCT-203	Intermediate Accounting I
ACCT-204	Intermediate Accounting II
ACCT-309	Federal Taxes I

Any advanced Accounting elective, except ACCT-316 Cost Accounting I

Architectural History/Theory Minor 12 Credits

This minor offers students the opportunity to study art/architectural history and theory beyond the introductory level. The courses listed provide in-depth knowledge and analysis of historical periods and theoretical issues relative to the meaning and practice of architecture and related disciplines. Required course: ARCH-422 Theories of Architecture Seminar

Any three of the following:

ARCH-320, ARCH-341, ARCH-371, ARCH-409, ARCH-410, ARCH-425, ARCH-434

Architecture and Interior Design students may choose one of the following:

LARCH-307 or LARCH-411

Biodiversity Minor 12-16 credits

This minor provides students with a broad overview of the status of the world's ecosystems and how decisions made by individuals, governments and businesses impact the environmental health of our planet both positively and negatively. Students can also opt to take a number of these courses abroad through the School for Field Studies articulation agreement.

Students choose either three or four courses from the following:

BIOL-205, BIOL-209, BIOL-310, BIOL-371, BIOL-391, BIO-392, CHEM-323, CHEM-417, ECBIO-101, ECBIO-201, ECBIO-207, ECBIO-208, ECBIO-301, ECBIO-305, ECBIO-316, ECBIO-318, ECBIO-319, ECBIO-409, ECBIO-415, PSYCH-240, SCI-381, SCI-382, SCI-493, STAT-301, STUAB-300.

Business Minor for Non-Business Major 12 credits

This minor is specifically designed for the Non-Business major. It will provide students with marketable business skills upon graduation that are useful to any professional person.

Required (6 to 9 credit hours)

ACCT-101	Financial Accounting
ECON-205	Macroeconomics and/or
ECON-206	Microeconomics

Choose additional courses (total 12 credit hours)

BLAW-301	Business Law I
ACCT-102	Managerial Accounting
FINC-301	Financial Management

Construction Management Minor 12 credits

This minor introduces students to basic construction management concepts and practices, including planning, scheduling and estimating; project control and supervision; safety; labor relations; purchasing and accounting; insurance and bonds; and ethics.

Required courses:

CMGT-102	Intro to Construction Industry
CMGT-104	Intro to Construction Project Mgmt.

Any two of the following:

ARCH- 426; ARCH- 401 (Design/Build option only), MGMT-301 MKTG-102, ARCH-499

Custom Minor 12 credits

A custom minor is a thematic/area/subject cluster of four courses from any of the Colleges. The student must have approval to design a custom minor. Please see the "Declaring a Minor" form available online at Office of Learning and Advising <http://www.philau.edu/learning/>.

E-Commerce Minor 12 credits

E-commerce is the Internet-enabled buying and selling of goods and services, servicing customers, collaborating with vendors and customers and conducting electronic transactions within an organization. It includes email marketing, virtual learning, banner ads on a Web page, 24/7 customer support systems, ERP, CRM and XML. The E-commerce minor involves the study of products, the business processes and the supply chain of startup dotcoms to brick-and-mortar Fortune 500 firms. The program features a balance of information technology and managerial decision-making.

MKTG-315	Marketing in an Electronic Environment
MKTG-408	Survey of E-Commerce
MIS-202	Management Information Systems
MIS-305	Database Analysis, Design and Management

Economics Minor 12 credits

Regardless of whether a student majors in business, textiles, the humanities or another discipline, students will be affected by economic factors. The Economics minor will enable students to understand and anticipate economic fluctuations and make changes necessary for success.

Any four advanced Economics electives are permitted, and one course may be from FINC-303, FINC-318, FINC-321, FINC-322 or FINC-333.

Environmental Sustainability Minor 12 credits

This minor introduces students to the practices, technologies and mindsets that allow human societies to live in balance with their surrounding environments over multiple generations. Students completing the minor must take four courses from the list below, with no more than two of them selected from the 100-level offerings.

Any four of the following:

SUST-100, SUST-120, SUST-121, SUST-200, SUST-202, SUST-204, SUST-300, SUST-302, SUST-303, SUST-421/LARCH-521, SUST-400, SUST-402, ECBIO-101, ECBIO-201, ECBIO-319

Fashion Industry Management Minor 12 credits

Students choosing a minor in Fashion Industry Management can look forward to employment in the textile and apparel sectors of the apparel and textile supply chain.

FASHMGT-101 Survey of Global Products
TEXT-101 Survey of the Textile Industry

Any two of the following:

FASHMGT-305 Production
FASHMGT-408 Apparel/Textile Sourcing
TEXT-331 Apparel Fabric Performance

Finance Minor 12 credits

Finance plays a crucial role in all profit and nonprofit organizations. The Finance minor is a wise choice for any student interested in a business or service organization career.

FINC-303 Intermediate Financial Management
FINC-321 Investments and Portfolio Management

Any two Finance electives, but at least one must be from

FINC-318, FINC-322 or FINC-411.

Foundation Design Minor 12 credits

The Foundation Design minor introduces students to drawing and the basic elements and principles of two- and three-dimensional design, as well as their application in the design process. In depth studies emphasizing the use of color are undertaken. A general survey of the philosophy and utility of CAD systems may be accomplished through hands-on experience.

DSGNFND-103 Design Foundations I or ADFND-101 Design I
DRAW-101 Drawing I

Any two of the following:

ADFND-102, ADFND-104, ARCHDSN-208, CAD-201, DRAW-201, DRAW-206, DSGNFND-203 or DRAW-303.

Any course from a design major approved by the advisor.

Graphic Design Minor for NON-Design Majors 14 credits

(Choose at least one from):

DSGNFND-103. Design Foundation I, DSGNFND-203, Design Foundation II or VSDES-101 Visual Studies: Design. (each 3 credits)
GRAPH-201. Design III. (required, 4 credits)
GRAPH-202. Design IV. (required, 4 credits)

(Plus choose any one course from Graphic Design Designated Electives to total 14 credit hours):

GRAPH 305; GRAPH 310; GRAPH 320; GRAPH 341; GRAPH 408; GRAPH 409 (each 3 credits).

Graphic Design Minor (for Design Majors OTHER than Graphic, but NOT including Animation and Interactive Design and Media): 14 credits

(Pre-requisite (at least one): ADFND-101, DSGNFND-103, DSGNFND-203 or VSDES-101 Visual Studies: Design. (plus at least one): DRAW-101., DRAW-102. Or VSDRW-101 Visual Studies: Drawing

GRAPH-201. Design III (required; 4 credits)

GRAPH-202. Design IV (required; 4 credits)

(Plus choose any two courses from Graphic Design Designated Electives to total 14 credit hours):

GRAPH 305; GRAPH 310; GRAPH 320; GRAPH 341; GRAPH 408; GRAPH 409 (each 3 credits).

Graphic Design Minor for Animation and Interactive Design and Media: 12 credits

(Pre-requisite (at least one): DSGNFND-103., DSGNFND-203. or VSDES-101 Visual Studies: Design.

(plus at least one): DRAW-101., DRAW-102. or

VSDRW-101 Visual Studies: Drawing.

(Further pre-requisite): GRAPH-201 and GRAPH-202.

(Choose any four courses from Graphic Design Designated Electives [3 credits each] to total 12 credit hours):

GRAPH 305; GRAPH 310; GRAPH 320; GRAPH 341; GRAPH 408; GRAPH 409. (each 3 credits).

Historic Preservation Concentration 39 credits

A concentration in Historic Preservation is one of two options available to students who are majoring in Historic Preservation and Visual Studies. For more information see Academic Programs, College of Architecture and the Built Environment, Historic Preservation and Visual Studies program description.

Historic Preservation Minor 12 credits

This minor provides a foundation in the field of historic preservation. The required courses cover issues including the history of the movement in the U.S., contemporary practice and field work, economic consequences, as well as methods of and standards for documentation. Elective courses broaden the student's experience with discussions of American urban traditions, architectural ornament, vernacular ways of building around the world, and design considerations in a preservation project.

ARCH-421 Introduction to Historic Preservation

ARCH-466 Preservation Technology

Any two of the following:

INTD-428, LARCH-507, ARCH-341, ARCH-425, ARCH-424, PHOTO-436

Human Resource Management Minor 12 credits

The Human Resource Management minor provides students with the basic skills needed to manage the personnel component of an organization. The minor concentrates on the processes by which jobs are designed and filled by human resources, as well as how a skilled work force is maintained in an organization. The student will gain familiarity with the techniques of recruiting, hiring, training and evaluating employees. The student will also become familiar with the basic concepts of employee and union-management relations,

including contract negotiations. Not available to management majors.

MGMT-310	Organizational Behavior
MGMT-320	Human Resource Management
MGMT-418	Industrial Relations

One advanced Management elective from the following:

MGMT-307, MGMT-311, MGMT-326, MGMT-331, MGMT-381, MGMT-411, MGMT-416, MIS-305, MIS-401, PSYCH-230 or PSYCH-231.

Information Systems Minor **12 credits**

Information systems supply an ever more important role in support for management decision-making. According to the U.S. Department of Labor's 2003 Web site, "Employers prefer managers with advanced technical knowledge acquired through computer-related work experience and formal education." The IS minor is intended to supply a foundation for that level of knowledge. Not available to Management Information Systems.

MIS-202	Management Information Systems
MIS-305	Database Design, Analysis and Management

Two additional Information Systems electives from the following:

MIS-207, MIS-302, MIS-304, MIS-312, MIS-323, MIS-371, MIS-401, MIS-404, MIS-405, MIS-406, MIS-407, MIS-411, MIS-413, MIS-422, MIS-425.

International Business Minor **12 credits**

The world in which business is being conducted is changing rapidly and is creating new challenges and opportunities for managers. The International Business minor is provided for students who want to strengthen their knowledge and understanding of global changes and their impact on business.

ECON-401	International Economics
FINC-318	International Finance and Development
MGMT-307	International Management
MKTG-324	International Marketing

Landscape Architecture

These two minors – Landscape Design, which is for design majors (primarily for architecture or interior design majors), and Landscape Planning, which is for non-design majors (primarily for environmental and conservation biology or environmental sustainability majors) – introduce the student to the field of landscape architecture.

For the Landscape Design minor, the required courses cover the various areas – history/theory, technology, horticulture and design – that constitute an understanding of the discipline relative to design.

For the Landscape Planning Minor, the required courses cover the various areas – technology, communication and history – that are needed for an understanding of the discipline relative to planning.

Landscape Design Minor **13-15 credits**

One of the following plant/ecology courses (3 or 4 cr):

ECBIO-208	Local Flora (4 cr)
LARCH-105	Landscape Ecology (3cr)

One of the following history/theory courses (3 cr):

LARCH-206	History of Landscape Architecture I or
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LARCH-307	History of Landscape Architecture II or
LARCH-411	Landscape Architecture History III: Urban Landscape Design
LARCH-207	LA Tech: Grading (3 cr)

One of the following Landscape Architecture design studio studios (4 or 6 cr):

LARCH-201	LA Design III: Site Design (4 cr)
LARCH-302	LA Design VI: Community Design (6 cr)
LARCH-401	LA Design VII: Interdisciplinary Design Studio (6 cr)

Landscape Planning Minor **12 credits**

LARCH-207	Technology I: Grading (3cr)
LARCH-411	LA History III: Urban Landscape Design (3 cr)

One of the following plant/ecology courses (3 or 4 cr):

ECBIO-208	Local Flora (4 cr) or
LARCH-105	Landscape Ecology (3 cr)

One of the following courses (3 cr):

LARCH-310	GIS for Landscape Analysis or
LARCH-412	Technology III: Hydrology

Law and Society Minor **12 credits**

The Law and Society minor will contribute to the students' understanding of law from interdisciplinary perspectives (sociology, psychology, anthropology and political science). It will prepare students for professional careers in fields that rely on critical thinking and written and oral advocacy skills. The Law and Society minor will also provide a firm background in legal, political and social issues for students that are focusing on a broad array of other professional fields at Philadelphia University such as professional communications, pre-med, environmental sustainability, business, design, psychology, midwifery and physician assistance.

Choose four courses from the list below:

LAW-101	Introduction to Law and Society
LAW-103	Crime and Justice
LAW-105	American Government and the Legal System
LAW-201	Constitutional Law and the Supreme Court
LAW-203	Comparative Legal Systems
LAW-205	Philadelphia Law and Politics
LAW-300	International Law
LAW-302	Law and Ethics
LAW-304	Law Media and Society
LAW-306	Legal Research, Writing and Moot Court

Management Minor **12 credits**

This minor allows students to enroll in a group of key management courses that teach the essential theory and practice for managerial positions in fields such as accounting, retailing, design management, marketing management or other technical majors. Together with the knowledge base learned in students' major fields, this minor increases students' understanding of organizations typical of those in which they will be employed, thereby enhancing the likelihood of promotion to a managerial position. Not available to Management or Human Resource Management majors.

MGMT-310	Organizational Behavior
MGMT-320	Human Resource Management
MIS-202	Management Information Systems

One advanced Management elective from the following:

MGMT-307, MGMT-311, MGMT-326, MGMT-331, MGMT-381, MGMT-411, MGMT-416, MGMT-418, MIS-305, MIS-401, PSYCH-230 or PSYCH-231.

Marketing Minor 12 credits

The marketing of goods or services is the central focus of most profit and nonprofit organizations. Thus, regardless of students' majors, a solid understanding and appreciation of the marketing discipline will enhance students' decision-making capabilities and make them better managers. Not available to Marketing majors.

MKTG-207 Consumer Behavior
MKTG-310 Marketing Communications
MKTG-391 Marketing Research

One advanced Marketing elective from the following:

MKTG-217, MKTG-315, MKTG-318, MKTG-324, MKTG-328 or MKTG-381.

Multimedia and Visualization Minor 12 credits

This minor introduces students to the conceptual and technical issues involved in creating and producing multimedia and visualization projects. Emphasis will focus on the application of digital technologies to enhance the design and presentation process.

Select four from the following:

ARCH-324 Visualization: Experimental Modeling
ARCH-326 Visualization: Advanced Modeling
ARCH-415 Visualization: Multimedia
DIGD-407 Digital Design and Visualization Studio
GRAPH-310 Digital Imaging and Photographic Manipulation

Organizational Behavior Minor 12 credits

This minor provides the student with an understanding of how organizations are designed to successfully perform a number of business activities, including making decisions, motivating members and dealing with conflict. Students also take courses that focus on areas such as entrepreneurship, managing people or health care. The knowledge and skills learned from such courses, combined with the knowledge base gained from students' major fields, increase students' understanding of the organizations in which they will be employed. It also enhances the likelihood of promotion to managerial positions or the successful development of an individual's own business. Not available to Management majors.

MGMT-310 Organizational Behavior
MGMT-412 Management Seminar

Two advanced Management electives from the following:

MGMT-307, MGMT-311, MGMT-326, MGMT-331, MGMT-381, MGMT-411, MGMT-416, MGMT-418, MIS-305, MIS-401, PSYCH-230 or PSYCH-231.

Photography Concentration 57 credits

Available Fall 2012

A concentration in Photography is one of two options available to students who are majoring in Historic Preservation and Visual Studies. For more information see Academic Programs, College of Architecture and the Built Environment,

Historic Preservation and Visual Studies program description.

Photography Minor 12 credits

This minor provides a foundation in photographic techniques, processes, history and theory. Coursework focuses upon photography as a tool for the documentation, research, and preservation of architecture; as part of visual culture in its application to commercial, fashion, advertising and product design; and as a medium for self-expression.

PHOTO-101 Introduction to Photography: Black and White
PHOTO-102 Introduction to Photography: Digital
PHOTO-307 History of Photography

One of the following:

PHOTO-436 Historic Preservation Documentation: Photography, PHOTO-201, PHOTO-302, PHOTO-303

Pre-M.B.A. Minor for Business Majors 12 credits

The Pre-M.B.A. minor for Business majors provides the opportunity to begin taking graduate-level business courses in the senior year, allowing students who have completed their Bachelor of Science Degree in Business Administration to complete a Master of Business Administration degree in one year of daytime study. The M.B.A. may also be completed in the evening. This minor is for undergraduate business majors only. Students must be accepted into the M.B.A. program before registering for graduate courses and may only begin taking graduate courses in senior year. For information about the joint B.S./M.B.A see the Office of Graduate Studies in the College of Design, Engineering and Commerce.

MBA-625 Management Communications and Negotiations
MBA-628 Accounting for Management Decisions

Plus two undergraduate business courses, excluding business core, from the same functional area. The courses must be outside of the student's undergraduate major. It is advised that students selecting this minor consult with a graduate advisor before selecting these two courses.

Pre-M.B.A. Minor for Non-Business Majors 27 credits

The Pre-M.B.A. minor for Non-Business majors provides the opportunity to begin taking graduate-level business courses in the senior year, allowing students who have completed their bachelor's degree to complete a Master of Business Administration degree in one year of daytime study. This minor is for undergraduate non-business majors only. Since there are some differences for the Accounting and Health Care Management M.B.A. options, it is highly recommended to consult with your academic advisor prior to enrolling in any classes. Students must be accepted into the M.B.A. program before registering for graduate courses and may only begin taking graduate courses in the senior year.

Non-Business majors interested in the Joint B.S./M.B.A. Program should obtain a copy of the "Pre-M.B.A. Requirements for Non-Business Majors: Planning Guide." The planning guide should be used in combination with the University catalog and the check sheet for the student's undergraduate major. The Guide describes the requirements for admission and the application process as well as the Pre-M.B.A. course requirements. Planning guides are

available from upper-level advisors as well as the Office of Graduate Studies in the College of Design, Engineering and Commerce.

MGMT-301	Principles of Management
MGMT-401	Operations Management (or MBF-510)
MKTG-102	Principles of Marketing
FINC-301	Financial Management (or MBF-505)
MBF-503	Foundations of Economic Analysis
MBF-504	Introduction to Financial and Managerial Accounting
MBF-508	Statistical Analysis for Business Decisions
MBA-625	Management Communications and Negotiations
MBA-628	Accounting for Management Decisions

- Course numbers under 500 indicate that the course is an undergraduate business course.
- Course numbers beginning with “MBF” indicate graduate master-level foundation courses, and course numbers beginning with “MBA” indicate graduate master-level courses.
- Courses in parentheses are acceptable equivalents to those that precede them.

Pre-Occupational Therapy Concentration **21 credits**

Occupational therapy is a health care profession that helps people to maximize their functional independence after illness or injury. Occupational therapists (OTs) assist children with motor and learning needs to participate in school and everyday tasks. They help adults to develop strategies to manage the physical and emotional changes associated with long term health needs. Therapy frequently involves assisting individuals to relearn old skills, develop new skills or adapt the environment to enable them to live more satisfying and independent lives.

BIOL-104/ BIOL-104L	Biology II lecture/lab
PSYCH-213	Developmental Psychology
BIOL-201/ BIOL-201L	Human Anatomy & Phys I lecture/lab
BIOL-202/ BIOL-202L	Human Anatomy & Phys II lecture/lab

Two additional Psychology courses.

Professional Communication Minor **12 credits**

A Professional Communication minor will enhance students' capacity to think critically and communicate effectively. The minor offers practical, professional experience and hands-on projects. With a minor in professional communication, for example, you will be equipped to write and edit the copy, design and publish the brochure and give an effective presentation on your work. These skills are in high demand among today's employers.

COMM-100	Introduction to Professional Communication (required)
COMM-105	Design as Communication (required)

Take the 2 required courses above plus choose two of the following courses:

Suggested Combination 1:

This combination might work well for someone majoring in design or a business major in finance or FIM. It is recommended for students interested in careers that focus on writing and creating documents such as brochures, proposals or instruction manuals.

COMM-200	Reading the Visual
COMM-303	Technical Writing

Suggested Combination 2:

This combination might work well for someone majoring in marketing. It is suggested for students who are interested in careers that focus on speaking and presentation skills.

COMM-204	Technologies of Communication
COMM-305	Multimedia Presentations

Or Create Your Own Combination:

Choose 2 of the following courses to complete the four course requirement:

COMM-200	Reading the Visual
COMM-204	Technologies of Communication
COMM-303	Technical Writing
COMM-305	Multimedia Presentations
COMM-307	Public Relations and Media Writing

Psychology Minor **12 credits**

All disciplines in the social sciences analyze human behavior on one level or another. Psychology's uniqueness lies mainly in the fact that it is an experimental science. Students who minor in Psychology will study a body of knowledge about the causes of human and animal behavior and the experimental methods used to study behavior. Students completing this minor should be better able to understand their own behavior and the behavior of others, in both work and leisure settings.

PSYCH-101 Introduction to Psychology (required)
Any three Psychology courses (chosen in consultation with a psychology faculty member)

Public Health Minor **12 credits**

Public health may be an excellent minor for students in a variety of majors such as Environmental and Conservation Biology, Pre-medical Studies, Economics, Biology, Engineering, and Environmental Sustainability. The requirements for a minor in public health would be:

PUBH-101	Introduction to Public Health
PUBH-201	Introduction to Epidemiology
ECBIO-101	Environmental Issues
XXX-XXX	Public Health Related Elective Course

Public Health Related Electives: PSYCH-222, PSYCH-224, PSYCH-243, SUST-120, DMM-643. Other courses in the Environmental Sustainability major (i.e. SUST-400), Junior Seminar in Health Policy offered by the SBA JSINT-310 and new courses in development from the SSH (Introduction to Nutrition, Principles of Exercise, Global Health and Global Climate Change) would also be future options for electives.

Social Sciences Minor **12 credits**

College Studies requirements plus four additional courses approved by the College Studies Academic Associate Dean.

Please see the office of the Academic Associate Dean for more information.

Textile Materials Technology Minor **12-16 credits**

The TMT minor offers students an introduction to the process flow of fibers through finished products. A four-course sequence of courses will give a student the opportunity to understand the interdisciplinary nature of textile materials in a wide variety of disciplines and their potential capabilities and limitations.

Select one of the following:

TEXT-101 Survey of the Textile Industry
TEXT-104 Fiber and Yarn Studies

Select any three of the following:

KNIT-201 Knit Technology I
KNIT-205 Knit Technology II
WEAV-201 Weave Technology I
WEAV-301 Weave Technology II
TEXT-321 Nonwovens
TEXT-301 Textile Materials or
TEXTCHM-242 Dyeing & Finishing or
TEXT-301 Coloring and Finishing
TEXTCHM-338 Organic/Textile Chemistry